



Worksop Boys & Girls Club JFC

Registered Charity 1137918



FA CHARTER
STANDARD
COMMUNITY CLUB

Worksop Boys and Girls Club Junior Football Club

Club Rules/Constitution

Developed with Football Association & Charity Commission Guidelines

June 2014

CONSTITUTION

1. Name

The Club shall be called Worksop Boys and Girls Club Junior Football Club.

2. Objects

The promotion of community participation in healthy recreation, in particular by the provision of facilities for the playing of football.

3. Status of Rules

These 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 of The Football Association by virtue of its membership to the Sheffield and Hallamshire Football Association. The rules and regulations of the Football Association, Sheffield and Hallamshire Football 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 written approval by Sheffield and Hallamshire Football 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 persons listed in the Register of Members, which shall be maintained by the Secretary.
- b. Any person who wishes to be a member must contact the relevant age group Youth Team Manager. The Youth Team Manager has responsibility to make the decision as to whether the player will be a full playing member able to represent the Club in the Sheffield and Hallamshire competitions, or a non-playing member who can participate in club activities other than formal competitions. Membership becomes active upon the applicants name and details being registered with the Club's Secretary.
- c. The Club will accept applications for new members from all backgrounds, ethnicities, genders or those with disabilities.
- d. In the event of a Member's resignation or expulsion his/her details will be removed from the Club's Register of Members.

- e. The Football Association and Sheffield and Hallamshire Football Association shall be given access to the Register of Members on demand.

6. Membership Fees

- 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 a membership to the relevant age group. This membership fee is paid annually whilst still a member of the Club. Fees are not repayable.
- b. The Club Committee shall have the authority to levy further subscriptions from the Members as are necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

- a. A Member shall cease to be a member of the Club from the date he/she gives notice to the relevant age group Youth Team Manager of their resignation. A Member whose annual membership fee 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 procedure.
- c. A Member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

8. Club Committee

- a. The Club Committee shall consist of the following Club Officers: Chairperson, Secretary, Treasurer, and Child Welfare Officer . These will be elected at the Annual General Meeting. Other Club posts will be non-elected, appointed by the Club Committee when required, such as: Youth Team Managers, Assistant Welfare Officer, Kit Manager, Facilities Coordinator, Social Events Coordinator, Schools Coordinator, Minutes Secretary, Volunteer Officer and Charter Standard Officer. Roles and Responsibilities of the Club's Officers are documented separately.
- 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 at any time. The Club Committee shall be responsible for the management of all affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. Meetings of the Club Committee shall be chaired by the Club's Chairperson, or in their absence another member of the Club Committee accepted at the meeting as Chairperson for that meeting alone. The quorum for the transaction of business of the Club Committee shall be three.

- c. Decisions of the Club Managers' meetings and Committee meetings shall be recorded in minutes and records are to be maintained by the Club Secretary.
- d. Any Member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall not hold less than four meetings a year.
- e. An outgoing Member of the Club Committee may be re-elected. 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 shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.
- f. Save as provided for in the Rules and Regulations of the Football Association and Sheffield and Hallamshire Football Association, the Club Committee shall have the power to decide all questions and disputes arising of any issue concerning the Club.

9. Annual and Special General Meeting

- a. An Annual General Meeting 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 a Member of the Club Committee shall be made in writing by the proposer and the seconder, both of whom must be existing members of the Club, to the Secretary not less than 21 days before the Annual General Meeting. Notice of any resolution to be proposed at the Annual General Meeting shall be given in writing to the Secretary not less than 21 days before the meeting.
- c. A Special General Meeting may be called at any time by the Club Committee and shall be called within 21 days of receipt by the Secretary, a requisition in writing signed by not less than five members stating the purpose for which the Meeting is required and the resolutions proposed. Business at a Special General Meeting may be business that may be transacted at an Annual General Meeting.
- d. The Secretary shall publicise to all Members of the date of the 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 three.

- 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 a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson shall have the casting vote.
- g. The Minutes Secretary, or in their absence, a Member of the Club Committee, shall record the meeting in minutes to be held on record by the Club Secretary.

10. Club Teams

In the time following each Annual General Meeting and up to the start of the season, the Club Committee shall ensure a Youth Team Manager (either a qualified in coaching or working towards this) has been appointed for each of the Club's teams. The appointed Youth Team Managers shall be responsible for managing the affairs of the team. The appointed Youth Team Managers, or an age group representative, should attend monthly Managers meetings to feed any issues to the Club Committee.

11. Club Finances

- a. The Club Treasurer shall be responsible for the finances of the Club and, with the authorisation of the Committee, is mandated to open and operate current and savings accounts in the name of the Club. The signatories to Club accounts shall be the Treasurer plus no less than two other members of the Committee (or Trustees of the Charity), with any two of these required to sign.. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The Club Treasurer, with the authorisation of the Committee, is mandated to open and operate separate current accounts for the Youth Teams playing for the Club. The signatories to Team accounts shall be the Treasurer plus two representatives of the Team, with any two of these required to sign.
- 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 persons or persons for services rendered to the Club. The Treasurer is authorised to refund expenditure up to the amount of £5.00 to any member of the Club who has incurred incidental expenses on stationery/postage/ photocopying on behalf of the Club.
- e. The Club shall prepare an annual financial statement for the year ending 31 May in such a form as shall be published by the Football Association from time to time, The financial statement shall be presented at the following AGM for approval and submitted in full or in part as required for the annual return required by the Charity Commission The financial statement and records relating to it shall be made available to the Charity Trustees (see section 16)

for verification. If Club turnover exceeds £25,000 in a given year the accounts must be independently examined or audited as required by the Charity Commission. Financial records must be maintained for at least the current season and the preceding two seasons.

- f. In the event that the Club acquires property, other than the Club or Team Accounts and portable/consumable football equipment/kit, then that property shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer, who shall deal with the Club Property as directed by minuted decisions of the Club Committee.
- g. 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.
- h. On their removal or resignation a Custodian shall execute a Conveyance in such a form, published by the Football Association from time to time, to a newly elected Custodian or existing custodians as directed by the Club Committee. On 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.
- i. 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.

12. Child Protection

- a. The Club will follow guidelines from the Football Association and Sheffield and Hallamshire Football Association regards to policies and procedures.
- b. The Club will have a Welfare Officer in place. The Welfare Officer in assistance with Assistant Welfare Officers will form the Child Protection Team.
- c. The Club has a Child Protection document available at all times.
- d. Youth Team Managers and Members of the Child Protection Team will have attended Child Protection Training before or within a year or a season of becoming a volunteer within the Club.
- e. For Policy and Procedures see Annex A.

13. Code of Conduct

- a. The Club will adhere to the Codes of Conduct published by the Football Association for:
 - Players
 - Spectators & Parents/Carers

- Coaches, Team Managers & Club Officials
 - Match Officials
- b. Codes of Conducts are given to new members when joining the Club.
- c. Members not following the Code of Conduct may face disciplinary action from the Club Committee.

14. Other Policies and Procedures

The following Club Policies and Procedures are annexed to the Constitution:

- Annex A: Child Protection Policy and Procedure (section 12 above)
- Annex B: Complaints and Disciplinary Procedure
- Annex C: Equal Opportunities Policy
- Annex D: Anti-Discrimination Policy

15. 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 club shall be transferred to a charity of similar nature, in accordance with the rules of the Charity Commission.

16. Charitable Status

- a. The Club is a registered charity (number 1137918). The charitable activities are described in the Charity Commission records as “Established in 1948 Worksop Boys & Girls Club promotes healthy fun exercise for young people in and around Worksop providing regular group activities focussed around football. This provides them with good community spirit through team work and respect for others. Professionally trained coaches are provided for all and are also qualified in first aid, child protection and are DBS/CRB checked.”
- b. In addition to the Club Committee, a group of Trustees will be responsible for ensuring that the Committee, Managers and Members act in accordance with the guidelines of the Charity Commission.
- c. Powers

In addition to any other powers [they have, the trustees] [it has, the charity] may exercise any of the following powers in order to further the objects (but not for any other purpose):

- (1) to raise funds. In exercising this power, the trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- (2) to buy, take on lease or in exchange, hire or otherwise acquire, property, and to maintain and equip it for use;
- (3) to sell, lease, or otherwise dispose of, all or any part of the property belonging to the charity. In exercising this power the trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993;
- (4) to borrow money and to charge the whole or any part of the property belonging to the charity, as security for repayment of the money borrowed. The trustees must comply as appropriate with sections 38 and 39 of the Charities Act 1993 (as amended by the Charities Act 2006) if they wish to mortgage land owned by the charity."

d. Conflict of Interest policy

Except with the prior written approval of the Charity Commission no trustee may:

- receive any benefit in money or in kind from the charity; or
- have a financial interest in the supply of goods or services to the charity; or
- acquire or hold any interest in property of the charity (except in order to hold it as trustee of the charity).

e. Amendments

Subject to the following provisions of this clause the constitution/rules may be amended 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 amendment proposed.

Signed: Position: Date:

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Worksop Boys and Girls Club JFC

Child Protection Policy Statement

In accordance with the Football Association guidelines and the policies of the leagues in which the Club's teams compete, Worksop Boys and Girls Club Junior Football Club has designated individuals as Welfare Officer and Assistant Child Protection Officers. Together they form the Club's Child Protection Team. All members of the Club have been made aware of Child Protection policies and the role of the Child Protection Team, which are listed here.

Responsibilities of Management Committee, Parents and Players

In the event of any Team Member or Parent/Guardian having a Child Protection concern about a Player, they should immediately inform a member of the Child Protection Team and record accurately the event(s) giving rise to the concern. The action to be taken shall be determined by the Welfare Officer taking due account of the rules of the league in which the player competes.

Listening to Children

The Management Committee and Parents recognise the importance of listening to children at all times, and is particularly concerned to ensure that any child who wishes to disclose abuse should be assisted in doing so. The Management Committee and Parents should be aware that the way in which they talk to a child could effect on the evidence, which is put forward if there are subsequent criminal proceedings. Therefore, any early discussions with the child in which the Management Committee and Parents are likely to be involved should, as far as possible, adhere to the following guidance:

- Listen to the child rather than directly question him/her.
- Never stop a child who is freely recalling significant events.
- Make a note of the decision, taking care to record the timing, setting and Personnel present, as well as what was said.
- Record all subsequent events up to the time of any later interview.

It is important that this work should not be undertaken at a time when it may impact on any legal proceedings in which the child may be involved.

Information and Records

The Welfare Officer shall keep all records and statements relating to Child Protection concerns. The Management Committee and Players will be given as much information as the CPO see necessary for them to help the child concerned within the football club.

Whatever information is given, care will be taken to indicate its sensitivity and confidentiality required. However, all Members of the Management Committee and Parents will bear in mind that children who are not known to be the subject of concerns, may be experiencing neglect or abuse and are unaware for the need for sensitivity when dealing with all Players at all times.

When a Player leaves the Club, the Club will endeavour to pass on immediately to the receiving Club the full contents of any records including any on-going concerns, they will also inform the relevant league of the Player's movements.

Parents

All Parents of perspective Players are informed of the Club's policy towards the Child Protection through this statement.

Training

The Club recognises the importance of Child Protection training. Members of the Child Protection Team shall undergo training in accordance with the guidance provided by the Sheffield & Hallamshire County Football Association and shall be encouraged to attend any Best Practice, informative or updating events that may be of benefit to their role. The Welfare Officer will report regularly on Child Protection matters to Youth Team Managers and the Club Committee at their respective meetings.

All Managers will be required to attend the Football Association Child Protection Training as soon as possible, when joining the Club.

Welfare Officer's Responsibilities

- Communication between the relevant league and other agencies, Regards and concerns.
- Support and advise the Management Committee and Managers in Child Protection work.
- Maintain his/her own knowledge and awareness of these issues.
- Inform relevant league if players on the child protection list leave to join another club.
- Ensure all Club Coaches/ Managers are adopting correct procedures in training and games.
- Hold information and records in accordance with Club and relevant league procedures.

Child Protection Officer's Details

All allegations or suspicions should be reported to a member of the Child Protection Team. Contact details for the Child Protection Team are publicised to all Club Members.

Recruitment of Managers/Volunteers

Workshop Boys and Girls Club Junior Football Club will operate the following steps when recruiting Coaches/Volunteers to the Club.

1. Ask for brief letter of potential volunteer explaining past experience working with Voluntary Clubs and young people. This letter should include names of referees, one being their current employee.
2. At least two Committee Members to interview the volunteer.
3. References to be taken up.
4. It is Club policy that all Youth Team Managers, Coaches and Volunteers undergo Criminal Record Bureau accreditation.
5. A Committee Member is to watch a coaching session with another age group.
6. Monitor the new volunteers and advise on improvements if needed.

Where at all possible the Club will try to ensure at least 2 volunteers work with each age group.

Worksop Boys and Girls Club Junior Football Club

Club Complaint/Disciplinary Procedures

Club Complaints

In the event that any Member feels that he or she has suffered discrimination in a way, or that the Club, Policies, Rules or Code of Conduct have been broken, should follow the procedures below. This procedure applies to Coaches/Managers/Officials/Players/Parents or Spectators.

They should report the matter to the Club's Secretary or another Member of the Committee (within 28 days). Your report should include:

1. Details of what, when and where the occurrence took place.
2. Any witness statement and names.
3. Names of any others who have been treated in a similar way.
4. Details of any former complaints made about the incident, date, when and to who made.
5. A preference for a solution to the incident.

Disciplinary Procedure

1. The Clubs' Management Committee sits for any hearings that are requested.
2. The Clubs' Management Committee will have the power to:
 - a. Warn as to future conduct.
 - b. Suspend from membership.
 - c. Remove from membership any person found to have broken the Clubs' Policies or Codes of Conduct.
 - d. This can be Verbal, Written, Final Warning or Dismissal.
3. The person the complaint has been made against will be contacted by the Committee:
 - a. They will be made aware of the allegation.
 - b. Given the opportunity to respond (3 days).
 - c. Given the opportunity to explain their actions.
 - d. Notified of the action to be taken.
 - e. They will be given the opportunity to appeal in writing to the committee.
 - f. Appeal will then be considered within a further 14 days and a final decision made by the Club committee.

Workshop Boys and Girls Club Junior Football Club

Equal Opportunities Policy

Workshop Boys and Girls Club Junior Football Club is committed to a policy of equal treatment of all its Members and requires all Members of whatever level or authority, to abide by 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 the Disability Discrimination Act 1995.

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 memberships, which are different from the requirements for others.
- Imposing on individual's 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 disadvantage of a member against another, or others, purely on the above grounds. Thus, in the entire Club's 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.

Workshop Boys and Girls Club Junior 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 best practice cease forthwith, resolution 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 Clubs policy, any Members offending will be dealt with under the disciplinary procedure.

Workshop Boys and Girls Club Junior 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, whenever possible, to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Worksop Boys and Girls Club Junior Football Club

Anti-Discrimination Policy

Worksop Boys and Girls Club Junior 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 Worksop Boys and Girls Club Junior 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 of 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

Worksop Boys and Girls Club Junior 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.

Worksop Boys and Girls Club Junior Football Club is committed to ensuring that through whatever way it can (training, events) it will promote the eradication of discrimination within its own organisation and within football as a whole.