

## **CLUB RULES AND CONSTITUTION**

### **1. NAME**

The club shall be called **TWYFORD SPARTANS YOUTH F.C.** (the club)

### **2. OBJECTS**

The advancement of the physical education of young people by the provision of facilities for playing association football.

### **3. POWERS**

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- a) Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- b) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- c) Power to establish or support any charitable trusts, associations or institutions formed for all or nay of the objects;
- d) Power to appoint and constitute such advisory committees as the Executive Committee may think fit;
- e) Power to do all such other lawful things as are necessary for the achievement of the objects.

### **4. STATUS OF RULES**

These rules (the Club Rules) form a binding agreement between each member of the Club.

### **5. RULES AND REGULATIONS**

- a) The Club shall have the status of an Affiliated Member Club 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 he deemed to be incorporated into the Club Rules.
- b) No alteration to the Club Rules shall he 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.

## **6. 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 apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register. The club is open to anyone who wishes to apply for membership.
- 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.
- e) All Club members will abide by the Rules, Policies and procedures outlined in Appendix 'A'

## **7. ANNUAL MEMBERSHIP FEE**

- a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

## **8. RESIGNATIONS 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. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- 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.

## **9. DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE**

A member of the Executive Committee shall cease to hold office if he or she:

- a) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- c) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- d) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

## **10. CLUB EXECUTIVE COMMITTEE**

- a) The Executive Committee shall consist of the following Club Officers:

Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary, plus up to 5 other members, elected at an Annual General Meeting.

- b) Each Officer and Executive 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 the Club Officer at any time. The Executive Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Executive Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Executive Committee meeting shall have a casting vote in the event of a tie. Meetings of the Executive Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Executive Committee shall be three.
- c) Decisions of the Executive Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Minute Secretary.
- d) Any member of the Executive Committee may call a meeting of the Executive Committee by giving not less than 7 days notice to all members of the Executive Committee. The Executive Committee shall hold not less than four meetings a year.
- e) An outgoing member of the Executive Committee may be re-elected. Any vacancy on the Executive Committee, which arises between Annual General Meetings, shall be filled by a member proposed by one and seconded by another of the remaining Executive Committee members and approved by a single majority of the remaining Executive 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 Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- g) Executive committee members must be over 18 years old apart from two children elected by the AGM as youth advisors but with no voting rights.

## **11. EXECUTIVE COMMITTEE MEMBERS NOT BE PERSONALLY INTERESTED**

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contact entered into by Executive Committee.

## **12. 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 Clubs 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 in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting. Under 18's cannot nominate or be nominated to the club committee other than as youth advisors.
- c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- e) The quorum for a General Meeting shall be 10.
- f) The Chairperson, or in their absence a member selected by the Club Committee, 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) The Club Secretary, or in their absence a member of the Club Committee shall enter Minutes of General Meetings into the Minute Book of the Club.

### **13. ALTERATIONS TO THE CONSTITUTION**

- a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed
- b) No amendment may be made to clause 1, clause 2, clause 11, clause 16 or this clause without the prior consent in writing of the Commissioners.
- c) No amendment may be made which would have the effect of making Charity cease to be a charity at law.
- d) The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

### **14. CLUB TEAMS**

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

### **15. CLUB ACCOUNTS**

- a) The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:
  - i) the keeping of accounting records for the charity;
  - ii) the preparation of annual statements of account for the charity;
  - iii) the auditing or independent examination of the statements of account of the charity; and
  - iv) the transmission of the statements of account of the charity to the Commission
- b) A bank account shall be opened and maintained in the name of the Club (The Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- c) The income and assets of the Club (The Club Property) shall be applied only in furtherance of the objects of the Club.
- d) 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 for services rendered to the Club.

- e) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- f) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four trustees, one of whom shall be the Treasurer (the Trustees), who shall deal with the Club Property as directed by the decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- g) The Trustees 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. On their removal or resignation a Trustee shall execute a Conveyance in such form as is published by the Football Association from time to time to a newly elected Trustee, any Club Property vested in them shall vest automatically in the surviving Trustees. If there is only one surviving Trustee a special Meeting shall be convened as soon as possible to appoint another trustee. The Trustee 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.
- h) Twyford can loan money from the bank as and if needed.

**16. DISSOLUTION**

If the Executive Committee decides that it is necessary or advisable to dissolve the charity it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposed is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

**17. PUBLIC LIABILITY INSURANCE**

The Club shall obtain Public Liability Insurance to the tune of £10million. If available through the Devon FA, if not the club will obtain its own.

Signed .....

Date .....

Secretary/Treasurer

## CODE OF CONDUCT FOR COACHES

- a) Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- b) Coaches must place the well being amid safety of each player above all other considerations, including the development of performance.
- c) Coaches must adhere to all guidelines laid down by governing bodies.
- d) Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- e) Coaches must not exert influence to obtain personal benefit and reward.
- f) Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- g) Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- h) Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- i) Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the player.
- j) Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the laws of the game, behaviour contrary to the spirit of the Laws of the game or relevant rules and regulations or the use of prohibited substances or techniques.
- k) Coaches must consistently display high standards of behaviour and appearance.
- l) Coaches must not use or tolerate inappropriate language.

# CODE OF CONDUCT FOR PLAYERS

## 1. Obligations towards the game

A player should

- a) Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- b) Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- c) Set a positive example for others, particularly young players and Supporters.
- d) Avoid all forms of gamesmanship and time wasting.
- e) Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- f) Not use inappropriate language.

## 2. Obligations towards one's own team

A player should

- a) Make every effort consistent with Fair Play and the laws of the Game to help his own team win.
- b) Resist any influence, which might, or might be seen to, bring into question his commitment to the team winning.

## 3. Respect for the Laws of the Game and Competition rules

A player should

- a) Know and abide by the Laws, rules and spirit of the game, and the Competition rules.
- b) Accept success and failure, victory and defeat, equally.
- c) Resist any temptation to take banned substances or use banned techniques.

#### **4. Respect towards Opponents**

A player should

- a) Treat opponents with due respect at all times, irrespective of the result of the game.
- b) Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

#### **5. Respect towards the Match Officials**

A player should

- a) Accept the decision of the Match Official without protest.
- b) Avoid words or actions, which may mislead a Match Official.
- c) Show due respect towards Match Officials.

#### **6. Respect towards Team Officials**

A player should

- a) Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- b) Show due respect towards the team Officials of the opposition.

#### **7. Obligations towards Supporters**

A player should

- a) Show due respect to the interests of supporters.

# CODE OF CONDUCT FOR TEAM OFFICIALS

## 1. Obligations towards the Game

The team official should

- a) Set a positive example for others, particularly young players and supporters.
- b) Promote and develop his own team having regard to the interest of the players, supporters and reputation of the national game.
- c) Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- d) Avoid all forms of gamesmanship.
- e) Show due respect to Match Officials and others involved in the game.
- f) Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- g) Not use or tolerate inappropriate language.

## 2. Obligations towards the Team

The team official should

- a) Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
- b) Give priority to the interests of the team over individual interests.
- c) Resist all illegal or unsporting influences, including banned substances and techniques.
- d) Promote ethical principles.
- e) Show due respects for the interests of the players, coaches and officials, their own club/team and others.

## 3. Obligations towards the Supporters

The team official should

- a) Show due respects for the interests of supporters.

#### **4. Respect towards the Match Officials**

A team official should

- a) Accept the decisions of the Match Official without protest.
- b) Avoid words or actions, which may mislead a Match Official.
- c) Show due respect towards Match Officials.

### **CODE OF CONDUCT FOR PARENTS/SPECTATORS**

Parents/spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game — it is fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents/spectators that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques

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

- Other players
- Officials
- Managers
- Spectators

Insure that parents/spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents/spectators to:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Give attention to each of the children involved in football not just the most talented,
- Give encouragement to everyone to participate in football.

Ensure that parents/spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy.

## **ANTI DISCRIMINATION POLICY FOR CLUB**

Twyford Spartans Youth 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 Twyford Spartans Youth Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably on the 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

Twyford Spartans Youth Football Club will not tolerate sexual or racial 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.

Twyford Spartans Youth 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 CLUB**

- a) Twyford Spartans Youth 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.
- b) 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 requirements for others.
  - Imposing on 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 the entire Clubs recruitment, selection, promotion and training processes, as well as disciplinary matters it is essential that merit, experience, skills and temperament be considered as objectively as possible.
- c) Twyford Spartans Youth Football Club commits itself to the immediate investigation of any claims or 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
  - d) Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Clubs policy, any members offending will be dealt with under the disciplinary procedure.
  - e) 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. Your report should include:
  - a) Details of what, when and where the occurrence took place.
  - b) Any witness statement and names.
  - c) Names of any others who have been treated in a similar way
  - d) Details of any former complaints made about the incident, date, when and to whom made.
  - e) A preference for a solution to the incident.
2. The Clubs Management Committee will sit for any hearings that are requested.
3. The Clubs Management Committee will have the power to:
  - a) Warn as to future conduct any person found to have broken the Clubs Policies or Codes of Conduct.
  - b) Suspend from membership any person found to have broken the Clubs Policies or Codes of Conduct.
  - c) Remove from membership any person found to have broken the Clubs Policies or Codes of Conduct.
4. Other than where affected by Child Protection Procedures.

# CHILD PROTECTION POLICY

This general policy for football will ensure that the necessary steps are taken to protect those children who participate in football at all levels and that football takes place in an environment that is safe and enjoyable.

The Key Principles that underpin this policy are:

- 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 belief or sexual identity
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Twyford Spartans Youth Football Club will have the authority through its rules to prohibit the involvement of adults in football on the basis of conviction, caution, or concern expressed by the police or social services.

Every child or young person, defined, as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

Twyford Spartans Youth Football Club recognises its responsibilities to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

The aims of the Child Protection Policy are:

- To develop a positive and pro-active position in order to best protect all children and young people who play football, enabling them to participate in an enjoyable and safe environment.
- To demonstrate best practice in the area of child protection
- To promote ethics and high standards throughout football

In the event of an incident within the Club, you can report this to either of the Child Welfare Officer listed below:

Mr Lee Tebby

Tel: 01884 258559

All adults undertaking the Team Manager's Course will be added to this list, as they would have completed the Child Protection Officer Course.

All adults who are involved in training or coaching the children are Police checked through the Football Association via the Criminal Records Bureaux.