

Slimbridge



Y.F.C

CLUB CONSTITUTION

Slimbridge Youth Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members.

Slimbridge Youth Football Club

Est. 1996

Club Rules – Constitution as at June 15, 2010

1. **NAME** The club shall be called Slimbridge Youth A.F.C. (the Club)
2. **OBJECTS** The objects of the Club shall be to arrange association football matches and social activities for as many children as possible and to become the best Club in the area.
3. **STATUS OF RULES** These rules (the Club Rules) form a binding agreement between each member of the Club.
4. **RULES AND REGULATIONS**
 - (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
 - (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. **CLUB MEMBERSHIP**
 - (a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
 - (b) Any person who wishes to be a member must be approved by Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
 - (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
6. **RESIGNATION AND EXPULSION**
 - (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation.
 - (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
 - (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
 - (d) Any manager leaving the Club should return all paperwork and equipment or pass it on to the person replacing them.
 - (e) A team manager who knowingly fields an ineligible player shall, under normal circumstances, be expected to resign from the club or be expelled following investigation by the club committee.
 - (f) A ceiling on fine incurred by a team in a single season to be set at £50.00. If a manager exceeds this limit the Committee has a right to call the manager before a meeting to explain his actions, with the ultimate sanction of the manager being voted off the Committee and removal as manager.
7. **CLUB COMMITTEE**
 - (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Welfare Officer, plus other members, elected at an Annual General Meeting.
 - (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice-Chairperson or Secretary. The quorum for the transaction of business of the Club Committee shall be any two of the Chairperson, the Vice-Chairperson, the Treasurer, the Secretary or the Welfare Officer; plus any 2 (two) other members.
 - (c) Decisions made by the Club Committee at meetings shall be minuted. A paper record of these minutes shall be maintained by the Club Secretary.
 - (d) The Club Committee shall hold a meeting on the first Monday of each month, unless otherwise notified.
 - (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

- (f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

8. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year
 - (ii) receive a report of the Club's finances over the previous year
 - (iii) elect the members of the Club Committee
 - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made by a proposer and seconder, both of whom must be existing members of the Club. Notice of any resolution to be proposed at the AGM should be given in writing to the Club Secretary.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee for any unusual reasons. Business at an SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall give each member notice of the date of a General Meeting together with the resolutions to be proposed.
- (e) The quorum for a General Meeting shall be any two of the Chairperson, the Vice-Chairperson, the Treasurer, the Secretary or the Welfare Officer; plus any 2 (two) other members.
- (f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- (g) Decisions made by the Club Committee at General Meetings shall be minuted. A paper record of these minutes shall be maintained by the Club Secretary.

9. CLUB TEAMS

At the meeting following immediately after the AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team to be read out at the AGM.

10. CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be not less than three of the Club Chairperson, Vice-Chairperson, the Club Secretary, Welfare Officer and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (b) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- (c) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (d) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (e) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (f) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- (g) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

11. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets

may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

12. OTHER – MISCELLANEOUS

(a) All kit belongs to the Club

(b) Disciplinary Policy

1. Any member, player or supporter who is judged by the committee to have breached their code of conduct or to have, by word act or demeanor, brought the club into disrepute will be subject to disciplinary action by the club. This action may include

1. verbal warning
2. written warning
3. temporary or permanent suspension from the club.

In the case of disciplinary action applied to players or supporters a team manager may initiate action in class 1 and 2 and gain committee's agreement for the action at the next committee meeting. Any action in class 3 must be agreed by the committee before it is issued.

2. It is a player's responsibility to pay any fine they incur in the course of representing the club.
3. If a player has not paid an outstanding debt to the club before a given deadline they shall be barred from representing the club in any competition.
4. If a player has not paid an outstanding debt to the club on leaving the club we will contact the G. F. A. in order to stop them playing for another Club until the debt has been settled.
5. Any player sent off or cautioned shall start the next game as a substitute.

(c) Managers to bank any excess over the £30.00 float monthly, or bring it to the meetings to be banked.

Anti-Discrimination and Equal Opportunities Policies for Clubs

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. The Football Association's and Slimbridge Y.A.F.C.'s commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

The following policies are at the heart of the Club's activities.

Anti Discrimination Policy For Clubs

Slimbridge Youth Association Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally.

Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Slimbridge Youth Association Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

Slimbridge Youth Association Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Slimbridge Youth Association Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

Equal Opportunities Policy for Clubs

Slimbridge Youth Association Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.

Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.

Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.

Victimisation of an individual.

Harassment of an individual, by virtue of discrimination.

Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Slimbridge Youth Association Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the Committee.
The report should include:
 - i. Details of what, when, and where the occurrence took place.
 - ii. Any witness statement and names.
 - iii. Names of any others who have been treated in a similar way.
 - iv. Details of any former complaints made about the incident, date, when and to whom made.
 - v. A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
 - i. Warn as to future conduct
 - ii. Suspend from membership
 - iii. Remove from membershipany person found to have broken the Club's Policies or Codes of Conduct

ROLES AND RESPONSIBILITIES:

Chairperson:

Responsible to: The Main Committee.

Responsible for: The overall image of the Club.

Tasks will include:

- Chairing the Committee meetings and AGM
- Assisting the Secretary to produce agendas
- Heading the Committee in making decisions for the benefit of the whole Club including disciplinary matters
- Leadership of the Club as a whole
- Talking to local media should the need arise

Vice Chairperson:

Responsible to: The Main Committee.

Responsible for: The overall image of the Club.

Tasks will include:

- Assisting or deputising for the chairperson in any of their tasks as listed above.

Club Secretary:

Responsible to: The Main Committee.

Responsible for: The principal administration of the Club. The Club Secretary carries out or delegates all the administrative duties that enable the Club and its members to function effectively.

The Secretary provides the main point of contact for people within and outside the Club on just about every aspect of the Club's activities.

Tasks will include:

- Attending League meetings
- Affiliating the Club to the Gloucestershire Football Association
- Affiliating the Club to the League(s)
- Registering the players to the League(s)
- Dealing with correspondence
- Organising the Club AGM and other meetings
- Representing the Club at outside meetings where required
- Rearranging fixture clashes, postponed games, etc. – contacting the League (Fixtures Secretary and Referees' Secretary) to advise them of changes
- Liaising with managers to check that no friendlies have been organised, etc. that will affect other fixtures and advising managers of change of fixtures

It is important that the Club is fully conversant with the rules of each competition that teams may wish to enter. The Secretary of the Club is responsible for ensuring that all players are eligible to play. If the Club has any doubts about the eligibility of a player Gloucestershire Youth Football Association should be contacted for details.

Treasurer:

Responsible to: The Main Committee.

Responsible for: All of the financial aspects of running the Club.

Task will include:

- Collecting Signing On Fees, match / training fees and all money due to the Club
- Paying the bills and recording information
- Keeping up to date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank or building society
- Ensuring that funds are spent properly
- Reporting regularly to the Committee on the financial position
- Preparing a year-end statement of accounts to present to the auditors
- Arranging for the statement of accounts to be audited
- Presenting an end of year financial report to the AGM

Welfare Officer:

Responsible to: The Main Committee.

Responsible for: Child Protection Policy. Shall be FA checked to the higher level

Tasks will include:

- Ensuring all Club members are CRB checked
- Liasing with the GFA on all matters of CRB.
- Advising the Chairman of any issues relating to vetting
- Drawing up club child protection policy and statement.
- Proactively ensuring that no club officers or actions contravene the club child protection policy
- Enacting all actions necessary if club members, parents or players report an improper incident

Volunteer Coordinator:

Responsible to: The Main Committee.

Responsible for: volunteer roles within the club.

Tasks will include:

- Recruitment of new volunteers.
- Ensuring that each volunteer understands their job and their role within the club.
- Ensuring that opportunities for feedback and training are provided.
- Acting as the main contact point for all volunteers.
- Ensuring that all existing roles within the club have a role description - consult volunteers and club committee to write the descriptions and review / update as necessary.
- Liaising with the Chairperson to ensure that all tasks required to run the club efficiently are covered by defined volunteer roles.
- Motivation of volunteers through recognition and feedback.

Team Managers:

Responsible to: The Main Committee.

Responsible for: The age-group team to which they have been appointed.

The main purpose is to ensure that the Club provides a team to complete in the relevant League and Cup competitions, or for the younger age groups to organise friendly matches with other clubs.

The manager is responsible for all aspects of activity regarding the appointed age group – i.e. training as well as matches. The manager is permitted to engage assistants as required, so long as they meet the membership requirements of the Club.

Tasks will include:

- Team selection
- Organisation of coaching / training at the Club on a regular basis
- Adhering to the FA adult : child ratio at training sessions and matches (more than 1 : 16 and at least 2 adults)
- Organisation of transport for matches. For away games – arrange to inform the team of the venue, kick-off time, and make transport arrangements for the players.
- Team kit and equipment including ensuring a first-aid kit is available at all matches and training sessions
- Reporting results to the relevant person after matches. Result cards must be completed and forwarded to the correct person in plenty of time and the result telephoned in where appropriate.
- Team managers must ensure that the pitch and goals are safe and correctly prepared with nets, flags, markings, etc. Consideration must be given to the state of the pitches, i.e. that they are not played on where this may cause problems with the Playing Fields Association.
- Ensure that match officials are paid.
- Try to ensure that parking does not get out of hand by staggering games where possible.
- When necessary postpone or cancel games through the correct channels (often the Club Secretary) and with as much notice as possible to minimise inconvenience to all parties and cost to the club.
- Team finances – including ensuring that Signing On Fees are banked by the end of September.
- Match reports to the press
- End of season report to Club Committee

Commercial Manager:

Responsible to: The Main Committee.

Responsible for: The Fund Raising Committee

Tasks will include:

- Organising fund-raising meetings and events – ensuring that events are properly licensed with local authorities / customs and excise, etc.

- Creating enthusiasm amongst others to assist in fund-raising

- Applying for relevant grants and sponsorship or other forms of financial assistance

- Promoting fund-raising activities in the press

- Ensuring funds are properly accounted for and information passed on to the Treasurer

S.Y.F.C. Code of Conduct

COACHES, TEAM MANAGERS AND CLUB OFFICIALS

We all have a responsibility to promote high standards of behaviour in the game. Play your part and observe the Code of Conduct for coaches, team managers and club officials at all times.

I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
- Adhere to the Laws of the Game.
- Display and promote high standards of behaviour.
- Always respect the match officials' decisions.
- Never enter the field of play without the referee's permission.
- Never engage in public criticism of the match officials.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- Promote the equality of opportunity to all players at S.Y.F.C.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what they can expect from me.
- Ensure the parents/carers of all players under the age of 18 understand these expectations.
- Refrain from, and refuse to tolerate any form of bullying.
- Develop mutual trust and respect with every player to build their self-esteem.
- Encourage each player to accept responsibility for their own behaviour and performance.
- Ensure all activities I organise are appropriate for the players' ability level, experience, age and maturity.
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

I understand that breaches of the code may result in action being taken by my club, league, County FA or The FA.

SYFC PLAYERS CODE OF CONDUCT

It is important everyone behaves themselves when playing football. As a player, you have a big part to play.

When playing football, I will:

- Always do my best, even if we're losing or the other team is stronger.
- Play fairly – I won't cheat, complain or waste time.
- Never be rude to my team-mates, the other team, the referee, spectators or my coach/team manager.
- Play by the rules as directed by the referee.
- Shake hands with the other team and referee at the end of the game.
- Listen to my coach/team manager and respect what he/she says.
- Talk to someone I trust, for example my parents or the club welfare officer if I'm unhappy about anything at my club.

I understand that breaches of the code may result in action being taken by my club, league, County FA or The FA.

SYFC PARENTS / SPECTATORS CODE OF CONDUCT

A parent's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

All parents / spectators within our club are to be positive and encouraging towards all of the children not just their own.

I will:

- Remember that children play for FUN.
- Applaud the opposition as well as my own team.
- Not coach or criticise players during the game.
- Respect the match official's decision and encourage players to do the same.
- Never engage in offensive language or behaviour.

I understand that breaches of the code may result in action being taken by my club, league, County FA or The FA.