



Constitution

Incorporating Rules of the Club
June 2012

B. Day

CHAIRMAN

JUNE 2012

EQUAL OPPORTUNITIES STATEMENT

Culcheth Athletic Football Club is committed to a policy of equal treatment of all its' players; managers/coaches; parents and requires everyone of whatever level of authority, to abide and adhere to this general principle and the requirements of Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

CAFC will adhere to the FA Code of Conduct in terms of Equality, Participants, Trust and Respect, Young People, Violence, Fairness, Integrity, Fair Play and Respect for Referees.

CAFC are determined to make sure that no one receives less favourable treatment because of his or her social class, gender, disability, sexual orientation, language, race, religion, or by any requirement that cannot be shown to be justifiable.

In all instances where those in control of Members (i.e. Management Committee, Managers/Coaches) are required to make judgements between them – it is essential that merit, experience, skills and temperament is considered as objectively as possible.

CAFC will not tolerate any form of bullying. Children who experience bullying often feel it appears trivial or may have difficulty in describing it. There are many definitions of bullying but it is normally defined as a misuse of power.

Examples could include:

- Constantly undervaluing effort;
- Deliberately isolating a person by ignoring or excluding him/her
- Making unsuitable comments on a person's appearance
- Playing practical jokes
- Shouting at team Members in public or in private

CAFC will not tolerate unsuitable language and behaviour that offends or threatens its Members. Language and behaviour that promotes good relations and respect between the Club and Members of the community is encouraged at all times.

CAFC are committed to, and work towards, removing unfair discrimination against disabled people. It is recognised that disabled people are not all the same and that each person has different needs.

CAFC will not tolerate any form of harassment of others. There are many ways to define this but it is generally identified as unwanted conduct affecting the dignity of people. It includes unwelcome verbal, non-verbal and physical conduct that could amount to an offence under the Protection from Harassment Act 1997. Harassment on the grounds of sex, race, disability or sexual orientation is unlawful and will not be accepted.

In line with Club Policy, any Member found guilty of discrimination will be instructed to leave the Club immediately.

CLUB CONSTITUTION

The following comprises the written Constitution (including Club Rules) of Culcheth Athletic Football Club (CAFC).

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1.0 The Name of the Club

- 1.1 The Club shall hereafter be known as Culcheth Athletic Football Club (CAFC)

2.0 Definition of Culcheth Athletic Football Club (CAFC)

- 2.1. Culcheth Athletic Football Club (CAFC) is a community based not-for-profit voluntary organisation with no paid positions.
- 2.2. CAFC is based in Culcheth, with affiliations to local sports clubs and organisations as deemed to be appropriate and worthwhile by the Membership of the Club. For administrative purposes, the Club Addresses are defined as the home addresses of the Officers of the Club.
- 2.3. Football at all levels is a vital part of the Community consequently CAFC will use reasonable endeavours to ensure that all its' home games are played in the Community of Culcheth.
- 2.4. CAFC is affiliated to the Lancashire FA.

3.0 Aims and Objectives

- 3.1 CAFC aims to provide safe and structured football coaching and training for children and adults, from the age of 4 years; with friendly matches for 6 and 7 year olds and competitive matches in line with FA guidelines, currently from age 8.
- 3.2 CAFC will promote the Standards of Good Practice for coaches, players, parents and officials as required by the FA RESPECT Code of Conduct.
- 3.3 CAFC is fully committed to safeguarding and promoting the well being of all its Members. The Club believes that it is important that Members, Coaches, Match Officials, Administrators and Parents associated with the Club should, at all times, show respect to other Club Members and the opposition. All Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club.
- 3.4. As a Club affiliated to Lancashire Football Association, CAFC will adopt and adhere by the equality and child protection policies of the FA.
- 3.5 CAFC will achieve and maintain Charter Standard Status. As such CAFC will maintain Policies, procedures and Standard Operating Procedures (on Website and in hard copy File, maintained by a designated Officer):
- Player recruitment
 - Coach recruitment and development
 - Volunteer recruitment
 - Equality
 - FA Safeguarding Procedures and Policies
 - Goal post safety
 - Workforce Development
 - Annual review of players, officials and members
 - Incidents and accidents
 - Refereeing recruitment and development

- Celebrating football photographs and video
- Press releases and media communications
- Club complaints
- Respect Code of conduct for:
 - Youth Players
 - Adult Players
 - Spectators, parents & carers
 - Coaches, team managers and Club Officials
 - Match Officials

4.0 Structure of Culcheth Athletic Football Club

- 4.1 CAFC teams are defined on the basis of age, in relation to the academic school year and local football league regulations, and will consist of teams representing under 7s to open age, with coaching and training only for children under 6 years of age.
- 4.2 The Club mandates that each age bracket should have at least two Managers/Coaches. The Managers/Coaches of the Club will be deemed to be full Members and form the Membership of the Club. Each Manager/Coach will formally commit to the requirements expected of them in fulfilling this role, as per the CAFC Manager/Coach Role Description and in keeping with the requirements for Charter Standard recognition.
- 4.3 All players are Junior Members of the Club.
- 4.4 Parents/Guardians of players are Associate Members of the Club.
- 4.5 The Membership of the Club will elect the following Officers and a Management Committee, to serve annually renewable terms of 3 years duration, although any elected person may stand for a second term if they and the Membership wish:

Officers

- Chairperson
- Treasurer
- General Secretary
- League Secretaries

Management Committee

- Club Officers
- Club Welfare Officer (May be carried out by another Committee Member)
- Football Development Officer (Volunteer Coordinator)
- Website Manager
- Social Secretary

Football Development Committee

- Football Development Officer (Chairs this Committee)
- One other Officer
- Club Welfare Officer
- Schools Liaison Officer
- Managers representatives (one for 7-a-side teams and one for 11-a-side teams)
- Parents representatives (one for 7-a-side teams and one for 11-a-side teams)
- Player representatives – at least one from each of the small-sided and 11-a-side sections of the Club

- 4.6 Candidates for positions on the Management Committee shall, unless agreed by the

Membership, have not less than 2 years association with the Club as a Member, an Associate Member or a combination of these two classes of membership.

- 4.7 The Management Committee will be advised by a Football Development Committee. The Football development Committee will be chaired by the Football Development Officer and shall comprise:

- Football Development Officer
- One Club Officer
- Parents representative - 7-a-side teams
- Parents representative - 11-a-side teams

The role of the Football Development Committee shall be to direct and oversee the growth of the Club in respect of:

- Coach qualifications
- Development of appropriate playing facilities
- Volunteer co-ordination
- Maintaining Charter Standard requirements
- Ensuring the progressive development of youth football
- Ensuring that the Club functions in the spirit of a Charter Standard Club.

5. The Role of the Chairperson

- 5.1 The Chair will actively lead the Club forward into the future and be responsible for the strategic direction, policy and image of the Club. In discharging these accountabilities, the Chair will ensure that the consensus view of the Members prevails.
- 5.2 The Chair will ensure that the Management Committee fulfils all its' responsibilities and commitments.
- 5.3 The Chair will preside at all Managers', Committee, Special and Annual General Meetings and be responsible for the orderly conduct of business at such meetings. The Chair will ensure that consensus view prevails and inform the meeting if the consensus view does not align with strategic direction. The Chair will review strategic direction in the event that it no longer aligns with consensus view.
- 5.4 As and when required, the Chair will attend Disciplinary Hearings at the Leagues in which the Club participates and/or Parent County FA with the appropriate Team Manager/Coach on behalf of the CAFC.

6. The Role of the General Secretary

- 6.1 The General Secretary will deal with all correspondence (excluding communication from the Leagues in which the Club participates) in a timely manner; and maintain reports and records of the Club, including a full list of all current Junior Members.
- 6.2 The General Secretary will fix the date and time of all Managers', Committee, Special and Annual General Meetings.
- 6.3 The General Secretary will compile and distribute the agenda for each meeting to those Full Members who are to be present at that meeting.

- 6.4 The General Secretary will undertake to keep all Junior Members (via Managers/Coaches as appropriate) fully informed as to the current affairs, forthcoming events, etc., of the Club or any other suitable item put forward for distribution by any Member or Committee Member.
- 6.5 As and when required, the General Secretary will attend Disciplinary Hearings at the Leagues in which the Club participates and/or Parent County FA with the appropriate Team Manager/Coach on behalf of the CAFC.
- 6.6 The General Secretary will co-ordinate all training needs for managers and coaches as required, including coaching qualifications, emergency aid, child protection and disability awareness

7.0 The Role of the Treasurer

- 7.1 The Treasurer will receive and disperse of all monies due to the Club, keep accurate accounts and books and prepare a financial statement for inspection and approval by the Club Members at the Annual General Meeting.
- 7.2 The Treasurer will report the current financial statement at each monthly Manager's Meeting. As far as is reasonably practicable, the Treasurer will also report anticipated expenditure and any necessary action required to ensure that the Club can meet the anticipated expenditure.
- 7.2 All monies received by the Treasurer shall be lodged in the name of the Club in a bank or other such establishment approved by the Committee.
- 7.3 Except as directed by paragraph 17.2, the Treasurer and one other Member of the Management Committee will sign all cheques. Only when the Treasurer is unavailable (as a result of exceptional circumstances) may the Chairman and one other Member of the Management Committee sign cheques.
- 7.4 All books, which are the responsibility of the Treasurer, will be made available on reasonable request to any Member, Associate Member or Committee Member for inspection.
- 7.5 The Committee may appoint two Auditors at random from the Membership, or any other person(s), to audit the accounts maintained by the Treasurer.
- 7.6 The Treasurer must request and keep in his/her possession all receipts for monies spent on items of equipment or for monies used for any other Club business.

8. The Role of the League Secretaries

- 8.1 The League Secretaries will deal with all correspondence from the leagues in which the Club participates in a timely manner.
- 8.2 All League meetings will be attended by the appropriate League Secretary, who if unable to attend will ensure that the CAFC is represented at League Meetings to avoid any fines being imposed by their respective Leagues.
- 8.3 The League Secretaries will ensure that all relevant information obtained from their leagues is promulgated to relevant Club Members.

- 8.4 One of the League Secretaries will minute all Meetings and promulgate notes made to all relevant Club Members.
- 8.5 The League Secretaries have responsibility to ensure that all results are reported by 8pm on the day of the match to their respective leagues to avoid fines being imposed by their leagues.
- 8.6 Where necessary, the League Secretaries will attend Disciplinary Hearings at their leagues with the appropriate Team Manager/Coach, or will be replaced by either the General Secretary or the Chair.

9. The Club Welfare Officer

- 9.1. The Club Welfare Officer must be CRB checked and ensure that all adults dealing with children in the Club are CRB compliant through the FA CRB Unit.
- 9.2. The Club Welfare Officer must have attended the appropriate training courses as required by the FA
- 9.3. The Club Welfare Officer must be clear about the Club's responsibilities when running activities for children and young people. This includes ensuring that all managers and coaches understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis
- 9.4. The Club Welfare Officer will recognise and monitor repeated incidents of poor behaviour and liaise with the Management Committee, and where necessary the FA.
- 9.5. The Club Welfare Officer must know who the County FA Child Welfare Officer is and how to contact them. Where necessary, the Club Welfare Officer must seek advice from appropriate authorities i.e. social services or the police; if the FA Child Welfare Officer is unavailable or in circumstances of child protection urgency.
- 9.6. The Club Welfare Officer will encourage the Club to discuss and implement the FA's child protection and best practice guidelines on the use of images and organising travel, trips and tournaments.
- 9.7. Another member of the Management Committee may undertake the Club Welfare Officer role.

10. The role of the Football Development Officer (Volunteer Coordinator)

- 10.1 The Football Development Officer will develop policies and practice that are player-focused and based on the full participation of Members, Junior Members and Associate Members in the areas of:
 - Recruitment
 - Training and coaching methods
 - Squad size and placement
 - Playing time and rotation
 - Communications and feedback

- Interactions with opposition managers and players
 - Interactions with the Management Committee
 - Volunteer co-ordination
- 10.2 The Football Development Officer will develop a structure for overview and audit that ensures that these policies and practices are being implemented within the structure of the Club, so that these may be modified and improved by feedback and experience in an iterative manner
- 10.3 The Football Development Officer will coordinate Management Committee considerations and responses to disputes, both within the structure of the Club, or externally with opposition teams or the League/Regional FA, that occur in relation to these policies.
- 10.4 The Football Development Officer will promote the above as examples of possible best practice at the level of the League and Regional FA's that interact with this League.
- 10.5 The Football Development Officer will also have responsibility for those duties associated with Volunteer Coordination, such as :
- 10.5.1 To ensure that all volunteers are knowledgeable of their role and responsibilities
- 10.5.2 Undertake periodic surveys of players, coaches and parents and to communicate the results to the Football Development Committee and Football Management Committee

11. The role of the Social Secretary and Schools Liaison Officer

- 11.1 The Social Secretary will research, plan and organise social events to bring players, officials and parents, together in a social setting to promote and enhance relationships, teambuilding and comradeship within the Club
- 11.2 The Social Secretary will coordinate officials and parents with a view to arranging successful fund raising events
- 11.3 The Social Secretary will work in partnership with the General Secretary and the Treasurer to ensure organised activities and events have sufficient publicity/promotion and are financially beneficial to the Club
- 11.4 The Schools Liaison Officer will have responsibility to create good working relationships with local schools and promote parent and community involvement in junior football. The primary objective of the Schools Liaison Officer is to nurture relationships with local schools so that their pupils are made aware of the football opportunities available for them at Culcheth Athletic.
- 11.5 The Schools Liaison Officer will serve as the primary point of contact for school related matters.

12. The role of the Managers Representatives

- 12.1 There are two Managers Representatives within the Club – one for the mini-soccer teams and one for 11-a-side teams
- 12.2 The Managers Representative must ideally, but not necessarily, be a team manager or coach in order to give a balanced view in all decision making.

- 12.3 The role of The Managers Representative is to liaise between managers, coaches and Club Officials on any concern
- 12.4 The Managers Representative should be aware of all Club related matters and policies

13. The role of the Parent Representatives

- 13.1 There are two Parent Representatives within the Club; one for the mini-soccer teams and one for 11-a-side teams
- 13.2 The Parent Representative must be a parent with no other involvement in the running of the Club. This is to give a balanced view in all decision making
- 13.3 The role of the Parent Representative is to liaise between parents and Club Officials on any concern
- 13.4 The Parent Representative should be aware of all Club related matters and policies
- 13.5 In the event of a parent being unable to resolve an issue with the manager/coach of a team, parents should be encouraged to seek guidance from their Parent Representative. In this role the parent representative will act independently of the Management Committee on all issues concerning Club matters. Once a decision is reached on the matter in question the Parent Representative will report directly to the originator.

14. The role of the Web Manager

- 14.1 The Web Manager will edit and update the Club Website as required
- 14.2 The Web manager will liaise with managers in order to gain information for the Club Website
- 14.3 The Web Manager will circulate text notifications of pitch closures via the Website to all Managers, as required. This task will be delegated to specific Committee Members in the absence of the Web Manager
- 14.4 The Web Manager will maintain and monitor the information included on the Club Website in accordance with data protection, child welfare and Club policies
- 14.5 The duties of the Website manager shall be:
 - 14.5.1 To scrutinise material input by Managers on the Club website and identify any material that may be deemed harmful to the Club and/or its Members and other associated parties, which may also bring the name of the Club into disrepute
 - 14.5.2 If in doubt about any such material it is the Website Managers duty to inform the Club Chairman, Treasurer or Secretary who will liaise with the writer accordingly
 - 14.5.3 To Notify all managers of unplayable pitches via the Club Website as required

15. The role of the Management Committee

- 15.1 To ensure that the Club complies with the principles of the FA RESPECT Code of Conduct and Fair Play.
- 15.2 To ensure that the Club meets all legal obligations placed upon it, be they related to financial, safety, football regulations or child protection matters and to represent the Club in the event of any disputes in these areas.
- 15.3 To promote the Club within the local community and to act as a link between the Club and the local community.
- 15.4 To ensure that there are appropriate guidelines for safety issues, first aid, and child welfare/protection and to ensure that appropriate training is provided or facilitated for the relevant personnel.
- 15.5 To arrange monthly meetings of the Club Membership and keep and disseminate accurate minutes of these meetings.
- 15.6 To ensure that fundraising activities are appropriate to the needs of the Club.
- 15.7 To be accountable for Club income and disbursement. Signatures of two of the Officers are required to authorise the issuing of cheques on behalf of the Club.
- 15.8 To be accountable for the governance of the Club
- 15.9 To propose a football development plan that aligns with the strategic direction of the Club.
- 15.10 To seek appropriate professional or specialist advice regarding any matters pertinent to the successful operation of the Club.
- 15.11 To enter into legal undertakings for and on behalf of the Club which have the consensus agreement of the Members.
- 15.12 From time to time, the Committee may appoint sub-committees tasked with addressing specific issues on behalf of the Committee
- 15.13 From time to time, the Committee may create specific roles to undertake specific tasks on behalf of the Committee.
- 15.14 Where the Management Committee consider that the behaviour or actions of a Manager/Coach, Junior or Associate Member becomes detrimental or harmful to the Club, the Committee shall have the power to take immediate action as appropriate and necessary to either eliminate or limit the detriment or harm.

16. Team Managers/Coaches

- 16.1 Team Managers/Coaches will usually be a parent of a player within the Club. The involvement of persons unrelated to the playing compliment may be considered by the Membership, but evidence of appropriate qualifications must be sought and due considerations of child protection issues taken.
- 16.1 Coaches are required to adhere to the FA RESPECT Code of Conduct for Coaches. Written guidelines of these Codes will be provided.

- 16.2 All Team Managers/Coaches are required to undertake the FA Level 1 Certificate in Coaching Football (including Emergency aid, safety and Child Protection matters) within one year of joining the Club.
- 16.3 The Club requires that each registered team will have at least two coaches. Both must have up to date CRB checks and valid Emergency Aid and Child Protection certificates and at least one must have at least the equivalent of the FA recognised Level 1 Certificate in Coaching Football. However, CAFC aspires that both coaches hold these qualifications where this is possible.
- 16.4 Team Managers/Coaches will undertake the following activities in relation to the team(s) that they are or will be responsible for:
 - 16.4.1 Take full responsibility for arranging matches with opposing teams, as per the rules indicated by the appropriate League/Competition. This includes contacting the away team five days in advance of the fixture; appropriate roping off of playing areas;
 - 16.4.2 Ensure that regular and timely communication is made with Junior and Associate Members in relation to match arrangements, training sessions, Club events, news, etc., as appropriate.
 - 16.4.3 Ensure that at all matches a suitably qualified representative of the Club is in attendance.
 - 16.4.4 Ensure that they and all players and spectators from CAFC represent the Club at such matches in a way befitting the Club Constitution and FA RESPECT Code of Conduct
 - 16.4.5 Take full responsibility for the coaching sessions, ensuring that a suitably responsible and qualified Leader supervises all sessions.
 - 16.4.6 Plan and prepare coaching sessions in advance, with the assistance of other coaches as required.
 - 16.4.7 Be responsible for ensuring that the correct the ratio of children to adults is available at all times. In accordance with FA rules. Currently these are a minimum of TWO adults; and at least a minimum of ONE adult to a maximum of TEN children for a team aged over 8 years. More adults are required when working with younger age groups noting that the FA considers an adult to be aged 18 and over.
 - 16.4.8 Ensure the General Secretary is aware if there is someone helping the team on a regular basis i.e. parent or older brother. The General Secretary must keep a record of all managers/coaches for insurance and development purposes; and to ensure necessary CRB checks are undertaken. The General Secretary must also ensure that the FA is updated in relation to changes to managers and coaches.
 - 16.4.9 Be responsible for the selection of players for a match and ensuring that, unless varied by local written agreement, for mini-soccer games each player shall play a minimum of half a game.
 - 16.4.10 In the event of any incident at a match or training session, Managers must complete the Club Incident Form and forward it to the General Secretary **within 48 hours** of the event. This includes accidents, injuries, red/yellow cards, complaints about opposition officials, players and/or spectators, etc.
 - 16.4.11 Print/complete the appropriate match card and produce team ID cards, for inspection by opposing team manager or referee at each match. If the opposing team has no ID cards or cannot produce them, the Manager must report the matter to the Club League Secretary on the same day. However, the match must be played.

- 16.4.12 All Managers whose teams play in the WJFL must retain their printed match sheets for the full season. The Management Committee and the WJFL reserve the right to audit these sheets as appropriate.
- 16.4.13 Managers whose teams play in other Leagues must ensure that appropriate information is provided as required by their League. If any fines result from a failure to meet this requirement then, depending upon the circumstances, the Management Committee reserves the right to request reimbursement of any fine by the Manager.
- 16.4.14 Ensure that the appropriate information is entered on their League website or communicated as required by their League on the day of the match, i.e. scores, referee marks. Failure to complete this information will result in the League imposing a fine on the Club. Depending upon the circumstances of such incidents, the Management Committee reserves the right to request reimbursement of any fine by the Manager.
- 16.4.15 Marking of the match referee of 50 marks or below must be followed within 24 hours by a written explanation of the mark. This written explanation must be forwarded to their League Secretary who in turn will forward it on to their League.
- 16.4.16 Assist with decision making in relation to pitch conditions and whether matches should be played or abandoned; notifying all persons concerned.
- 16.4.17 Be responsible for safety and first aid issues and matters at matches and coaching sessions.
- 16.4.18 Attend Club Manager's Meetings and report on team requirement and progress.
- 16.4.19 Ensure that the teams have the required kit and other equipment to maintain the safety and well being of the players that they are responsible for, and to contribute to effective training sessions.
- 16.4.20 Where appropriate, ensure the return of goals, nets, flags, stakes and ropes to designated storage facility.
- 16.4.21 Be responsible for any monies provided by the Club to meet appropriate incidental expenditure required for the successful operation of their team or squad.

17. Club Finances

- 17.1 A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatures shall be Members of the Management Committee. No sum shall be drawn from the Club Account except by cheque signed by two authorised signatories.
- 17.2 Where it becomes necessary for financial arrangements to be made whereby only one signatory or authorisation is required for monies to be transferred, such as the mechanism for payment of goods purchased from the Club website via an on-line facility, then a separate bank account will be opened solely for this purpose. The objective of this is to preserve the requirements for two authorised signatories for any withdrawal from the main Club bank account.
- 17.3 The Management Committee shall have the power to authorise payment of expenses to any Member of the Club and to any person or persons for services rendered to the Club.
- 17.4 The Club Financial year ends on 31st May.
- 17.5 The operating cost of the Club shall be met by subscription from Junior Members

18. Club Membership

- 18.1 The Members of the Club from time to time shall be those persons listed in the register of Members (the Membership Register), which shall be maintained by the Club General Secretary.
- 18.2 All prospective players should initially complete the Club's 'Temporary Registration Form', which provides all the necessary contact information in the event of accident/injury. This form must be sent to the General Secretary for centrally recording for insurance purposes. This form permits the player three free weeks training sessions before committing to the Club.
- 18.3 Any prospective player who wishes to be a Junior Member must apply on the CAFC Club Registration Form and deliver it to their appropriate CAFC League Secretary via the Team Manager/Coach.
- 18.3 In the event of a Member's resignation or expulsion, his or her name shall be removed from the Membership Register
- 18.4 The number of players registered to any particular League is governed by the respective League Rules. Consequently it is not always possible to register all the Junior Members as League Registered Players. It is the individual Team Manager's decision and discretion as to which Junior Members are provided with a League Registration Form for completion and registration with their respective League.
- 18.5 Junior Members must re-new their Membership every season.
- 18.6 All parents or guardians of Junior Members are Associate Members of the Club and should complete the FA Soccer Parent online course within 12 months of joining the Club.
- 18.7 The Football Association and Parent County Association shall be given access to the Membership Register on demand.

19. Meetings

- 19.1 General Meetings
 - 19.1.1 General Meetings will be held once a month and at least one representative from each team should attend.
 - 19.1.2 The monthly meeting will address reports from the Officers, Fundraising, playing issues and other current concerns to the Membership.
 - 19.1.3 The Football Development Committee will meet twice per season.
- 19.2 Annual General Meeting
 - 19.2.1 The AGM will be held at the end of each playing season, usually in June.
 - 19.2.2 This will include the Chairman's Address, Financial Report, Election of Club Officials and Constitution/Rule Changes.
 - 19.2.3 The AGM shall be open to any Club Member who wishes to attend and no limit will be put on any attendance. Due to seating, attendance at the AGM must be notified to the General Secretary seven days before the date of the meeting
- 19.3 Special General Meeting

- 19.3.1 A Special General Meeting may be convened at any time by the Committee, specifying the object of the meeting for any of the following purposes:
- 19.3.2 To consider and, if approved, sanction any alteration to the Constitution
- 19.3.3 To deal with any special matter which the Committee may desire to bring before the Members including the disciplining of any player
- 19.3.5 To receive the resignation of the Committee or to remove any Member(s) from office and fill any vacancies caused thereby
- 19.3.6 To deal with any special matter which the Member(s) requesting the meeting may desire to put before the Club
- 19.3.7 The quorum for a SGM shall be five comprising all Club officers with the balance made up by other members of the Management Committee.

20. Voting

- 20.1 All voting is on a simple majority basis, in the event of equality of votes, the Chairperson of the Meeting shall have the casting vote.
- 20.2 Team Managers will be entitled to vote at the Annual General Meeting. Written proxy votes can be made via the Chairman at least three days prior to the Meeting.
- 20.3 Each team represented is allowed one vote only. Each team within the Club should elect one Member to be present to have this vote.
- 20.4 Junior and Associate Members shall not be entitled to vote.

21. Resignation and Expulsion

- 21.1 A Member shall cease to be a Member of the Club with effect from the date of their resignation.
- 21.2 Any Junior Member whose annual subscription or monthly subscription is more than 2 months in arrears shall be deemed to have resigned and will be deregistered from the Club and the League in which the Club has registered them.
- 21.3 The Management Committee shall have the power to expel a Member when, in their majority opinion, it would not be in the interests of the Club for them to remain a Member.
- 21.4 A Member or Junior Member who resigns or who is expelled shall not be entitled to claim any, or a share in any, of the Club Property. Any such property (see Kit and Equipment below) in the possession of a Member or Junior Member must be returned within 14 days of resignation or expulsion. Failure to return Club Property will result in the Member or Junior Member being liable for the full payment relating to the cost of all outstanding items. The Club Treasurer will issue the Member or Junior Member with an invoice to recover the full cost.

22. Subscriptions

- 22.1 Annual subscriptions and methods of payment for the coming season will be proposed by the Club Committee and voted on at the Annual General Meeting.

- 22.2 Details of the Subscriptions will be documented and distributed after proposition and validation at the Annual General Meeting.
- 22.3 Siblings of players who pay the full amount are permitted to pay half Subscriptions
- 22.4 Players not registered with any League and considered to 'train only' and not play in League Fixtures are permitted to pay half subscriptions.
- 22.5 The League Registration Fees for the leagues in which the Club is included in the Club Annual Subscriptions.
- 22.6 It is the responsibility of the Team Manager to ensure that all monies due are paid to the Club Treasurer within the specified period.
- 22.7 A League Registered Player will only be issued with the official League Identity Card (permission to play in League Fixtures) after the Club has receipt of their full Annual Subscription/completed Standing Order Mandate.

23. Kit and Equipment

- 23.1 The Club anticipates that teams or squads will seek external sponsorship for their playing clothing. As a last resort, in the event of external sponsorship not being available, the Club will provide a shirt, shorts and socks. Any playing clothing provided by the Club will not necessarily be new, unworn or of any particular quality. The provision of all other kit is the responsibility of the player. All kit provided by the Club remains the property of the Club and must be returned in good condition when requested.
- 23.2 The Club home playing strip consists of a jersey with red and black vertical stripes, black shorts and black socks. Playing kits shall reflect this. All playing kit, whether home or away must include the Club crest, when being used to represent the Club. The FA is informed of the colours of all team home/away strips and any changes must be made in writing to the General Secretary explaining the reason for the difference. From the start of the 2012/13 season, the Club will not accept the registrations of players of teams who are unwilling to comply with this requirement.
- 23.3 Any damage to clothing supplied by the Club must be reported to a Club Official.
- 23.4 Clothing supplied by the Club must not be altered in any way unless a Club Official has granted prior consent.
- 23.5 In the event of clothing supplied by the Club being damaged either wilfully or by gross neglect, or lost, then the Committee has the right to request reimbursement.
- 23.6 No individual will remain in permanent possession of clothing and/or equipment supplied by the Club.

24. Trophies

- 24.1 All Junior Members of the Club will receive a generic trophy in recognition of their efforts and team working over the past season.

- 24.2 Trophies that are presented to individual Junior Members at the CAFC Annual Presentation Day(s) will become the property of that Junior Member and trophies will not be returned to the Club.
- 24.3 At the Annual Presentation Day(s) there will be FOUR major awards presented to players at all age groups or teams in the Club (excluding Academy teams). Those awards will be:
- Player's Player of the Year
 - Manager's Player of the Year
 - Most Improved Player of the Year
 - Club Person of the Year.

25. Child Protection Issues

- 25.1 The Club will appoint a Member or Officer of the Club to have responsibility for child welfare and protection matters. This role may be taken in addition to any other Committee function.
- 25.2 All Managers and Coaches must ideally be CRB checked in advance of joining the Club and as a maximum within three months of joining the Club.
- 25.3 All Team Managers/Coaches must attend an appropriate Safeguarding Children and Young People in Football awareness session, within one year of joining the Club.
- 25.4 The Child Welfare Officer is responsible for maintaining the Club's guidelines for all child protection issues.
- 25.5 The Child Welfare Officer must maintain a valid Certificate of Attendance to a FA organised/accredited Child Protection seminar.

26. Safety, First Aid and Incident/Accident Management Issues

- 26.1 The Club will appoint Members with responsibility for:
- First Aid (must have a valid certificate of attendance at FA accredited First Aid Course)
 - Goalpost, equipment and event safety
 - Child Protection (must have a valid certificate of attendance at FA accredited Child Protection seminar)
 - Child safety
- 26.2 All Team Managers/Coaches should successfully attend an appropriate course and then receive a first aid certificate within one year of joining the Club or taking charge of a team.
- 26.3 In the event of an accident or incident involving a CAFC Member(s) or spectator at a CAFC arranged event, the following guidelines should be followed:
- 26.3.1 Stay calm, observe the situation and act swiftly
 - 26.3.2 Listen to what the injured person is saying
 - 26.3.3 Assess whether there is danger of further injuries
 - 26.3.4 Alert the 'first aider', who should take appropriate action for minor injuries
 - 26.3.5 In the event of an injury appearing to require specialist treatment, call the emergency services

- 26.3.6 Deal with the rest of the group – ensure that they are adequately supervised
- 26.3.7 Do not move somebody who may have major injuries. Wait for the emergency services
- 26.3.8 Contact the injured person's parent/carer/next of kin
- 26.3.9 Complete an incident/accident report form
- 26.4 Risk assessments and risk reduction measures should be carried out by team managers/coaches before CAFC events, such as training sessions and matches. Risk reduction measures should include:
 - 26.4.1 Check that the playing/training area is fit and appropriate for activity
 - 26.4.2 Check that the equipment to be used is safe and appropriate for the activity
 - 26.4.3 Check that Managers/Coaches are in written possession of appropriate information on players (e.g. contact telephone numbers, medical information) or can quickly access this information if required.
 - 26.4.4 Check that players are appropriately attired and are safe for the planned activity i.e. shin pads and appropriate footwear and clothing.
 - 26.4.5 Check that the playing area can be accessed by emergency vehicles and that a working telephone is available
 - 26.4.6 Check that evacuation procedures are available and accessible to those responsible for the session.
 - 26.4.7 Check that all planned activities are appropriate to the age, ability and experience of those taking part

27. Code of Conduct

- 27.1 CAFC will adhere to the FA RESPECT Code of Conduct in terms of Equality, Participants, Trust and Respect, Young People, Violence, Fairness, Integrity, Fair Play and Respect for Referees:
 - Consider the well being and safety of participants before the development of performance; and the development of performance in advance of striving for results
 - Ensure that appropriate working relationships are in place between all Members of the Club, based on mutual trust, respect and integrity
 - Make sure that all activities are appropriate to the age, ability and experience of those taking part
 - Promote the positive aspects of the game (i.e. fair play and enjoyment)
 - Display consistently high standards of behaviour and appearance
 - Hold appropriate, valid qualifications and insurance cover
 - Never exert undue influence over performers
 - Never condone rule violations, rough play or the use of prohibitive substances
- 27.2 Upon joining the Club, all managers, officials, players and parents will be provided with a handbook which outlines, amongst other things, the Code of Conduct.
- 27.3 Copies of appropriate FA codes of conduct and other relevant documentation will, as permitted by the FA, be made available on the Club website.

28. Discipline Procedures

- 28.1 Any Member, Junior Member or Associate Member who, in the opinion of the Membership of the Club or the Management Committee, do not abide by the rules of the Club will be subject to disciplinary proceedings, consisting of one warning followed by expulsion from the Club.
- 28.2 Where the Management Committee consider that the behaviour or actions of a Member, Junior Member or Associate Member becomes detrimental or harmful to the Club, the Committee shall have the power to take immediate action as appropriate and necessary to either eliminate or limit the detriment or harm.
- 28.3 Any Junior Member being disruptive, unruly, using bad language or bullying will receive one warning and on the second, will be expelled from the Club. This rule will be strictly enforced.
- 28.4 The Management Committee will be responsible for all matters concerning Club discipline. In the event that a disciplinary hearing is required with a Committee Member being the accused, then that Committee Member shall stand down from duty and, at the discretion of the remaining Committee Members, be replaced by a full Member of the Club during a hearing and shall not be permitted to attend the deliberations of the deciding Committee.
- 28.5 Matters of discipline will be investigated, debated and a decision made on a simple majority vote basis.
- 28.6 Any Junior Member who incurs three cautions from a match official within one season for what is deemed as misbehaviour or dissent shall be brought before the Management Committee to explain their conduct. Junior Members must be accompanied by his/her parent(s) and Manager/Coach.
- 28.7 Any Associate or Full Member who incurs one caution or is sent off by a match official for what is deemed as misbehaviour or dissent shall be requested to attend a Management Committee Meeting to explain their actions.
- 28.8 All grievances, in relation to any Club matter, shall be submitted in writing to the Club General Secretary who will present such grievances to the Management Committee for their consideration. The person concerned shall be informed in writing of the decision reached by the Committee.
- 28.9 In the event of equality of votes the Chairperson of Meeting shall have the casting vote.
- 28.10 Members have the right of appeal on any decision reached by the Management Committee. Such appeals must be in writing and received by the General Secretary no later than 14 days after written confirmation of that decision.
- 28.11 In the event of an appeal being lodged against the decision of the Management Committee, this must be done in writing to the General Secretary within 7 days of the

decision. An Appeals Committee will be constituted within 30 days of such an appeal, the Membership of which will be the Club Chairperson, General Secretary and one other Member of the Management Committee and up to two Team Managers/Coaches. The Member being disciplined will be permitted to present their evidence or fresh evidence one final time. The decision of the Appeals Committee shall be final.

- 28.12 Any disciplinary sanctions by the Management Committee or the Appeals Committee, in the event that an appeal is made regarding a decision by the management Committee, will be final and binding and enforced by the Club Chairperson.

29. Complaints/Grievance Procedure

- 29.1 An Associate Member or Junior Member who has a complaint/grievance must initially inform the Team Manager/Coach. If they are not satisfied with the Manager/Coach's response, they should communicate with their relevant Parent Representative in order that they may mediate and seek an informal and speedy resolution.
- 29.2 In the event that the Associate Member or Junior Member cannot reach a mutually satisfactory resolution with assistance from their Parent Representative; then the Associate Member or Junior Member must lodge a complaint in writing to the Club General Secretary, for consideration by the Committee.
- 29.3 In the event that any Member, Junior Member or Associate Member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been breached, should follow the procedure stated below:
- A written report should be submitted to the Club General Secretary and 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.
 - A preference for solution to the incident.
- 29.4 The General Secretary will respond within 14 days to any complaints/grievance received.
- 29.5 The Management Committee will sit for any hearings that are requested
- 29.6 The Management Committee will have the power to:
- Warn as to future conduct
 - Suspend from Membership
 - Remove from Membership
- 29.7 In the event of an appeal being lodged against the decision of the Management Committee, this must be done in writing to the General Secretary within 7 days of the decision. An Appeals Committee will be constituted within 30 days of such an appeal, the Membership of which will be the Club Chairperson, General Secretary and one other Member of the Management Committee and up to two Team Managers/Coaches. The Member being disciplined will be permitted to present their

evidence or fresh evidence one final time. The decision of the Appeals Committee shall be final.

30. League or FA Imposed Discipline Hearings/ Matters

- 30.1 Any contact required between the Club and either the leagues in which the Club participates or FA relating to any matters or business of the Club must only be conducted by the appropriate Secretary or by the means specified by the respective league or FA (e.g. entry of match and referee scores onto a website).
- 30.2 Any League or FA imposed disciplinary procedures brought against any Junior Member, Member or Associate Member will be considered by the Management Committee and any level of Club support sanctioned
- 30.3 Any League or FA imposed disciplinary procedures brought against the Club will be debated by the Management Committee and any required actions sanctioned

31. Payment of Fines imposed by the League or FA

- 31.1 The Club encourages fair competitive play but recognises that fouls will occur and that occasionally players will be booked or sent off. The Club is fined for each yellow and red card shown.
- 31.2 The Club had to pay the fines from subscriptions received. Failure by the Club to do this leads to further sanctions against the Club.
- 31.3 Whilst the majority of the fines received by the Club relate to events that have occurred during normal play, a small portion relate to the unacceptable conduct of Managers, Coaches, Junior or Associate Members who, through insufficient self control, escalate situations into offences that result in a fine. In these circumstances, the Club has always considered it unfair to the majority of our Members, that subscriptions are used to pay fines for these offending individuals.
- 31.4 All fines are to be paid by the player or parent to whom they relate. The player or parent, in conjunction with the relevant team manager, may present mitigating circumstances to the Club Committee for the fine to be either contested or to be paid by the Club from general subscriptions. The Club Committee will consider the mitigating circumstances on a case by case basis as they are presented. If a player has outstanding fines at the end of a season then the Club will not accept their registration for the following season until these had been reimbursed to the Club.
- 31.5 Regarding administration fines, the Club will use general subscriptions to pay the first administrative fine incurred by a team in any season. Any subsequent fines during the season will be paid by the team concerned.

32. Rules of Playing

- 32.1 As a Junior Member of Culcheth Athletic Football Club all players must adhere to the following Club rules:
 - 32.1.1 Shin pads must be worn at all matches and during all training sessions.
 - 32.1.2 Appropriate footwear must be worn when playing matches i.e. football boots and football trainers or those stipulated by the operators of the facilities that the Club uses e.g. Astro turf trainers worn during training.

- 32.1.3 From the commencement of the 2009/10 season, players shall not use bladed footwear.
- 32.1.4 In cold/wet weather conditions parents must ensure children are wearing suitable protective clothing (e.g. jerseys, gloves and hats).
- 32.1.5 Junior Members wishing to play for the team in their age group must train on a regular basis. No player will be considered for team selection, regardless of their ability, unless they train regularly.
- 32.1.6 Junior Members should arrive at training and matches at agreed times, and must inform their coach/manager in advance if they are planning to be late or absent.
- 32.1.7 New Junior Members will not be selected for a team until they have shown their commitment to the Club through attending training regularly.
- 32.1.8 Any Junior Member leaving the club after the start of the season will not be able to rejoin until after that season is completed, unless specifically agreed by the Committee.
- 32.1.9 The Club cannot accept children until they have reached their fourth birthday.
- 32.1.10 All teams are only allowed to register a limited number of players, according to the rules of the League in which the team plays. Players who cannot be registered with a League will be registered with the Club and train as normal. The Team Manager/Coach will try to arrange for them to play friendly matches.
- 32.1.11 Every player registered with the appropriate League and training regularly within his/her squad will get a game. This can be difficult at times, but the team managers will try their best to be fair to all players. Unless varied by local written agreement, players selected for a mini-soccer game shall play a minimum of half a game.
- 32.1.12 A Junior Member wishing to play for another team in another league must seek approval from the Committee.
- 32.1.13 A Junior Member who is signed to another Club in the same League must obtain written consent from that Club in order to train with CAFC but will not be able to transfer to CAFC prior to the completion of the season. (Junior Members cannot play fixtures with more than one team in the same League)
- 32.1.14 Every player must be registered with the Club's appropriate League Secretary (by completing a CAFC registration form).
- 32.1.15 All registered players should pay their subscriptions on time. Any player who has not paid within 30 days will be suspended from all Club matches and training for 2 weeks and will not be eligible for matches/training until the amount overdue is paid in full.
- 32.1.16 Players should ideally play in their correct age group or in accordance with the rules of the league in which their team plays. Permission must be sought every year from the appropriate League for a player to play in a team in a higher age group.
- 32.1.17 All Junior Members will pay an annual £10 registration fee and subscriptions payable in advance at the beginning of each period. The subscriptions for a season will be set at the AGM prior to the start of the season (generally held in the previous June). Siblings will pay the full registration fee, and a reduced rate of 50% of the subscription fees.
- 32.1.18 Associate Members must ensure that Team Managers/Coaches are informed of any medical condition or medication being taken by their child, ensuring that suitable medication is available at all times (e.g. inhalers).

33. Contact with Parents/Guardians and Players

- 33.1 The Club will post this Constitution and other relevant information on the website and make a Club Handbook available to the parents/guardians of all Junior Members, when they register with the Club.
- 33.2 The Coaches and Managers at CAFC will work hard to maintain a high standard and quality of contact with all Members of the Club.
- 33.3 Associate Members are asked to abide by the following code of conduct:
- 33.3.1 Encourage your child to learn the rules and to play within them.
 - 33.3.2 Encourage but **do not** coach your child during a match. Too many different instructions being shouted only confuse the children and subsequently effects concentration. Please let the Managers and Coaches coach!
 - 33.3.3 Do not shout or scream at your child or any other child.
 - 33.3.4 Help your child to recognise good performance, not just results.
 - 33.3.5 Never force your child to take part in sport.
 - 33.3.6 Encourage your child to be a team player and respect and work with their team mates.
 - 33.3.7 Support your child's involvement and help them to enjoy their sport.
 - 33.3.8 Never punish or belittle a child for losing or making mistakes.
- 33.4 All spectators of CAFC teams are expected to abide by the FA RESPECT Code of Conduct and also abide by the following rules of behaviour:
- 33.4.1 Be polite and respectful towards other Members, match officials, players and spectators from other teams
 - 33.4.2 Publicly accept officials' judgements
 - 33.4.3 Discourage unfair play and arguing with officials
 - 33.4.4 Set a good example by recognising fair play and applauding the good performance of all
 - 33.4.5 Use correct and proper language or behaviour at all time.

34. Sponsorship and Fundraising

- 34.1 The Membership may approve various fundraising event or activities in support of the Club. These may take the form of:
- Subscriptions
 - Sponsorship of kit and equipment
 - Fundraising events, such as Sportsman's' Dinners, raffles and fun days.
- 34.2 Any team acquiring sponsorship or additional funds through individual team effort fundraising shall keep any such funding to dispose of as seen fit by the individual team concerned.
- 34.3 Teams are permitted to pay funds into the Club Account and amounts may be "ring fenced" until the Team wishes to utilise the funds.
- 34.4 The Club Committee must be informed in advance of any fund raising event planned by any individual team

35. Insurance

- 35.1 Public liability and accident insurance is obtained and arranged through an authorised insurance broker/company.
- 35.2 The Insurance Policy covers all Players and Managers/Coaches at League authorised Fixtures and Club organised activities through the Football Season. The Policy can be viewed by making a written request to the Chairman or General Secretary briefly outlining the reasons for inspection.
- 35.3 All friendly matches are covered by the affiliation to the Lancashire FA and consequently, the General Secretary must be informed of any friendly matches, during season or outside season, before they are played in order that permission can be obtained from the FA.

36. First Aid Kit

- 36.1 The Club will provide each team with a basic first aid kit.
- 36.2 The Team Managers/Coaches will be responsible for the upkeep and maintenance of any such equipment

37. Club Website

- 37.1 The main purpose of the website shall be to keep all Club Members and other interested parties informed of forthcoming events, match reports and any other item that may be deemed of interest and informative.
- 37.2 All materials submitted for inclusion on the Club Website should be written within the Charter Standard Codes of Conduct and show respect toward all parties.
- 37.3 No such material should identify or make reference to what is deemed to be the poor performance of League or other appointed officials.
- 37.4 No such material should identify or make reference to any child so as to be seen to belittle or embarrass the child
- 37.5 The duties of the Website Manager shall be:
 - 37.5.1 To scrutinise material input by Managers on the Club website and identify any material that may be deemed harmful to the Club and/or its Members and other associated parties, which may also bring the name of the Club into disrepute.
 - 37.5.2 If in doubt about any such material it is the Website Managers duty to inform the Club Chairman, Treasurer or Secretary who will liaise with the writer accordingly.
 - 37.5.3 To notify all Managers of unplayable pitches via the Club Website as required.
- 37.6 Permission must be given by a Junior Member's parent/guardian before the publication on the website of a photograph or image of their child.
- 37.7 Under no circumstances must a Junior player or Junior Member of the Club be identifiable on the website by the use of their full name or any other personal details

such as their address or school etc. Additionally, the identification of specific Training venues and Training times must be avoided.

38. Dissolution of the Club

- 38.1 A resolution to dissolve the Club shall only be proposed at a Manager's Meeting and shall be carried by a majority of at least three quarters of the managers present. The dissolution shall take effect from the date of the resolution and the Members of the Committee shall be responsible for the winding up of the assets and liabilities of the Club
- 38.2 In the event of the dissolution of the CAFC, the total balance of monies deposited to the credit of the Club shall, after payment of all expenses to all creditors, including grant awarding bodies and expenses required to terminate any legal undertakings entered by the Committee on behalf of the Club, be given to a charity or charities nominated by the last Management Committee.
- 38.3 Under any such circumstances all kit, balls, nets and any other sporting or other equipment which at that time is the property of the Club shall be sold and all monies raised through the sale of such items shall also be given to a charity or charities nominated by the last Management Committee.
- 38.4 In the event that there are insufficient monies to satisfy the expenses of creditors, then any shortfall shall be balanced by a charge on each Member and Junior Member.

39. Liability of Club Officials

- 39.1 The Members of the Committee or any other person acting on behalf of the Club shall not be liable for any loss or injury suffered by the Club and its Members as a result of the discharge of their respective duties or whilst in the pursuance of any other business which he or she has been authorised to by the Management Committee, except such losses that may arise that are deemed by the Committee to have been caused by wilful default.
- 39.2 In the event of its Members causing accidental damage to either personnel or public property whilst in the process of representing the Club at any organised match or training session, then the Club shall be protected against any such claim for compensation by being insured for Public Liability with a reputable Insurance Broker.