

## **TFC COMMITTEE POLICY**

- ALL committee members are required to be CRC checked/or have a current CRC in place.
- A Quorum must number six, of which two must be Club Officers.
- All communication by Club Officers must be transparent and appropriate inclusion on email communication should be observed.
- Additional Committee members may be elected at any Committee meeting at the discretion and convenience of the serving Committee - generally there will be a maximum of three Committee members per squad.
- Potential new members of the Committee / Club shall be proposed and seconded by Club members and a character reference must be presented to the Committee accordingly.
- New members will be given a copy of the attached appendix upon joining.
- Each club officer will carry out their own specific duties within the club; however any overlapping of duties should be addressed by those members involved. Any sub-committee meetings will be minuted by the assistant secretary if secretary not available. All these meetings should then be reported back to the rest of the committee via email within a week of that meeting.
- A subcommittee for Presentation and Dutch Tournament is elected at each AGM.
- Any contact with the League including transfer of players should always be dealt with by the Secretary or Assistant Secretary. All matters pertaining to pitches and training facilities will be the responsibility of the club secretary or nominated liaison person elected by the secretary.

REVIEW DATE – AT EACH AGM IF NECESSARY