

Winthorpe & Coddington Tigers FC - Club Rules and Constitution

1. Title

- 1.1 The Club shall be called Winthorpe and Coddington Tigers Football Club, hereinafter referred to as the Club and shall be affiliated to the Nottinghamshire Football Association.

2. Objective

- 2.1 The object of the Club is to provide facilities and promote participation for the whole community in the sport of football.

3. Membership

- 3.1 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of football as a particular sport.
- 3.2 The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute and is subject to Appeal (refer clause 8)
- 3.3 Membership shall be made up of (a) registered players, each player having one vote that may be cast at General Meetings through their parent or guardian, (b) team managers, and (c) social members, who have completed a membership application form and have been accepted by the acting Committee.

4. Non Profit Making

- 4.1 All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

5. Officers of The Club

- 5.1 The Club shall elect a Chairman who shall also be a member of the Executive Committee.
- 5.2 The Club shall elect or employ a Treasurer and a Secretary (not necessarily a member of the Executive Committee).
- 5.3 The Club shall elect a Child Welfare Officer (not necessarily a member of the Executive Committee).

6. Executive Committee

- 6.1 The Club shall be run by an Executive Committee that shall consist of no less than 3 and no more than 6 officers.
- 6.2 The duties of the committee shall be:-
- (a) To control the affairs of the Club on behalf of the Members in a manner that is consistent with the Objective of the Club
 - (b) To keep accurate accounts of the finances of the Club through the Treasurer, these to be available for reasonable inspection and audited before the Annual General Meeting. The Club shall have a current bank account and the following officers shall be authorised to sign cheques: any two from the Chairman, Secretary, Treasurer or other committee member.
 - (c) To manage the finances of the Club to ensure its ongoing viability
 - (d) To co-opt additional members to the committee as the committee feels this is necessary. Co-opted members shall not have a vote on the committee.
 - (e) To make decisions on the basis of a simple majority. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.

7. Powers of Management

- 7.1 The Executive Committee may appoint such other sub-committees as they may consider necessary and may delegate such of their powers as they deem necessary to such committees.
- 7.2 The Executive Committee may commit the Club to such expense as is required to maintain or improve the running of the Club and its buildings and assets, subject to its duties stated in Clause 6.2.
- 7.3 The Executive Committee shall have powers to apply, act upon and enforce these Club Rules and Constitution and shall have jurisdiction over the Club.
- 7.4 All decisions of the Executive Committee shall be binding, subject to Appeal (refer clause 8).
- 7.5 Two (2) Members of the Executive Committee shall constitute a quorum for the transaction of business.
- 7.6 The Executive Committee, as it may deem necessary, shall have the power to fill, in an acting capacity, any vacancies that may occur amongst their number.

8. Appeals

- 8.1 An appeal against a decision of the Executive Committee shall be made in writing to the Chairman and will be heard by a panel of 3 Club Members selected by the Chairman who were not involved in the original decision.
- 8.2 The finding of the Appeals Panel shall be final and not subject to further appeal.

9. General Meetings

- 9.1 The Annual General Meeting (AGM) of the Club shall be held after the Season End but before the end of July, the business of which shall be:-
- (a) Confirm the minutes of the previous AGM and of the last SGM
 - (b) Receive the audited accounts for the year
 - (c) Receive the annual reports of the committee
 - (d) Elect an auditor for the forthcoming year
 - (e) Elect the Officers and members of Executive Committee of the club for the forthcoming year
 - (f) Transact any other business received in writing by the Secretary from interested parties.
- 9.2 A Special General Meetings (SGM) may be called by any member by addressing such a request to the Chairman of the Executive Committee.
- 9.3 Procedure - at all General Meetings, the chair shall be taken by the Chairman or, in his/her absence, by a deputy appointed by the members attending the meeting.
- 9.4 At all General Meetings, the minutes of the meeting shall be taken by the Secretary, or in his/her absence, by a deputy appointed by the members attending the meeting.
- 9.5 Decisions at General Meetings shall be by a simple majority of votes. In the event of equal votes the Chairman shall be entitled to an additional casting vote.
- 9.6 A quorum for a General Meeting shall consist of three members of the committee.
- 9.7 Each committee member shall have one vote at General Meetings.
- 9.8 The following notice periods apply to General Meetings:-

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- (a) Committee Members shall be given not less than 21 days clear notice of a General Meeting
- (b) Committee Members must advise the Secretary in writing of any business to be moved at a General Meeting not less than 14 days in advance of the meeting
- (c) The Secretary shall circulate the agenda for the General Meeting not less than 7 days in advance of the meeting
- (d) Nominations of candidates for election of officers shall be made in writing to the Secretary 14 days in advance of the AGM date.

10. Alterations to the Constitution

- 10.1 Any proposed alterations to the Constitution may only be considered at a General Meeting with the required notice of the proposal. Such alterations shall be passed if supported by not less than two-thirds of those present at the meeting.

11. Dissolution

- 11.1 The Club shall be dissolved by a simple majority vote at a General Meeting. Any funds or assets remaining shall be given or transferred to another registered CASC, a registered charity, or Nottinghamshire Football Association as determined by the members at a General Meeting.

12. Club Colours

- 12.1 The preferred colours of the Club are amber/orange and black, other strip colours must be sanctioned by the Committee before a commitment to purchase is made.

13. Season End

- 13.1 The Club season finishes on 31st May.

14. Team Managers, Coaches and Volunteers

- 14.1 In accordance with the Club Code of Conduct (refer Appendix A) Team Managers shall be responsible for team affairs and at all times act in the interests of the Club and the children in their care.
- 14.2 Fines imposed by the league for incorrect reporting of results (e.g. rule 11 for NNYFL) shall be paid by the coach, except that for the first fine in any one season the Club shall pay. All other fines are payable by the Team Manager.
- 14.3 Team Managers are bound by the rules of the Club, the appropriate League and the FA.
- 14.4 Team Managers and coaches are required to hold:-
 - 14.4.1. a valid First Aid certificate (3 years duration) within 3 months of joining the Club,
 - 14.4.2. a valid FA Child Protection certificate (3 years duration) within 6 months of joining the Club,
 - 14.4.3. an FA Level 1 certificate or equivalent within 3 months of joining the Club,
 - 14.4.4. A valid FA recognised CRB certificate.
 - 14.4.5. An FA Youth Award certificate – Module 1 (mini soccer coaches only) by the 31st May 2012 and thereafter within 12 months of joining the Club.
- 14.5 Volunteers must hold a valid FA recognised CRB certificate if they are to work unsupervised with players.
- 14.6 Team managers and coaches for age groups up to and including U11 (mini soccer) shall coach in accordance with the framework set out in the Club Coaching Manual.

15. Players

- 15.1 In accordance with the Club Code of Conduct (refer Appendix A) players shall at all times act in the interests of the Club and their team mates.
- 15.2 Once registered for the Club, a player may not agree to train or play for another Club playing Saturday football, including grass roots training or academy, until such time as they formally transfer or have permission to do so from the Executive Committee.
- 15.3 Players are required to pay any fines imposed on them by the respective league or FA.
- 15.4 A player is registered to the Club for the season commencing from when the Club registration form is accepted by the Club until the end of the season given in Clause 13.

16. Parents

- 16.1 In accordance with the Club Code of Conduct (refer Appendix A) parents are responsible for their behaviour and that of their child. The Club will take action against inappropriate behaviour and reserves the right to deregister a player if their behaviour or that of their parent is unacceptable. In all cases the appropriate league and football association will be advised and a player will not be allowed to play for another club until all outstanding monies owed to the Club are paid.
- 16.2 Parents are asked to encourage but not to coach from the touchline unless requested to do so by the Team Manager.
- 16.3 The Club is fined for failing to fulfil a fixture; parents are requested to advise the Team Manager as soon as they are aware that their child is not available to play a match (e.g. holidays, etc.).

17. Subscriptions & Registration

- 17.1 Subscriptions for players registered with the Club, training and playing league matches (competitive or non competitive) are £120 per year per player. Payments are made in 4 periods of £30 on the dates given below.
- 17.2 Subscriptions for players who are registered with the Club and training with the squad but not playing league matches (competitive or non competitive) are £90 per year per player. Payments are in 4 periods, the first period £30 followed by 3 periods of £20 on the dates given below.
- 17.3 Subscription payment dates are as given below, please note that cheques will not be cashed before this date but might not be cashed exactly on the date:
 - 17.3.1. September 5th
 - 17.3.2. November 5th
 - 17.3.3. February 5th
 - 17.3.4. April 5th
- 17.4 Subscriptions shall be paid by cheque in advance for all periods, special envelopes will be provided by the Club for this purpose. Cheques should be post dated for each subscription period with the dates shown above. The Club will keep all cheques secure and will only present each cheque on the appropriate subscription payment date for the forthcoming period.
- 17.5 Alternative arrangements are solely at the discretion of the Executive Committee.
- 17.6 Subscription rates are reviewed annually.
- 17.7 A player is not permitted to play competitive matches until subscription cheques are submitted.
- 17.8 In the event of a player leaving the Club or sustaining long term injury or illness that renders them unable to play, subscription

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cheques for subscription periods beyond the current one will be returned.

- 17.9 The Football Association will not allow a player to transfer or play for another Club until such time as liabilities with any previous Club are fulfilled.

18. Tournaments

- 18.1 The Club shall pay for tournaments completed by teams to a maximum value of £40 per team per season.
- 18.2 Overseas tournaments must be sanctioned by the Executive Committee.
- 18.3 Tournaments held by the Club must be sanctioned by the Nottinghamshire FA.

19. Insurance

- 19.1 The Club shall maintain public liability insurance as required by law.
- 19.2 The Club shall maintain buildings insurance on Phoenix Park sufficient to cover rebuilding costs.
- 19.3 The Club does not run a player compensation insurance scheme, anyone requiring such insurance should obtain it privately.

20. Complaints Procedure

- 20.1 Complaints should be made in writing and addressed to the Chairman of the Executive Committee.
- 20.2 Complaints shall be heard by a panel comprising at least two members Executive Committee and shall be subject to Appeal (refer clause 8).

21. Referees

- 21.1 The Club shall pay only referees that have been specifically appointed to referee the match by the appropriate league.

22. Sponsorship

- 22.1 All sponsorship and external funding opportunities shall be referred to and progressed through the Club Secretary.

23. Expenses and External Costs

- 23.1 Any direct costs incurred by individuals acting on behalf of The Club shall be reimbursed as long as the expense has been approved by two Executive Committee members.

For the avoidance of doubt, the Club will not cover petrol expenses or costs related to a person's time spent on behalf of the Club unless explicitly agreed by the Executive Committee before the cost is incurred.

- 23.2 Subject to approval by the Executive Committee and the availability of funds, the Club will cover the direct external costs associated with coach education and training.

24. Trustees

- 24.1 Where a Trust is established to protect any Club asset, at least three Trustees shall be appointed who are independent of the Executive Committee.
- 24.2 The power of appointing new Trustees shall be vested in the Chairman of the Club.
- 24.3 A Trustee shall retire if a resolution is agreed at the Club's AGM.

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Appendix A – Code of Conduct

General Behaviour

The following guide to the expectations of children, team managers and parents has been developed to prevent conflict and promote the general interests of the children and the Club. Please read the guidelines carefully and support the Club by following them.

Children are expected to:

- conduct themselves in a sportsmanlike manner
- be committed to improving their skills and understanding of football
- respond appropriately to instructions given by a team manager, coach or committee member
- play to win
- play for the team
- act in the interests of the Club
- take responsibility for themselves (e.g. personal belongings, training times, match days and meeting details)

Parents are asked to:

- Reinforce the above rules to your child through example
- Encourage your child to practise in their own time what they have been coached
- Encourage them vocally during a match but avoid criticism, direct orders or aggressive behaviour
- Direct your concerns (e.g. lack of selection, team position, health of your child, etc.) to the team manager
- Allow the team manager to determine tactics – avoid coaching your child before or during a match
- Act in a sportsmanlike manner, especially towards opposing teams and match referees
- Take responsibility for getting your child to training and matches
- Avoid instilling in your child a ‘win at all costs’ mentality – their fear of losing will remove the joy of the game for them
- Avoid abusing or blaming the referee – it encourages children to do the same

Team Managers shall:

- Act responsibly at all times in regard to the safety and well-being of the children under their care
- Act without favouritism to any particular child
- Reinforce the rules for Children and Parents detailed above, where possible by example
- Have undertaken instruction in basic First Aid
- Communicate their selection policy for the season before any child signs on.
- Act with honesty and integrity and in the interests of the Club
- Communicate details for training and matches in good time
- Be organised and prepared
- Try to make the football interesting and fun

The Club hopes that everyone will follow these rules voluntarily. However, any persistent or grave breach of the rules will be brought to the attention of the Club Management Committee who reserves the right to remove membership to the Club where it deems it appropriate.

Appendix B - Child Protection Policy

Every child and young person who plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

We recognise, however, that child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken.

The Club recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

“Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.” – Taken from FA Child Protection Policy

To ensure the welfare of the children within the Club, we have adopted the following good practice:-

- The Club shall take steps to recruit Team Managers, Coaches and Volunteers in an open and fair manner, to undertake police screening before they are allowed to coach unsupervised and to monitor their ongoing performance in regard to child protection.
- All Team Managers and Coaches shall have undertaken a suitable FA Coach Training course, including Emergency Aid and Child Protection Modules.
- All Managers, Coaches and Nominated Volunteers shall be CRB checked in accordance with FA guidelines before they are allowed to work with children unsupervised.
- The Club shall provide equipment suitable to the age of the children, maintained in a condition that will not pose an unnecessary risk to them
- A First Aid kit and emergency contact details for each child shall be available at each game and each coaching session.
- The Club shall elect a Child Welfare Officer who will familiarise himself/herself with the FA Child Protection Policy procedures and act as a focal point within the Club for child protection issues. The name and contact details of the Child Welfare Officer can be found at www.tigersfc.co.uk.