

# PITSHANGER FOOTBALL CLUB



## RULES, POLICIES AND PROCEDURES



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## **1 RULES**

### **1.1 General**

1. Pitshanger Football Club's activities shall be conducted in accordance with the following rules, policies and procedures, under the direction of the Club's Executive Committee and in accordance with the Club's Constitution.

### **1.2 Rules, Regulations and Status**

2. The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its membership of The Middlesex County Youth Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
3. The Executive Committee shall affiliate the Club to any other organisation which it considers to be beneficial to Club members in meeting the stated objects of the Club (e.g. The National Association of Clubs for Young People and the Middlesex Young People's Clubs).
4. These Rules, Policies and Procedures form a binding agreement between each member of the Club.

### **1.3 Executive Committee**

5. In accordance with the Club's Constitution, the Executive Committee shall consist of the Honorary Officers (the Chairman, Secretary and Treasurer) along with not less than four and not more than twelve members elected at the Annual General Meeting.
6. Immediately following the AGM, the Executive Committee shall elect, from amongst its membership, members to undertake the following roles for the duration of that season: - Vice Chairman, Records and Membership Secretary, Principal and Deputy Child Protection Officers, Press Secretary, Web Site Manager, Kit Manager and such other roles as may be considered necessary from time to time. No person shall be responsible for more than two roles at any one time. The names of the appointees will be notified on the Club's website and will be listed as an Appendix to this publication.



## **1.4 Membership, Conduct and Fees**

7. Applications for membership of the Club from young people and their parents/guardians and other helpers shall be considered by the Executive Committee following receipt by the Honorary Secretary of a completed application form and appropriate annual subscription. This subscription and other necessary fees will be determined from time to time by the Executive Committee, as reasonably necessary to fulfil the objects of the Club.
8. The Club Records and Membership Secretary shall maintain a Membership Register which shall be considered confidential and covered by the relevant Data Protection regulations. The Football Association and County Football Association and other organisations to which the Club is affiliated shall be given controlled access to the Register, on demand. No other person or organisation shall be given access without the express permission of the Executive Committee.
9. All Club members shall be expected to respect and follow the Club's Code of Conduct and other applicable policies, as included in this document. The Executive Committee shall consider all complaints in accordance with the Disciplinary Procedure.
10. All Club players shall be expected to respect and follow the laws, rules and spirit of the sport or other recreational activity in which they are participating. Players and other members receiving disciplinary fines or administration charges for misconduct in or at matches or other events, shall be responsible for reimbursing the Club in full by the due date, or shall be suspended from further participation in Club activities until payment is received.
11. A member whose annual subscription or other participation fees are more than two months in arrears shall be deemed to have resigned. In the event of a member's resignation or expulsion, his or her name will be removed from the Membership Register.

## **1.5 Team Management and Coaching**

12. The appointment of managers and coaches to supervise the running of the Club's football teams shall be at the absolute discretion of a sub-committee of five elected members which shall include the chairperson, honorary secretary and honorary treasurer, plus two other members of the Executive Committee appointed by the Executive Committee for that purpose.
13. In accordance with the Club's Child Protection Policy, all team managers, coaches and assistants shall complete the Club's Volunteer Application and Personal Disclosure Forms prior to appointment.
14. All team managers and coaches and any helpers shall perform their duties and act in accordance with the Club's Rules, Policies and Procedures, as presented in this document.



## **1.6 Policies and Procedures**

The Club and its members shall abide by the following Policies and Procedures, as included in this document:

1. Child Protection Policy
2. Code of Conduct
3. Equal Opportunities
4. Anti-Discrimination
5. Discipline and Complaints
6. Manager and Coach Development
7. Team Administration



## **2 POLICIES AND PROCEDURES**

### **2.1 Child Protection Policy**

1. Pitshanger Football Club will strive to ensure that its child members are able to participate in football and other sporting activities organised by the Club in an environment that is safe and one in which they will be protected from abuse. The Club 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.
2. The Club believes that the following key principles are fundamental to this policy:
  - 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 identity.
  - All suspicious circumstances and allegations of abuse will be taken seriously and responded to.
3. In order to uphold these principles, Pitshanger Football Club has adopted the Football Association's (F.A's) Child Protection Policy and intends to implement the advice in the F.A Child Protection Procedures and Practices Handbook.
4. In compliance with F.A. policy, the Club has appointed Principal and Deputy Child Protection Officers, confirmed annually by the Executive Committee, following the AGM. These Officers have attended the accredited F.A Child Protection Workshop.
5. All current team managers/coaches who are in contact with the Club's child/young person members will be required to complete a Personal Disclosure Form. This will be obligatory for all future recruits to positions of team management/coaching prior to their appointment. In addition, and at the club's discretion, potential volunteers will also be asked to complete a Volunteer Reference Form. All information will be treated in accordance with the Data Protection Act, 1984.
6. In addition to the F.A Child Protection Policy, the Club has a Code of Conduct in operation. This document serves to advise potential Club members (children/young persons and their parents/guardians) of the Club's expected standards of behaviour and of the fact that there is a child protection policy in effect.
7. The Club's Child Protection Officers and, where appropriate, other club officers, will attend child protection courses and workshops organised by the F.A in order to comply with current regulations and maintain quality.
8. A system is in place to ensure that all of the Club's Officers are aware of the procedures for managing incidents of child abuse and in the event of such an occurrence, the appropriate F.A. procedure will be strictly adhered to.



## **2.2 Code of Conduct**

1. Pitshanger Football Club is committed to the highest standards of integrity and fair play in football and, as such, has embraced the Football Association's Code of Conduct for Football. This is reproduced as an appendix to this document and covers the activities of:-
  - Coaches
  - Players
  - Team Officials
  - Parents / Spectators
  
2. In summary of this Code, the Club has adopted the following "Code of Conduct - Dos and Don'ts" to enable players, managers and coaches, parents and spectators to be briefed on the Club's expectations.



**Code of Conduct – dos (✓) and don'ts (X)**

**Players**

- ✓ Play within the Laws of the Game
- ✓ Respect Referees and Opponents
- ✓ Behave honestly and sportingly
- ✓ Accept managers' & coaches' decisions
- ✓ Attend training and practice techniques
- ✓ Be punctual
- ✓ Encourage your team-mates

- X Do not argue with referees
- X Do not belittle opponents
- X No swearing or spitting
- X No retaliation or fighting



**Managers and Coaches**

- ✓ Comply with FA, League and Club rules
- ✓ Set a good example (act as role model)
- ✓ Make playing football enjoyable
- ✓ Be impartial in making decisions
- ✓ Involve all players, whenever appropriate
- ✓ Organise effectively and in good time
- ✓ Support, encourage and praise players

- X Do not attempt to win at all costs
- X Do not cheat or try to deceive referees
- X Do not knowingly play unfit players
- X Don't be reluctant to accept feedback



**Parents and Spectators**

- ✓ Encourage skilful, lawful and sporting play
- ✓ Respect Referees and Opponents
- ✓ Give positive feedback
- ✓ Discuss opinions on team matters in private
- ✓ Do not encroach onto the playing area
- ✓ Offer your help and support to the manager
- ✓ Support, encourage and praise players

- X Do not use foul or abusive language
- X Do not put undue pressure on players
- X Do not bring alcohol or drugs to matches
- X Do not threaten or use violent behaviour







### **2.3 Equal Opportunities**

1. Pitshanger Football Club 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 Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
2. All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:
  - treating any individual, on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability, less favourably than others;
  - expecting an individual, solely on the grounds stated above, to comply with requirement(s), for any reason whatsoever related to their membership, which is different from the requirements for others;
  - imposing on an individual, requirements that 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 disadvantaging of a member against another, or others, purely on the above grounds.
3. Thus, in all the 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.
4. Pitshanger Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
5. Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.
6. The Pitshanger Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible, to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.



## **2.4 Anti-Discrimination**

1. Pitshanger Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination, whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
2. Equality of opportunity at Pitshanger Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- Advertisements 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 positions.
3. Pitshanger Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
  4. Pitshanger Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.



## **2.5 Discipline and Complaints**

### **Background**

1. Pitshanger Football Club activities are conducted in accordance within various Rules and Policies, under the direction of the Club's Executive Committee and in accordance with the Club's Constitution. Under the Club's Rules, the Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition, to which the Club is affiliated for the time being, are incorporated.

### **Offences at Matches**

2. Disciplinary offences at football matches initially come under the jurisdiction of the match referee and are dealt with through F.A. and County disciplinary procedures. Offences will be reported to the Club Secretary who will communicate with the named party and respond to the County Association, as required. In accordance with Club Rules, offenders are responsible for fully reimbursing the Club for any fines and charges levied. The Executive Committee may, in addition, deal with serious and/or persistent offenders under this procedure, Item 7.
3. The Club is responsible for the behaviour of its players, officials and supporters. In all cases where a complaint is made about the conduct of a Club member at a match, this shall be reported to the Club Secretary who will bring this to the attention of the Executive Committee for action in accordance with the following paragraphs.

### **Other Offences and Complaints**

4. The Club's Constitution and Rules identify the powers of the Executive Committee to expel members for non-payment of subscriptions and fees after appropriate notice has been given. The Club Secretary or Treasurer will notify the Executive Committee of such occurrences prior to consideration of the appropriate action.
5. In the event of any member feeling that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, this should be reported to the Club Secretary or another Club Officer. A written report will be required detailing:
  - What, when and where the occurrence took place
  - Witness statements and names
  - Names of any others known to have been treated in a similar way
  - Details of any previous complaints
  - A preference for a solution to the incident.



6. The matter will then considered at the following Executive Committee meeting, or should the matter require urgent attention, at a Special Executive Meeting convened with not less than four days notice or by a sub-committee formed by the Executive Committee for that purpose.

**Executive Committee Actions**

7. Following notification of any of the aforementioned occurrences to the Club Secretary, he/she shall inform the Executive Committee of the situation and the Committee shall consider the evidence at its following meeting. The Executive shall have the power to:

- warn as to future conduct,
- suspend from membership,
- remove from membership,

any person found to have broken the Club's Policies or Code of Conduct.



## **2.6 Manager and Coach Development**

1. Pitshanger Football Club recognises that its Team Managers and Coaches are key to the quality and standard of the football played by Club teams and the attitude and behaviour of the young players in their charge. The health, safety, welfare and moral education of the young people are a first priority, even before their team's sporting achievements. The reputation of the Club depends on both.
2. To promote better management and coaching of its teams, Pitshanger Football Club will actively seek to promote better qualification and development of its management and coaching volunteers and other members willing to assist in these matters. It is imperative that all coaches hold a recognised F.A. qualification or are working towards becoming qualified.
3. Team Managers and Coaches who require training in any aspect of their responsibilities, in addition to that available through guidance from existing Club members, should inform the Club Secretary of their perceived needs. Such courses are generally available through the County Football Association and include:
  - F.A. Level 1 – Club Coach Award
  - F.A. Level 2 - Coaching Certificate
  - F.A. Level 3 - Coaching Licence
  - Child Protection
  - Emergency Aid
  - Injury Identification & Recognition
  - Football Fitness
  - F.A. Basic Treatment and Management of Injury
  - Laws of the Game
  - Goalkeeping Coaches Certificate.
4. The Club Secretary will bring training requests to the attention of the Club's Executive Committee and, following their approval, will book the courses through the relevant provider. Subject to the approval of the Executive Committee, the Club will meet the full cost of the training course.
5. From time to time, where demand is sufficient, the Club may provide the courses at a local venue booked and paid for by the Club.
6. Those Club Managers and Coaches booked onto such courses paid for by the Club will be expected to attend for the full duration of their training, or will reimburse the Club for the full cost, unless exceptional circumstances prevail.



7. Once qualified, Club Managers and Coaches will be encouraged to undertake continued development in their skill base by taking other relevant courses or joining appropriate organisations, such as the F.A. Coaches Association.



## **2.7 Team Administration**

### **General**

15. Pitshanger Football Club will appoint Team Managers to take responsibility for all aspects of managing a team, including coaching, conduct and administration. The Club's policies on manager and coach development and conduct are dealt with separately.
16. Important issues within the administration responsibility are covered by this procedure, which should be read in conjunction with various proformas as appended, including the Club Membership Form and the Monthly Income and Expenditure Record.

### **Player Details and Records**

17. Team Managers are responsible for maintaining records of those in attendance at training sessions, matches and other Club activities. After attending a maximum of two trial training sessions, all young people are required to have completed a Club Membership Form along with their parents or guardians, where appropriate, and to have paid the appropriate subscription. Completed Membership Forms shall be passed to the Club Secretary for processing, before the player represents the Club in any match, or within two weeks in other cases.

### **Player Registration for Matches**

18. The Team Manager will also be responsible for ensuring that all players taking part in league or cup matches will have been properly registered in accordance with the rules of that competition. The Club Secretary will assist in this process and approve all completed league registration forms. Registration cards, on their return from the League or County Registration Secretaries, will be returned to the Team Manager for safe keeping. These cards must be taken to all matches for inspection, if required, by the opposition manager and/or League and County officials.

### **Player Subscriptions**

19. At the commencement of the season, the Team Manager will obtain the correct Annual Subscription for each playing or training member and shall forward this promptly to the Club Treasurer. The subscription may be combined with match and training fees in a single payment at the start of the season, if paid by the date determined by the Executive Committee and set out on the Membership Form. In the case of a young person enrolling at a later stage of the season, the annual subscription may be reduced with the agreement of the Club Treasurer, if that is considered appropriate.



**Match and Training Fees**

20. The Team Manager will collect and record appropriate match and training fees (as determined by the Executive Committee at the commencement of the season) from all those participating in that session or match. This excludes those playing members who have paid the single combined annual subscription and match/training fees at the start of the season.
21. Monies gathered at training sessions and matches will be recorded on the Monthly Payment sheet and handed to the Club Treasurer, less approved expenses as detailed below.

**Expenses**

22. All approved expenses incurred by Team Managers will be fully reimbursed by the Club. This includes league appointed referees fees, kit washing (where no volunteer can be found) and first aid kit refills (see below). Approval for all other proposed expenses must be obtained in advance from the Club Treasurer, who may refer the matter to the other Club Officers or the Executive Committee, as necessary.

**Team Kits and Equipment**

23. Team Managers will be responsible for the safekeeping, availability and cleaning, as appropriate, of various items of team kit and equipment. Requests for replacement of such items must be made to the Club Secretary, who may refer the matter to the Club Treasurer or Executive Committee, as necessary.
24. Where items of Club kit are handed to the parents or guardians of playing members of the Club to look after between matches, records must be kept so that the kit can be recovered promptly if required at any time. Those handed Club kit must be informed of their responsibility for the safekeeping of Club property and its return when requested. A Club proforma is available to assist in this matter.
25. Playing members wanting to leave or transfer away from the Club are required to settle all debts and return all Club property, under F.A. rules. Compensation will be sought for lost or damaged kit.
26. First Aid kits will be provide to Team Managers and should be made available at all training sessions and matches. Team Managers should have attended an F.A. approved Emergency First Aid course as a minimum and be competent in the use of the equipment provided. The use of medical sprays by those not properly qualified, without the express permission of parents or guardians, is to be discouraged.





**Match Records and Reporting**

27. Within two days of the completion of any league or cup match, the Team Manager must post to competition Results Secretary the correctly completed Match Card in accordance with competition rules.
28. At the times requested by the Club Press Secretary, Records and Membership Secretary and Web Site Manager, the Team Manager must communicate match results, player details, scorers, referees markings and a match summary, as required.

**Meetings**

29. Team Managers are the Club's primary means of passing on details of Club policies and activities to their teams' playing members and their parents and guardians. To facilitate this, the Managers will be invited to attend Executive Committee meetings, as Committee Members, where elected, or as invited guests. Other meetings may also be held from time to time and appropriate attendees invited.