

Junior Reds Football Club

(F.A. Football Development Charter Club Award Winner)

CONSTITUTION AND RULES

The Club shall be called **Junior Reds Football Club** and is a non-profit making body affiliated to both the London Football Association (LFA) and Kent Football Association (KFA). The Club will be a member of the Bexley & District Junior Football League; the South East London and Kent Youth League, and; the Woolwich and Eltham Sunday Football Alliance.

1) OBJECTIVES

The Club's objective shall be the development of Members in playing football to the best of their ability, and in an enjoyable and safe environment.

2) MANAGEMENT COMMITTEE

2.1) The Club's **Management Committee** Officers shall organise and control activities on behalf of the Members, and will comprise:-

- (i) **Office Holders: Chairman, Vice Chairman, Club Secretary, Assistant Secretary, Fixture Secretary, Treasurers, Club Welfare Officers (CWO), Training Co-ordinator, Kit Manager, Social Secretary/Community Liaison Officer, and;**
- (ii) **Team Managers.**

2.2) The Management Committee Officers shall be elected by majority vote at the Annual General Meeting by the Members.

2.3) The Management Committee shall meet once a month and the proceedings shall be duly recorded. At meetings of the Management Committee a minimum of 5 shall form a quorum which must include any two of the Chairman, Vice Chairman, Club Secretary, Assistant Secretary, Fixture Secretary or Treasurers.

2.4) All proposed new Members of the Management Committee must be interviewed by the Chairman, Club Secretary and one other Member of the existing Management Committee, prior to being elected by Members at the next Management meeting.

2.5) The Management Committee shall be responsible for the Health and Safety of its Members whilst participating in any Junior Reds F.C. organised event e.g. matches, training etc. The Management Committee will ensure adequate insurance cover is in place as recommended by the LFA. and KFA.

2.6) Reasonable vetting of Office Holders, Team Managers and their Assistants with direct access to children and young people will be undertaken including the submission by the CWO of a Criminal Record Bureau (CRB) Enhanced Disclosure to the F.A. CRB Unit. The names of newly elected Committee Members with direct access to children and young people will be submitted for CRB enquiry prior to acting solely and unsupervised in their respective posts.

2.7) A sub committee – to be known as the **Disciplinary and Grievance Panel** (DGP) - will be assigned to deal with all disciplinary, and grievance matters (see Part 13 and 14).

2.8.(i) The DGP shall consist of either the Chairman or Vice Chairman and at least two other Office Holders or Team Managers of the Management Committee. The outcomes and decisions of the DGP must be reported to the main Management Committee at the next monthly meeting.

(ii) In the event of an appeal of the decision by the DGP an independent review will take place comprising three Office Holders not part of the original decision, to include either the Chairman or Vice Chairman. These Members conducting the review will be known as the **Disciplinary and Grievance Appeal Panel** (DGAP).

3) POWERS OF THE MANAGEMENT COMMITTEE

- 3.1) The property and assets of the Club shall be vested in the Management Committee.
- 3.2) The Management Committee shall have power to declare a position vacant should a Management Committee member resign or be absent from meetings without a reasonable explanation.
- 3.3) An Officer can only fulfill a maximum of three positions on the Management Committee.
- 3.4) The Chairman or Vice Chairman reserve the right to immediately suspend any Player, Parent, Office Holder or Member who is deemed by them to be guilty of serious misconduct which is in breach of the "Code of Conduct", as described at Appendix "C" (see paragraph 13).

4) MEMBERSHIP

- 4.1) The Members of the Club shall be those persons listed in the Register of Members (the "Membership Register"), which shall be maintained by the Club Secretary.
- 4.2) Any person who wishes to be a Member must apply on the Membership Application form and deliver it to the Club. Election to membership shall be ultimately the sole discretion of the Management Committee, but delegated to the age group Team Manager. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- 4.3) In the event of a Member's resignation, expulsion or departure from the Club his or her name shall be removed from the Membership Register.
- 4.4) A Member wishing to resign shall make notice to this effect, such notice to be accompanied by payment of all monies due. Member's team kit must be returned.
- 4.5) All Members and Parents must act responsibly and strictly abide by the Club's "Code of Conduct" (Appendix "C"). A copy of this must be returned to the Club duly acknowledged at the time of seeking membership.
- 4.6) The Club will provide the team kit as part of membership, which shall consist of shirts, shorts and socks. These items and any other equipment provided by the Club shall remain the property of Junior Reds F.C.
- 4.7) Players must bring drinks, waterproof clothes, and appropriate footwear and shin guards to all training sessions and matches.

5) MEMBERSHIP SUBSCRIPTIONS

- 5.1) All Members shall pay monthly subscriptions throughout the year, as agreed annually by the Management Committee at the AGM.
- 5.2) In the event of non-payment of subscriptions, match fees or Football Association administration costs/ fines the Member shall be suspended or removed from the Membership Register at the discretion of the Management Committee.
- 5.3) No refunds will be made to Members who leave voluntarily or through expulsion from the Club for disciplinary reasons.
- 5.4) The Club will try to assist those who have difficulty in paying fees (e.g. Parent/ Guardian unemployment) and will consider each case on an individual basis and in confidence.
- 5.5) All monies paid by Members of Junior Reds FC shall be for the sole use of the Football Club. Any funds obtained from and required by other associated activities (e.g. Saturday Football Club) may, at Management Committee discretion, be administered through a separate bank account.

6) FINANCE

6.1) A Current Bank account shall be opened and maintained in the name of the Club (the Club Account). In addition a Deposit account will also be maintained if this will assist in the efficient use of Club funds. The Treasurers will keep proper books of account, which shall be independently reviewed annually.

6.2) Designated Bank account signatories shall be the Chairman, Vice Chairman, Treasurers, Secretary and Assistant Secretary. No sum shall be drawn from the Club Account except by cheque signed by two of the designated signatories.

6.3) The Treasurers will provide an annual Financial Statement report of Club funds at the AGM, and monthly meetings. The accounting reference date for the Club accounts will be the 31st May.

6.4) All monies received and invoices for payment shall be passed to the Treasurers without delay.

7) TEAM MANAGER AND ASSISTANT DUTIES

7.1) Team Managers shall be appointed to manage the affairs of their team. They will be responsible for the actions of their team at all times, in accordance with the Club's "Code of Conduct".

7.2) The Manager may appoint an assistant in each team to provide support and provide general help.

7.3) Managers and their Assistant must consistently display high standards of behavior and attendance. They must place the welfare and safety of each player above all other considerations, including the pursuit of results.

7.4) Managers and their Assistants will be solely responsible for squad selection and the Players (substitutions etc) chosen for all matches and training.

7.5) Managers and their Assistant will be required to keep their Players and Parents/Guardians fully informed of any relevant information concerning them, the team or Club matters arising from Management meetings. Non-payment of subscriptions shall be brought to Member's and Parent's attention.

7.6) Managers and their Assistant must ensure Emergency First Aid and a phone are available for both training and matches.

7.7) Managers and their Assistant are required to pay all monies collected to the Treasurer by or at the next monthly meeting.

7.8) Managers and their Assistant shall be responsible to the Management Committee to keep the Club's kit and equipment complete and in good order as far as is practical. All decisions regarding the ordering of kit or equipment must be agreed in advance with the Kit Manager.

7.9) **Releasing Players' membership** - With the exception of serious matters of misconduct, Managers must give Player/Parents reasonable notice and an explanation that a Player is being considered for release from the Club. The reasons for this decision could be due to the Player not achieving the required standard of improvement/match play, continuous minor misbehaving, failure to attend training or matches on a regular basis, timekeeping etc. Should the Player fail to meet the required standard of improvement the Manager can then release the Player from the squad and terminate Club membership.

In matters of serious misconduct (see Part 13 and 14 below), Managers must first inform and seek agreement from the Chairman or Vice Chairman of any proposed decision to urgently suspend a Player from Club membership. In this event written notice must be sent to the Player Member/Parents within 5 days. Copies of all correspondence must be immediately forwarded to the Club Secretary.

8) MANAGER STANDARDS

8.1) All Managers must attend an Emergency First Aid Course and Child Protection and Best Practice workshop within 6 months of appointment. Team Managers must attain a Level 1 Certificate for Coaching within the first 12 months of appointment to a Management position.

8.2) The Club will reimburse 100% of any Management Committee Member's course fees on the completion of Refereeing, Emergency First Aid or Child Protection Course. Level 1 Coaching courses will be Club funded on the basis of 50% at the time of the event and the remainder at 12 months following Course completion.

Level 2 Courses will be considered for financial support after two years of continuous Management appointment. Funding, if any, will be on the basis of 50% at the commencement of the Course and the balance 12 months upon completion.

In both Level 1 and 2 courses should the Member leave the Club within 12 months of the Course completion the Club reserve the right to seek a full refund.

9) CLUB WELFARE OFFICER (CWO) RESPONSIBILITIES

9.1) The Management Committee shall appoint as a minimum one Club Welfare Officer who shall have responsibility for all matters relating to the protection of children and young persons up to the age of 18 years associated with the Club. The CWO will attend specific training courses as required by the F.A. and legislation.

9.2) The Club's Child Protection Policy and Statement will be annually reviewed, and will be recorded as Appendix "A" to the Constitution and Rules.

9.3) The names and addresses of Office Holders, Team Members and Assistants will be forwarded for vetting to the CRB Unit of the F.A on a regular basis. The names of newly elected Committee Members will be submitted for enquiry prior to acting solely and unsupervised in their respective posts.

9.3) Any physical or other signs of suspected abuse on a child or young person up to the age of 18 years must be reported immediately to the CWO(s).

10) FUND RAISING AND GRANTS

10.1) All monies resulting from donations or fund raising activity undertaken under the name of Junior Reds F.C. shall become the property of the Club, and be used in the furtherance of the Members as deemed by the Management Committee.

10.2) The Manager or his representatives shall pay all monies collected through fund raising into the Club's Current account by the following Management meeting.

10.3) Grants received shall be strictly subject to any conditions so attached and be properly identified.

11) SPONSORSHIP

11.1) Any materials and objects resulting from sponsorship (i.e. team kits etc) shall become the property of the Club.

11.2) Any team kits offered by Sponsors shall be in the Club colours and design prevailing at the time. All team strips shall display the Club badge on the front

11.3) Sponsors will be such that they will not adversely affect the Club's good name.

12) FINES AND CHARGES

12.1) The payment of League fines and F.A. administration costs (Cautions etc) will be the responsibility of the Club Secretary, and paid on behalf of the individual. These fines will be immediately notified to the Member concerned (through the Team Manager) who must reimburse the Club within 14 days.

12.2) In the event of non-payment of fines the Management Committee has the power to suspend or expel the Player Member.

13) DISCIPLINARY PROCEDURES

13.1) All matters of **serious misconduct** by a Player, Parent, Manager or Club Member etc must be urgently reported to the Chairman or Vice Chairman before a Player's membership is suspended.

Any matters thought to require Police action must be reported immediately to the Police and followed up in writing to the Club Chairman and Secretary.

"Serious Misconduct" will be deemed to include:

- Any act of violence or threat of violence
- Use of abusive language including racist or sexist comments
- Any act of vandalism
- Failure to obey any reasonable request from a Club official that affects safety of its Members
- Anything which the Management Committee considers to be prejudice to the good name of the Club
- Refusal to participate in the game or as a substitute to the detriment of the team
- Persistent matters of minor misconduct despite oral and written warnings.

13.2) With the exception of urgent situations under Part 7.9 and 13.6 all decisions to suspend or terminate a player's membership of the Club for serious misconduct will be considered at a specially constituted Disciplinary and Grievance Panel (DGP) meeting. This will comprise Office Holders or Team Managers as stated at Part 2.8 (i).

13.3) The DGP will notify the Member in writing within 14 days of the Club's decision and advise a period of time for the Member to attend a hearing with the Disciplinary and Grievance Panel if they wish to appeal this decision.

13.4) The DGP has the power to dismiss any Player, Member, Supporter or Parent/Guardian from the Club and can also ban the offender from its property and within 200 metres of any games being played by the Club's teams. In serious cases the offender/s will also be reported to the various Leagues and Associations

13.5) In minor offence cases disciplinary action can be an oral warning. If this is ignored and re-offences occur the offender may be given a written warning. At each stage copies of letters should be passed to the Club Secretary.

13.6) In continuous minor offence situations for which a written warning has been ignored, or for matters of Serious Misconduct, the Chairman or Vice Chairman can suspend offenders immediately from the Club pending formal review by the Disciplinary and Grievance Panel.

13.7) The Club Secretary will keep a record of all disciplinary issues and will notify the League if and when appropriate.

14) APPEALS AND GRIEVANCE PROCEDURES

14.1) The named offender/s has the right of appeal. This should be made in writing to the Club Secretary within 14 days of the notified decision.

14.2) An independent **Disciplinary and Grievance Appeal Panel** (DGAP), comprising three Office Holders not taking part in the initial decision, will be convened in accordance with Part 2.8 (ii).

14.3) A written copy of the appeal or grievance will then be circulated to all DGAP members and due notice given of a meeting to hear the Appellant's representations. Witnesses may be called if required (not more than two).

14.3) The DGAP will carefully review the Appellant's representations at the hearing. This final decision of the DGAP will be conveyed to the respective parties in writing within 7 days of the hearing.

15) ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

15.1) An Annual General Meeting (AGM) shall be held between the 1st and last day of June each year. The Secretary shall give 28 days clear notice of such meeting to all members.

15.2) The Financial Statement and Officers' Reports shall be received at that Meeting.

15.3) All Officers and Managers will be elected at the AGM by a vote and simple majority. Only current paid Members of the Club may vote.

15.4.) In an emergency or exceptional circumstances the Management Committee may convene an Extraordinary General Meeting (EGM).

15.5) The Secretary shall give seven clear days notice to all Members of such a meeting. The EGM shall comprise a quorum of at least 5 Management Committee Members which must include any two of the following (Chairman, Vice Chairman, Club Secretary, Assistant Secretary, Fixture Secretary or Treasurer).

16) ALTERATIONS TO THE RULES OR CONSTITUTION

16.1) Amendments to the Constitution or rules can be agreed at monthly Management meetings by formal introduction and majority vote of the Committee. At least 75% of Management Committee Members must be present and included in the vote for the amendments to be confirmed.

16.2) Proposed new rules, amendments and deletions to rules shall be made in writing to the Chairman at least 10 days prior to the AGM.

16.3) A full list of proposed new rules, amendments and deletions shall be made available at the Annual General Meeting. These will only be adopted if supported by 75% of those voting at the meeting.

16.4) Voting shall be on the basis of one vote per paid Member.

17) CUPS AND TROPHIES

17.1) All medals and trophies won by the Club Teams will be engraved at the Club's expense.

17.2) The Club will award every Player Member a medal / plaque at the end of the season in recognition of their efforts and dedication.

17.3) Individual awards will be made to Members in specific categories as determined at Management meetings.

18) ANY OTHER MATTERS

Any matters not governed by the above rules shall be dealt with by the Management Committee. The decision of that body shall be final.

19) DISSOLUTION

19.1) A resolution to dissolve the Club shall only be proposed at an EGM and shall be carried by a majority of at least three-quarters of the Members present.

19.2) The dissolution shall take effect from the date of the resolution and the Members of the Club Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.

19.3) Any surplus assets remaining after the discharge of the debts and liabilities (including grants) of the Club shall be transferred to another Club, a Competition, the Parent County Association, F.A. for use by them for related community sports. Disposal of assets shall be determined by the Members on a majority vote.

The Junior Reds Football Club is a supporter of Equal Opportunities and operates a Child Protection Policy.

Last Revised – June 2009

Appendix "A" JUNIOR REDS F.C. Club Child Protection Policy and Statement

1. Junior Reds 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 of its Members. A child or young person is anyone under the age of 18 engaged in any Club football activity. We subscribe to The Football Association's Child Protection and Best Practice Policy and Procedures, Safeguarding Children and Young People in football (revised edition 2006) and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Child Protection Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

3. We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Junior Reds Football Club recognises that this is the responsibility of every Adult involved in our Club.

4. Junior Reds Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association Regulations applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on Club tours, coach, club official or medical staff.

We endorse and adopt The FA's Child Protection and Best Practice Guidelines for recruiting volunteers and will:

- Request identification documents.
- As a minimum interview the applicant(s).
- Request and follow up with two references before appointing.
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Junior Reds Football Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Junior Reds Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children or young people and to minimise the risk of 'grooming' within football.

5. Junior Reds Football Club supports The FA's Whistle-blowing Policy. Any Adult or young person with concerns about a colleague can whistle-blow by contacting The FA Child Protection Team on 0207 745 4771 or by writing to The FA Case Manager, The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the Police, Social Services, or the NSPCC. Junior Reds Football Club encourages everyone to know about it and utilise it if necessary.

6. Junior Reds Football Club has appointed at least one Club Welfare Officer (CWO) in line with The FA's role profile and completion of the Child Protection and Best Practice Workshop. The post holder(s) will be involved with designated persons training provided by The FA. The CWO is the first point of contact for all Club Members and parents/Guardians regarding concerns for the welfare of any child or young person. They liase directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our Club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or member of the committee or alternatively in cases of serious bullying contact the CFA CPO.

8. Codes of Conduct for coaches, players, officials and parents/carers, officials and coaches have been implemented by Junior Reds Football Club (Appendix "B"). In order to validate these Codes of Conduct the Club has clear sanctions to deal with any misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the CFA in more serious circumstances. All prospective members will be informed of these codes.

Appendix "B" - Junior Reds Football Club - Equality Policy

- The aim of this policy is to ensure that everyone is treated fairly and with respect and that Junior Reds Football Club is equally accessible to them all.

- Junior Reds 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, anyone who wants to participate in it.
- Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.
- This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.
- Junior Reds Football Club, in all its activities will not discriminate, or in any way treat anyone less favorably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.
- It means that Junior Reds Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all Members of the community to take part in, and enjoy, its activities.
- Junior Reds Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanctions applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.
- Junior Reds Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- Junior Red Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.
- Junior Reds Football Club is committed to a policy of equal treatment of all Members and requires all Members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these Acts and any new legislation.
- Junior Reds Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

Management Committee

Appendix “C” – Code of Conduct

Code of Conduct **Acknowledgement** **by Player and Parents** (Form “B”)

1. Make every effort to develop your own sporting abilities, in terms of skill, technique, tactics and stamina.

This means:

- Attending training punctually and regularly; participate positively and follow all reasonable requests of your Managers (Player)
- Ensuring players attend matches and training regularly and punctually (Parent).
- Giving maximum effort and strive for the best possible performance during a game (Player).

2. Full encourage and support other team members. *This means:*

- Recognising **all** players have different levels of skill and ability (Player)
- Positively encourage all players to give their best Avoid criticism (Player/ Parent)
- Treat others with respect as you would expect yourself (Parent/ Player)
- Attend all matches and support the team throughout the duration of the game (Player/Parent)

3. Set a positive example for others. *This means:*

- Never use foul or abusive language or make racist comments (Parent/ Player)
- Do not use physical violence, intimidate or abuse other participants (Parents/ Players)
- Do not enter the field of play during a game unless asked to do so by the referee. Always stand away from the touchline (Parent)

4. Show respect to opponents by setting high standards of sportsmanship. *This means:*

- Do not retaliate against opponents (Player)
- Acknowledging the fair play and sportsmanship of your opponents (Parent/ Player)

5. Show respect to Referees and other match officials. *This means:*

- Understanding the Laws of the Game (Parent/ Player)
- Accepting the decisions of the Referee/ Assistant Referee, and recognising all can make mistakes (Parent/ Player)

6. Take responsibility. *This means:*

- Communicating with your team Manager (i.e. obtaining details for matches etc) – (Player/ Parent)
- Ensuring monthly subscriptions are paid promptly (Parent)
- Taking proper care of the kit and equipment (Parent/ Player)
- Ensure all League fines are paid to the Club within 14 days of notification. (Player/ Parent)

Parents: Please remember:

- The Club cannot guarantee players will receive an equal amount of time on the pitch during matches and that tactics and team selection/ substitutions by the Team Manager are final.
- Remember when you are supporting the team you are representing the Junior Reds. Any misconduct will bring a charge to the Junior Reds by the Football Association or League and a cost to you.

Acknowledgement

We have read, understood and fully accept the “Code of Conduct” as required by the Junior Reds Football Club
Signed:

Player..... Parent.....

Name:..... Name.....