

## **CORBY TOWN FOOTBALL CLUB (1993) LTD**

### **CONSTITUTION & CLUB RULES**

1 NAME: Corby Town Football Club (1993) Ltd trading as

Corby Town Football Club

2 ADDRESS: The Rockingham Triangle, Corby, Northants, NN17 2AE

#### **3 OBJECTS**

The objects of the club shall be to provide facilities and promote the game of Association Football by the arrangement of matches for both the First Team, Ladies and Youth Teams (male & female).

And to provide leisure time activities for young people residing in Corby and surrounding areas, by promotion of competitive and friendly association football, in a child safe environment.

#### **4 RULES REGULATIONS**

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

a) The Club shall have the status of an affiliated member of the Football Association (FA) by virtue of its affiliation to the Football Association through County FA affiliation/membership. The Rules and Regulations of the Football Association Limited and Parent County Association and any League or Competition to which the club is affiliated to shall also be incorporated into the club rules.

b) No alteration to the club rules shall be made except at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) convened for that purpose and only if supported by the majority present at such a meeting. No alterations shall be effective until ratified by written approval of the Parent County Association.

c) The Club will abide by the FA's Child Protection Policies and Procedures, Codes of Conduct and Equality Policy.

#### **5 CLUB MANAGEMENT STRUCTURE**

- a) Directors - The directors of the Club from time to time shall be those persons listed in the register of directors which shall be maintained by the Company Secretary. The directors will manage the affairs of the club, and will be the main decision-making body, except where otherwise stated.
- b) Management Committee - The Management Committee shall consist of the following Club Officers: Chairman, Secretary, Treasurer, Vice Chairman, Club Welfare Officer. Responsible for day to day running of the club, reporting to the directors.
- c) Development Committee – The development committee shall consist of the

following officers: Chairman, Secretary, Treasurer, Minutes Secretary and representatives from each of the following sections; Senior Youth, Ladies, Junior Youth, Girls and Youth Academy. The main aims of this committee are club development, to include the site and facilities, fundraising and Gift Aid contributions (in order to facilitate such development), player development and community engagement. A bank account shall be opened and maintained in the name of Corby Town Development Committee and designated account signatories shall be appointed.

- d) Sub Committees – the club shall consist of sub committees for the following sections; Youth, Ladies & Girls, Youth Academy. Each sections management committee will consist of the following officers; Chairman, Secretary, Treasurer, Welfare Officer (s), and any other appointed officers which shall be deemed necessary.

## 6 CLUB MEMBERSHIP

- a) A Club Member shall be deemed to be a Club Officer, Club Team Manager, Club Assistant Team Manager/Coach and one parent or guardian of a Player entered on the current (Youth) Players Register.
- b) The Management 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.
- c) A member shall cease to be a member of the club if, and from the date of which, he/she gives notice to the Management Committee of their resignation.

## 7 ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

An AGM shall be held in each year to:

- a) Receive a report of the activities of the Club over the previous year.
- b) Receive a report of the Club's finances over the previous year.
- c) Election of Auditors
- d) Consider any other business.
- e) 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.
- f) (6) The Secretary shall send to each shareholder at their last known address written notice of the date of a general Meeting (whether an AGM or EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- g) The quorum for a General Meeting shall be 5 elected members
- h) The chairman, or in their absence a director selected by the Management Committee, shall take the chair.
- i) The Company Secretary, or in their absence a member of the Management Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

## 8 ACCOUNTS

The Directors are satisfied that the Company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A (1).

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps proper accounting records which comply with section 221 of the Act, and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

#### 9 CLUB TEAM ADMINISTRATION (LADIES, GIRLS, YOUTH, YOUTH ACADEMY)

- a. Any correspondence or contact with Football Authorities (including the FA, County FA, League Management Committee or any other Football Authority) must be made by or under authority of the Club Secretary. The Club Secretary is the official contact between the Club and the Football Authorities. This does not apply to correspondence with League Divisional Secretaries.
- b. Club Team Managers shall manage all correspondence (including email) received from Club Officials and the League Divisional Secretary and other external organisations, promptly and efficiently, and keep adequate records of correspondence.
- c. Club Team Managers shall perform their duties under the Terms of Reference for Club Team Managers.
- d. All fines imposed on the Club by County FA and the Club will initially pay League Authorities. When fines are due to Club Team Managers failing to fulfil their obligations under the Club Team Managers Terms of Reference the cost of fines will be reimbursed by the Team Manager within 28 days of notification. Failure to reimburse within the stipulated time will result in the cost of fines being deducted from Team Managers expenses and/or disciplinary proceedings at the discretion of the Management Committee.

#### 10 ACCOUNTS – (LADIES, GIRLS, YOUTH, YOUTH ACADEMY)

- a) An annual membership fee payable by each member shall be determined by annual review by the Management Committee and agreed at the AGM or at a Management Committee before July.

- b) Club Team Managers are responsible for ensuring club membership fees from each member are paid by 1st August for teams for the age groups Under 7s to Under 18s. Fees shall not be repayable unless agreed by the Club Management Committee.
- c) Team players who complete competition Registration form(s) and are entered on the Club Players Register are deemed to have accepted terms of membership and club membership fees are due.

## 8 RESPECT CODE OF CONDUCT FOR PLAYERS

The directors and club officials acknowledge their responsibilities to promote high standards of behaviour in the game.

In addition they will ensure the players:

- (a) Adhere to the laws of the game
- (b) Display and promote high standards of behaviour
- (c) Promote Fair Play
- (d) Always respect the match officials' decisions
- (e) Never engage in public criticism of the match officials
- (f) Never engage in bullying, intimidation or harassment
- (g) Speak to their team mates, the opposition and their manager/coach with respect.
- (h) Remember we all make mistakes
- (i) Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

Players to understand if they do not follow the Code, any/all of the following actions may be taken by the Club, County FA or The FA.

They may:

- (a) Be required to apologise to team-mates, the other team, referee or team manager
- (b) Receive a warning from the manager
- (c) Receive a written warning from the Club's Management Committee.
- (d) Be required to attend an FA education course.
- (e) Be dropped or substituted

- (f) Be suspended from training.
- (g) Not be selected for the team.
- (h) Be required to serve a suspension.
- (i) Be fined
- (j) Be required to leave the Club.

In addition:

The FA/County FA could impose a fine and /or suspension on the Club.

## 9 RESPECT CODE OF CONDUCT FOR FOOTBALL

### COMMUNITY

Football, at all levels, is a vital part of a community. The Management Committee will take into account community feeling when making decisions.

### EQUALITY

The Management Committee is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### PARTICIPANTS

The Management Committee recognise the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. The Management Committee is committed to appropriate consultation.

### YOUNG PEOPLE

Football, the Club and the Management Committee acknowledge the extent of its influence over young people and pledges to set a positive example.

### PROPRIETY

The Management Committee acknowledge that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

### TRUST AND RESPECT

The Management Committee will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

### VIOLENCE

The Club rejects the use of violence of any nature by anyone involved in the game.

## FAIRNESS

The Club is committed to fairness in its dealings with all involved in the game.

## INTEGRITY AND FAIR PLAY

The Club is committed to the principle of playing to win consistent with Fair Play.

## 10 EQUALITY POLICY

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Corby Town Football Club is equally accessible to them all.

The Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it.

Our commitment is to confront and eliminate discrimination whether by reason or gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Management Committee who are responsible for the implementation of this policy.

Corby Town Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that the Club will ensure that it treats people fairly and with respect.

The Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

The Club is committed to a policy of equal treatment and requires all staff to abide and adhere to these policies and the requirements of the relative equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

The Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

## 11 IDEMNITY

The Club shall possess public liability insurance in accordance with FA Charter Standard recommendation.

The club shall possess players insurance for all members of the First Teams Ladies, and Youth Teams.

## 12 SAFEGUARDING CHILDREN POLICY AND PROCEDURES

1. Corby Town Football Club acknowledges its responsibilities to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any football club activity. We subscribe to The Football Association's Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy are that:

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 beliefs or sexual orientation.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

The Club recognise that this is the responsibility of every adult involved in our club.

3. Corby Town Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

Develop a role profile.

Request identification documents

As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.

Request and follow up with two references before appointing.

Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current staff who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a DBS Enhanced Disclosure via The FA CRB Unit\*. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Corby Town Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

\*The policy on DBS Enhanced Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act, 2006, due to come into effect in October 2009.

Further information will be provided on this via The FA.com and via the County FA Welfare Officers.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. The Club supports The FA's Whistle blowing Policy.\* Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC.

The Club encourages everyone to know about it and utilise it if necessary.

6. The Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or CFA. The CWO is the first point of contact for all Club staff regarding concerns about the welfare of any young child or young person. The CWO will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of RESPECT, poor practice and abuse amongst their Club members.

7. We acknowledge The FA's identification of bullying as a category of abuse.

Bullying of any kind is not acceptable in our league. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the two CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

8. Respect codes of conduct for Players, Spectators, Officials and Coaches have been implemented by Corby Town Football Club.

In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions



which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

9. Reporting your concerns about the welfare of a child or young person –

Safeguarding is everyone's responsibility. If you are worried about a child, it is important that you report your concerns – no action is not an option.

If you are worried about a child, then you need to report your concerns to the Club Welfare Officer in the first instance.

If the issue is one of poor practice they will either:

Deal with the matter themselves or-Seek advice from the CFA Welfare Officer

If the concern is more serious – possible child abuse – they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services.

If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken.

If at any time you not able to contact your CWO or the matter is serious then you can either:

Contact your CFA Welfare Officer directly or -

Call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or –

Contact the Police or Children's Services.

NB – The FA's Safeguarding Children Policy and Procedures is available via [www.TheFA.com/Footballsafe](http://www.TheFA.com/Footballsafe). Click on the 'downloads' under Policy and Procedures, it outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe the process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

10. Further advice on Safeguarding Children matters can be obtained from:

[www.TheFA.com/Footballsafe](http://www.TheFA.com/Footballsafe)

Northamptonshire County Football Association's Welfare Officer:

The FA Safeguarding Children enquiry line:

0845 210 8080

e-mailing – [Footballsafe@TheFA.com](mailto:Footballsafe@TheFA.com)

## 11.Club Charter and Rules

### Rules affecting Players

- a) Players are expected to participate in club fund-raising events.
- b) All items of clothing and equipment, supplied to the players by the club, remain the property of the club and must be returned in good condition upon request.  
All items that are lost or damaged must be paid for
- c) No smoking or drinking alcohol during club activities.
- d) Players must behave in a responsible manner during matches, training sessions and official events
- e) Players must advise their manager of any medical condition prior to any match or training session
- f) Players who leave or transfer from the club must clear any debt and return all clothing and equipment in accordance with rule 3. Non-payment will deem the player in breach of FA rules and they will be blacklisted and unable to play for any other FA registered club
- g) Players must supply two passport size photographs, proof of date of birth and the current registration fee applicable for that season, photos are required bi-annually, on age groups, i.e.: under 10 and again at under 14.
- h) Players must pay a non-refundable club registration at the beginning of each new season.
- i) All payments are non-refundable
- j) Full payment of subscriptions must be made before a player can participate in a match
- k) Any player who incurs a fine is responsible for the amount due and will not be allowed to play another match until that fine is paid
- l) All players must sign a declaration to abide by the club rules and the Northamptonshire Football Association rules.
- m) Players must accept that the managers decision is final in respect of:
  - -Player conduct
  - -Team selection

### Code of Conduct

Any player found to be in breach of the code of conduct will be dealt with in the following manner.

- a) 1st Offence – A verbal warning will be given, and the player will sign a record confirming that the warning has been given.
- b) 2<sup>nd</sup> Offence – A written warning will be given and be posted via the players parent/guardian home address.
- c) 3<sup>rd</sup> Offence – The player will be expelled from the club and will be de-registered. Rules 8 and 3 will apply.

### Rules affecting Parents/Guardians

- a) Parents/Guardians must always behave in a responsible manner when attending club matches, training sessions and official events.
- b) Parents/Guardians are responsible for the conduct of their children.
- c) Parents/Guardians are openly invited to the managers meetings that occur throughout the year and are welcome to make suggestions and volunteer their services toward the running of the club.

- d) Parents/Guardians are solely responsible for the safety and transportation of their children to and from matches, training sessions and official events. If alternative arrangements are made for the transportation of your child, you do so in the knowledge that the club and its officials take no legal responsibility for the safety of your child.
- e) All parents/guardians must accept that the manager's decision for team selection is final.
- f) All parents/guardians must sign a declaration to abide by the club rules and the Northamptonshire Football Association rules.

#### **Rules affecting Managers and Officials**

- a) All managers must document all monies held in trust on behalf of the club/team
- b) All monies held in trust must be handed to the treasurer along with the recognised official accounting table at each managers meeting
- c) Managers are responsible for knowing where the kit and equipment supplied by the club is at all times and will provide a full inventory at periodic requests.
- d) All managers are expected to attend the managers meetings.
- e) All managers are expected to pay any team fines from their team account within the club funds.
- f) All managers must be prepared to support the appeals panel when requested to do so.
- g) Any manager who is directly involved with an appeal under the "Code of Conduct" must present their evidence when asked to do so and refrain from influencing any other manager/official in their decision.
- h) All managers/officials are expected to support the fund-raising events of the club.
- i) The managers/officials must maintain a "Certificate of Registration" under the "Lotteries and Amusements Act, 1976".
- j) The managers/officials will strive to achieve / maintain a "Chartered" status within the Northants FA guidelines.
- k) All managers will nominate players for certain trophies at the end of each playing year.
- l) All managers will encourage a team culture and will administer the selection of a team nominated player of the year at the end of each season in readiness for a presentation event.
- m) Managers/officials will, whenever possible, distribute newsletters to the Parents/Guardians and players to keep them informed of club activities and social events.
- n) The managers/officials will maintain and support a "fund raising committee" for the purpose of raising additional funds for the benefit of players activities.
- o) The club officials will be devolved, and a re-election process will occur during the month of June each year

#### **12 CLUB DISCIPLINE**

- a. Any member, player or a supporter who, by word, act or demeanour, who is considered to have brought the club into disrepute, will be dealt with by the Management Committee, as required by the club disciplinary procedure.
- b. Where any facility is booked or goods purchased by an Officer, Club Team Manager or Assistant Team Manager, without prior permission from the Management Committee, the Officer or Manager/Assistant Manager will be solely responsible for any finance incurred outside of the clubs agreed

allowances and may be liable to club disciplinary procedures.

c. Procedures:

i. The Club Secretary will write to the alleged offender detailing the circumstances and will require an answer within fourteen (14) days, with a copy sent to the relevant Club Team Manager in the case of the alleged offender being a player.

ii. If the alleged offender responds, the Management Committee will deal with the situation as necessary. They shall consider all available evidence.

iii. Failure of the alleged offender to respond to correspondence of the Club Secretary will result in a further letter being sent to the alleged offender, stating that disciplinary action is being considered.

iv. If the alleged offender still does not respond, the Management Committee will deal with the situation as necessary. They will consider all available evidence.

d. Disciplinary Action may include:

Verbal warning

Written Warning

Severe reprimand in writing

Suspension or a ban from the club

e. In the event of a severe reprimand in writing or suspension or a ban involving Club Team Management, the Management Committee may, at their discretion, require a change of team management or withdrawal of the team from all competitions and possible expulsion from the club

### 13 CLUB COMPLAINTS PROCEDURE

In the event that any member of staff feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken, they should follow the procedures below:

1 They should report the matter to the Club Secretary or another member of the Management Committee.

The report should include:

- i. Details of what, when and where the occurrence took place
- ii. Any witness statement and names
- iii. Names of any others who have been treated in a similar way
- iv. Details of any former complaints made about the incident, date, when and

to whom made

v. A preference for a solution to the incident.

2 The Club's Management Committee will sit for any hearings that are requested.

3 The Club's Management Committee will have the power to:

i. Warn as to future conduct.

ii. Suspend from the Club.

iii. Remove from the Club any person found to have broken the Club's Policies or Codes of Conduct.