

BALDOCK TOWN YOUTH FOOTBALL CLUB



Constitution

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1. CLUB NAME & OBJECTIVES

1.1 Name & Affiliation

The Club shall be known as Baldock Town Youth Football Club (referred to as BTFYC hereinafter) affiliated to Hertfordshire Football Association.

1.2 Aims & Objectives

The mission statement for the club is to provide organised soccer for young people of Baldock and local areas. Our motto is *“Providing Football for Local Youth”*.

The Aims of BTFYC are to: -

- provide a safe, enjoyable learning environment.
- provide a structured coaching syllabus.
- provide a high standard of coaching
- provide a high standard of training facilities and equipment
- provide basic First Aid and
- continually emphasise the importance of developing the player.

1.3 Mini Soccer Policy

- Each season the number of boys accepted to each age group will be based on the number of Level 1 qualified coaches available to each age group. The total number of players accepted to join BTFYC will be determined by the coaches of each year group in conjunction with the Director of Football. Once this ceiling of players is reached then new applicants will be offered a chance to join a “waiting list”. Boys/Girls who played or attended during the previous season will be given the option to re-sign the following year. Dates by which players should re-sign should be agreed and once this date is passed and if the full quota of players has not been reached the next player on the waiting list will be offered the chance to join.
- Where possible (i.e. managers/coaches availability) training will be conducted at the same time and venue for each age group.
- For age groups 7 and 8 distinctive teams/squads will not be determined but boys/girls from the age group will be selected to form the teams. i.e. we can mix and match players to see how they perform with each other and with different players. This will allow boys/girls to get to know other players from different schools and help fully integrate players and parents into one club. As, currently, only 2 friendly matches per month are played then inter-club matches will be arranged during training sessions in order to give all children experience of playing in a match situation.
- At under 9, squads will become more selective and matches will be played weekly. Managers/coaches will determine the number of boys/girls they want in their squad. This may vary dependant on manager and number of qualified coaches available to train. Although players can still be selected for any team within the age group the squads will start to become more settled. This policy should be continued at under 10 and indeed squads become determined. During this season consideration should be given as to the formation of

the 11-a-side teams for the coming season. Managers will agree as to who will be responsible for which teams and start to consider which boys/girls will be selected for each team. Where possible players will be selected with individuals of similar ability. Parents will always be advised if a player is asked to change squads because of selection by ability.

- The boys/girls will then be invited to join specific teams. This should be done progressively i.e. Templars first, Crusaders next etc. in order to ensure that if a boy/girl doesn't want to play in that team because he wants to play in another team to be with his/her mates. We do not want to force any boy/girl to play with any specific team but we will point out to the parents the benefits of playing at the level of their ability. Similarly if a boy/girl who has not been selected for a team as they are not considered to have the required ability to play at that level, again we will not tell them they cannot join that team but we will make it clear to the parents that whilst they may attend training for that particular team it will be unlikely that they will be selected for the squad on match days, and that they will be better served by playing at a level where they will gain experience and have the chance to improve. The coaches will determine selection of the squads for 11-a-side soccer and their decision in this matter is final.
- Parents will be kept informed as to the development of their boy/girl's skills and ability, at regular intervals and especially where a player is not considered to be ready to play in matches. In the first instance the parents (not the child) will be informed. These boys/girls should be given the option to continue to come to training even though they know they will not necessarily be a first choice to play in matches.
- Where possible (and especially at under 7 and 8) players will be given a chance to play in matches. The objective of mini soccer is that all players enjoy, have fun and develop their soccer skills. Whilst BTYFC wants to be successful we will always keep in mind the reason for the introduction of the mini soccer by the F.A. and that is to develop players. Success is not paramount at this level and we expect both the players and the club to reap the benefits as our players develop and move into 11-a-side soccer.

NB: We should consider designating one of the coaches as the Head Coach at each age group who will oversee all matters relating to football at that age group. At under 10 selection of the following years squads should be developed with discussion from all managers at that age group. All coaches/managers and the Head Coach will decide the set ups for the following year, with the head coach having the final say in any decisions. Any dispute or non-agreement will be presented to the Executive committee for resolution and decision.

2. OFFICERS OF THE CLUB

2.1 The Executive Committee:

Will consist of the President (non-participating), Chairman, Vice-Chairman, Treasurer, Secretary, Promotions Manager, Director of Football, child welfare officer and any other person the committee deems fit.

2.2 Roles and responsibilities of Executive Committee

- The Executive Committee is the governing body of the club and shall have ultimate control in any disciplinary matter or appeal concerning the players, managers or anyone else connected to the club.
- The Executive Committee - whose decision will be final - will decide on any decision taken by the Management Committee that is challenged.
- The Executive Committee will set registration fees annually.
- All members of the Executive Committee will be elected annually by club members at the AGM.
- The Executive Committee will approve all appointments to the Management Committee.

2.3 Management Committee

This will consist of the Executive Committee plus other nominated posts and will be responsible for the day to day running of the club. Meetings of the Management Committee will take place each month.

2.4 The Managers Committee

The Chairman, Vice-Chairman, Club Secretary, Director of Football and the Managers of all teams registered with BTYFC will constitute the Managers Committee. It is the responsibility of this committee to discuss and recommend ideas to the Management Committee that will help improve the running of all aspects relating to BTYFC.

A Chairman and Vice Chairman shall be elected annually by the members of the Managers Committee, who will be responsible for agenda's and record of minutes or action notes. The Chairman will also form part of the Management Committee.

2.5 Promotions and Events Committee

The Promotions Manager, Club Treasurer, Publicity Officer, Kit and Sponsor co-ordinator plus a volunteer representative from each team will constitute the Promotions and Events Committee. The aim of the committee is to raise funds through sponsorship, organising and promoting events throughout the year, and other means in order to meet the financial needs of the club. The Promotions Manager will be responsible for agenda's and record of minutes or action notes.

2.6 Management

Management of BTYFC is the responsibility of the Management Committee.

2.7 Powers of the Management Committee

- The Management Committee may appoint any sub-committee they consider necessary and delegate all or any part of their powers to such committees.
- The Management Committee has the right to refuse any application for membership.
- The Management Committee has full disciplinary powers to suspend membership from members failing to comply with the rules of BTYFC as determined herein.
- The Management Committee has full powers over the clubs expenditure. The Management Committee must approve any expenditure in advance before any formal commitment is made. If approval is not obtained in advance the club will not acknowledge the commitment or reimburse expenditure.

- All club members are encouraged to be proactive in obtaining sponsorship monies or donations; however, all possible prospects must be advised to the Management Committee who will arrange for the Sponsor Co-ordinator to make contact with the potential sponsor advising them of the sponsorship schemes that are available.

2.8 Honorary Vice Presidents

- The Executive Committee can propose the award of Honorary vice Presidency of the club to individuals of standing within the community and who are able to enhance the reputation of the club. The Annual General Meeting must approve nominations by simple majority.
- Honorary Vice Presidents can also stand for election to any committee in accordance with the rules as a member of the club.

2.9 Vacancies

In the event of a vacancy arising among the elected officers, the Executive Committee shall have power to appoint an eligible member to fill the vacancy until the next Annual General Meeting, the period not exceeding beyond the next Annual General Meeting.

3. MEETINGS

3.1 The Annual General Meeting

This shall be held no later than 30th June each year to:

- receive a report on the activities of the club over the previous year from the Chairman, Secretary and Promotions Manager
- receive a report of the club finances over the previous year from the club treasurer.
- Elect members of the Executive Committee
- Consider any other business

The Club Secretary must publish the details of the meeting including the agenda not less than 21 days prior to the meeting.

Nominations for election of Executive Committee members shall be made in writing by the proposer and seconder 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.

3.2 Special Meetings

The Executive Committee may call a Special General Meeting (SGM) at any time. Once it is agreed that a SGM is to be held, the Secretary must call the meeting giving not less than 2 days and not more than 2 weeks notice.

3.3 Committee Meetings

The Management, Managers and Promotions Committee's shall meet at least once per month for general business. The chairman or in his absence the vice chairman or in his absence a chairman elected by the members present shall take the chair at meetings of the respective committee's.

The quorum of a committee shall consist of at least one third of the total membership of the committee. Each member of the committee shall have one vote only. Except where otherwise provided in these rules, motions shall be decided by a simple majority of those present and voting. In the event of a tied vote, motions shall be deemed to be lost.

Minutes or action notes of all meetings of each committee shall be taken by the chairman or person appointed by the chairman. The Club Secretary will ensure the minutes or action notes are retained for at least ten years.

4. CLUB FINANCES

A bank account shall be opened and maintained in the name of BTYFC. Designated account signatories shall be the Chairman, Secretary and the Treasurer. No sum shall be drawn from the account except by cheque signed by two of the three designated signatories. All monies payable to BTYFC shall be received by the Treasurer and deposited in the club account.

The income and assets of the club shall be applied only in furtherance of the objects of BTYFC.

The Management Committee shall have the power to authorise the payment of remuneration and expenses to any member of BTYFC and to any other person or persons for services rendered to the club.

The Club accounts shall be made available for inspection by any member of BTYFC, whose request is deemed reasonable by the Management Committee.

5. CLUB MEMBERSHIP

5.1 Membership of Baldock Town Youth F.C.

Membership is mandatory for anyone playing football for BTYFC. Payment of the appropriate annual registration fee as set by the Executive Committee will entitle individuals to club membership. Managers, appointed assistants, parents or guardians and all committee members automatically become non-fee-paying members of the club. By becoming members of the club, individuals are deemed to accept and agree to abide by the rules of the club. A copy of the club rules will be issued upon registration or can be obtained from the club secretary upon request.

5.2 Club Fees

The Executive Committee prior to the commencement of each season will set the Annual Membership (Registration) Fee. Membership will run from the 1st July – 30th June.

One objective of the club is to make football available to as many young people as practicable; one way of doing this is to keep the cost of registration as low as possible. Funds will also be raised by means of sponsored events; club members are expected to support these events wherever possible.

Individual managers may decide to charge training or match fees; such fees taken must only cover the cost of training or provide a modest benefit to all players in the squad (e.g. end of season treat etc.). Managers who charge fees are expected to maintain a record of income and expenditure and make it available to the club Treasurer on request.

6. DISCIPLINE / RESPONSIBILITIES

6.1 Managers and/or Designated Assistants

It is the responsibility of all Managers or their Assistants to;

- remember the objective and purpose of the club is *“to Provide Football for Local Youth”*. No manager has the authority to refuse any individual membership of the club nor should any manager tell any player they are no longer wanted for any team, except for reasons of discipline. Should any manager wish to refuse or withdraw membership to any player, they must discuss the matter with the Management Committee before taking any action.
- report to the Management Committee any acts of unruly behaviour by any club member.
- ensure the good behaviour of all supporters at matches and to encourage sportsmanship from every player representing BTYFC teams at all times.
- attend committee meetings and functions as arranged by the club.
- complete and return the match result cards and advise the secretary of the result of their match on the same day.
- give consideration to entering a joint team for County Cup matches where there are two or more BTYFC teams at the same age group.
- take full responsibility for all kit and equipment. This remains the property of BTYFC. The Management Committee will determine if any loss of club kit or equipment should be charged to the manager or the member responsible for its loss and if so to what value.
- apply to the Management Committee if they wish to arrange a function or football tour for the benefit of their own team.
- pass all leads relating to donations and or sponsorship to the Management Committee so that proper negotiations and communication can be made with the prospective donor.
- account for all monies collected in respect of training or match fees etc. in an accounts book and make this available to the Treasurer whenever requested.

FAILURE TO COMPLY WITH ANY OF THE ABOVE MAY RESULT IN A FINE OR OTHER PUNISHMENT AS DETERMINED BY THE MANAGEMENT COMMITTEE

6.2 Fines

All members must pay all fines in respect of bookings and sendings off and other disciplinary matters. In exceptional circumstances a manager can recommend payment of the fine by the club. In such cases the manager must submit a written report of the incident to the Management Committee, with the reason(s) they believe the club should pay the fine. The Management Committee will then decide whether the member or the club shall pay the fine. Non-payment of fines etc will result in the suspension of membership and retention of registration by BTYFC until the fine is paid.

6.3 Fines / Acts of Discipline

In addition to any fines that may be applied by the Football Association to any member, including players, managers, assistants, coaches or parents, BTYFC may apply its own fines or disciplinary measures as determined by the Management Committee. Non-payment of fines etc

will result in the suspension of membership and retention of registration by BTYFC until the fine is paid.

6.4 Appeals

Member may appeal against any fine or disciplinary action that has been applied by the Management Committee. The Executive Committee will hear any appeal, where the member making that appeal has the right to have their own nominated representative with them during the course of the appeal.

7. CODE OF CONDUCT

7.1 Players

All players are expected to maintain good behaviour and sportsmanship at all times. Players must remember they are representing BTYFC at all times whether at matches, official or private functions and should conduct themselves accordingly. Players must: -

- always play by the rules
- never argue with referee decisions
- control your temper
- work equally hard for yourself and the team. In this way your team's performance will benefit and so will your own.
- be a good sport. Appreciate all good play, whether by your team or your opponents.
- treat all players, as you would like to be treated. Don't interfere with, bully or take unfair advantage of anyone.
- remember that the real goals of the game are to enjoy it, improve your skills and feel good – don't show off.
- co-operate with managers, coaches, teammates and opponents – without them you don't have a game.
- never use inappropriate language
- report to training sessions, matches and club events at the specified time.
- be smartly presented at all times.
- have shirts tucked in and socks pulled up during all training sessions and matches.
- wear shin pads for both training and matches
- keep football boots clean
- conduct themselves in a sensible manner at all times
- not act in such a way as to bring the name of BTYFC into disrepute
- notify the coach or manager if you are unable to train or are unavailable for team selection.
- wear the club drill top to all matches and
- adhere to the rules of the club.

7.2 Parents and guardians

Children are involved in sport for their enjoyment and benefit – not yours! Parents should: -

- always encourage your child to play by the rules.
- teach your child that honest effort is as important as victory, so that the result of the game is accepted without undue disappointment.
- never ridicule children for making a mistake.
- applaud good play by both your own team and the opposition.

- do not publicly question the referee's judgement and never his honesty.
- support all efforts to remove verbal and physical abuse
- recognise the value and importance of volunteer managers and coaches. They give up their time and resources to provide recreational activities for your child.
- monitor the number of games your child plays. Always make sure your child has fully recovered from injury before allowing them to play again.
- ensure your child looks after the kit and equipment of the club
- remind them to clean their boots after every game and
- help them to understand and obey the rules written herein.

7.3 Supporters

All supporters are expected to display good behaviour and language at all times when attending matches. Manager's have a specific responsibility to keep supporters in order and may be disciplined if they do not do so.

BTYFC WILL NOT TOLERATE UNRULY BEHAVIOUR FROM ANY MEMBER OR SUPPORTER ASSOCIATED WITH ANY MEMBER. SWEARING, VANDALISM OR GENERAL BAD BEHAVIOUR COULD RESULT IN THE OFFENDING MEMBER BEING ASKED TO EXPLAIN THEIR BEHAVIOUR OR THAT OF THEIR PARENTS OR SUPPORTERS TO THE MANAGEMENT COMMITTEE WITH THE POSSIBILITY OF SUSPENSION OR EXPLUSION FROM THE CLUB.

7.4 Sportsmanship

Remember that football is a sport and should be enjoyed by all persons involved. Although all clubs and teams want to be successful and competition is important and expected, sportsmanship must be maintained at all times.

7.5 Kit and Equipment

All kit and equipment whether purchased with club funds, donated by a third party or supplied as part of a sponsorship agreement, is and remains the property of BTYFC. All members must take every care with BTYFC kit and equipment. Managers are accountable to the Management Committee for any losses or damage. No expenditure should be incurred or committed by any manager, committee or club member without advance approval from the Management Committee. The club may refuse to reimburse any expenditure incurred that has not been authorised in advance by the Management Committee.

Kit or Equipment deemed to be lost or damaged will be replaced at cost price or as stipulated by the Management Committee. Replacement of worn out or non-fitting items will be replaced as stipulated by the Management Committee.

8. CLUB COMPLAINTS PROCEDURE

In the event that any member feels that they have suffered discrimination in any way, or that the club policies, rules or code of conduct have been broken, should follow the procedure below.

They should report the matter to the club secretary or another member of the Executive Committee and should include details of:

- what, when and where the occurrence took place,
- any witness statement and names,
- names of any others who have been treated in a similar way,
- details of any former complaints made about the incident, date, when and to whom made, and a preference for a solution to the incident.

The Management Committee will sit for any hearings that are requested and will have the power to warn as to future conduct or suspend membership of any person found to have broken the club policies or codes of conduct.

9. QUALIFICATIONS

9.1 Child Protection

All managers, coaches and assistants will be required to complete a Personal Disclosure Form in response to the FA Child Protection Charter, to ensure the well being of all young people within the control of BTYFC. Regular training will be provided in respect of Child Welfare to all the above. Failure to comply with either will result in a breach of the club rules.

9.2 First Aid

All managers must, coaches and assistants expected to, complete the FA Emergency First Aid Course or hold equivalent to the St. Johns Certificate of First Aid.

9.3 Coaching

On appointment, all managers and coaches must be in receipt of at least a Junior Team Managers Award in order to continue training BTYFC players. The club will from time to time provide the means for managers or coaches, or anyone who the Management Committee elects to undertake the FA Coaching Certificate course.

9.4 Rules and Referees

It is the responsibility of the Club Secretary to advise all managers, coaches and assistants of any rule change within the game. BTYFC will give assistance to anyone who wishes to undertake a referee's course. Any requests will be considered and agreed by the Management Committee. The Management Committee will agree with applicants the level of support based on the level of commitment the prospective referee has given, and is expected to give, to BTYFC.

10. CHILD PROTECTION POLICY

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. BTYFC 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. It is determined to meet its obligation to ensure that providing football opportunities for children and young people is to the highest possible standard of care. 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. Clear

practices and procedures, in addition to a detailed training programme will ensure that everyone knows exactly what is expected of them in relation to the protection of children and young people within our club. It is essential that those children and young people attracted to and participating in football are able to do so in a quality, safe and enjoyable environment.

This is covered extensively in our “Child protection policy”

11. ANTI-DISCRIMINATION AND EQUAL OPPORTUNITIES

11.1 Anti-Discrimination Policy

BTYFC 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 opportunities at BTYFC 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 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 position.

BTYFC 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.

11.2 Equal Opportunities Policy

BTYFC 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 Code 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 Disability Discrimination Act 1995. Specific discrimination is prohibited by: -

- treating any individual on grounds of gender, colour, marital status, race, nationality, 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 the requirement for others.

- imposing on an individual's requirement 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 are considered as objectively as possible.

BTYFC 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 practice cease forthwith, restitution 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 BTYFC policy, any members offending will be dealt with under the disciplinary procedure.

The club commits itself to the disabled person wherever 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.

12. ANNUAL EVENTS

12.1 Sponsored 5-a-side

The main fund raising event each year will be the sponsored 5-a-side tournament held in May. All members must make every effort to raise sponsorship and attend this event. It is the responsibility of all managers or Events committee members to co-ordinate all communications and related business to their team.

12.2 Collection & Registration Day

All monies raised from sponsorship at the 5-a-side tournament will be handed over on this day, set aside approximately 6 weeks after the event.

Players will also be expected to register for the forthcoming season at the same time.

12.3 Presentation Day

Annual club and team awards will be presented to members in June each year. Every member is expected to attend.

12.3 Other Events

Other events as determined and arranged by the Events and Promotions Committee, may take place throughout the year with the approval of the Management Committee. These events may be to raise money for the club and/or the enjoyment and benefit of the members of BTYFC.

13. DISSOLUTION

A resolution to dissolve the club shall only be proposed at the Annual General meeting and shall be carried out by a majority of at least three quarters of the members present.

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.

In the Event of the dissolution of the club, any assets remaining after the discharge of all the debts and liabilities of the club shall not be paid to or distributed among the members of the club but shall be given or transferred equally amongst the schools that have provided the playing facilities that allowed the club to survive over the years.

14. INDEMNITY

We have read and agree to abide by the rules of BTYFC and for my child to play matches for, and be trained by a qualified coach or manager. For them to travel in vehicles provided for transportation to and from matches and the administration of any emergency first aid, where necessary, by a qualified member of the club, without holding BTYFC or any member of the club, responsible for any injury, damage or loss of property as a result of the above.

Signed

(Parent/Guardian)

.....

(Player)