



THE FOOTBALL  
ASSOCIATION



# YAXLEY FC

## CLUB RULES, CONSTITUTION AND CODE OF CONDUCT

Yaxley Football Club is a members only, unincorporated association, managed by an elected voluntary Management Committee and held in Trust as prescribed within the Club Constitution.



THE FOOTBALL  
ASSOCIATION



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1. **NAME:**  
The club shall be called **Yaxley Football Club** (the Club)
  2. **OBJECTS:**  
The objects of the Club shall be to arrange association football matches, skills development and social activities for its members.
  3. **STATUS OF RULES:**  
These rules (the Club Rules) form a binding agreement between each member of the Club.
  4. **RULES AND REGULATIONS:**
    - (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The 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.
    - (b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
    - (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
  5. **CLUB MEMBERSHIP:**
    - (a) 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 Secretary.
    - (b) Membership shall be categorised as follows:
      - Category a) Full Members (Playing, Paying and Honorary)** - who shall be entitled to full voting rights
      - Category b) Vice Presidents** - elected by the committee at an AGM who shall be entitled to full voting rights
      - Category c) Temporary Members** - visiting sporting teams and their officials, supporters, friends and families and other temporary users of the club facilities. This membership shall apply on the day of an event. Subject to the Rules of the Club, such Temporary Members shall enjoy the facilities of the Club and the clubhouse for the period specified which shall in any case cease at midnight on the day of the event.
    - (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
    - (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.

Any person who wishes to be a member under categories (a) or (b) must apply on the Membership Application Form and deliver it to the Club Secretary. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicants name being entered in the Membership Register. The Committee may refuse membership without disclosing its reasons.

Members in categories (a) and (b) may introduce up to a maximum of two bona-fide guests on no more than three occasions in any one month. Such guests may only remain on the Club premises whilst the sponsoring member is present and the latter will be responsible for the guests conduct and behavior. If entry to the clubhouse is required, The member shall be responsible for recording the guests details in the Guests/Visitors Register.

Members in Category (c) shall sign into the Guest/Visitors Register upon entry into the Clubhouse.
  6. **LICENSING HOURS AND BAR OPENING HOURS**  
The supply of intoxicants will comply with the general licensing hours for the Petty Sessional Area as defined by the Licensing Justices or such other licensing authority as may be relevant. These hours may be reduced (but not extended) by the Committee
  7. **SUPPLY OF INTOXICANTS**  
Persons under the age of eighteen years will not be supplied with intoxicants. Any person under the age of eighteen years attempting to purchase or found consuming intoxicants will have their drink seized and their membership may be liable to immediate suspension or termination. Any member supplying intoxicants to a person under the age of eighteen years may also be liable to termination of membership. Such incidents must be brought to the attention of a Committee member without unreasonable delay.
  8. **PROVISIONS OF S.49 (1) LICENSING ACT 1964**  
The Committee may at their discretion allow other than members into the Club for the purposes of fund raising on no more than twelve occasions in one year, commencing annually on the first

day of January. Each such occasion to be notified to the Clerk to the Licensing Justices and Chief Officer of Police for the district fourteen days prior to the event. On each occasion, persons other than Temporary Members shall enjoy the privileges of a Temporary Member.

**9. CHILDREN**

Children under the age of fourteen must be accompanied by a parent or other responsible adult at all times whilst in the clubhouse

**10. LOTTERIES**

No lottery is permitted in the Club without prior written permission from the Committee. Applications must be made fourteen days in advance. The Club shall at all times comply with the Betting, Gaming and Lotteries Act 1963 or later publication or ruling thereof.

**11. UNRULY BEHAVIOUR**

Any member or guest who conducts themselves in a disorderly manner within the club premises may be ejected and have their membership terminated at the discretion of the Committee.

**12. ANNUAL MEMBERSHIP FEE**

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall be due by the 1st of July and shall not be refundable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

**13. RESIGNATION AND EXPULSION**

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) The Club 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. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

**14. CLUB COMMITTEE**

- (a) The Club shall be governed by the Management Committee consisting of the following Club Officers: President, Chairperson, Vice Chairperson, Treasurer, General Secretary, Football Secretary, Fixture Secretary and up to 10 other members elected at an Annual General Meeting. Candidates being nominated for Chairperson and Vice Chairperson must be existing members of the Committee.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. Committee members are entitled to attend all committee meetings and general meetings and are entitled to vote at such meetings. Other than the President, any member who has failed to attend four consecutive meetings (without reasonable cause) shall have deemed to have resigned their position. In the event that any position is vacant after an AGM the committee shall have the power to appoint an individual as required. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be five.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee that arises between Annual General Meetings shall be filled by a co-opted member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members present and voting.
- (f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

**15. ANNUAL AND SPECIAL GENERAL MEETING:**

- (a) An Annual General Meeting (AGM) shall be held in each year to:
  - (i) to receive a report of the activities of the Club over the previous year
  - (ii) to receive a report of the Clubs finances over the previous year
  - (iii) to elect the members of the Club Committee
  - (iv) to consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing proposed by an existing Club member and seconded by an existing Club member, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting

(c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolution(s) proposed. Business at an SGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

(e) The quorum for a General Meeting shall be 12 attending members with voting rights.

(f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

#### **16. CLUB TEAMS:**

(a) At its first meeting following each AGM, the Club Committee shall appoint a Club member as Head Manager for each of the Clubs Sections to be responsible for of the Clubs football teams and appoint managers and training personal in the best interest of the players. The appointed members shall be responsible for managing the affairs of each team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

#### **17. CLUB FINANCES:**

(a) One or more bank accounts to facilitate appropriate commercial activities and operation shall be opened and maintained in the name of the Club (the Club Accounts). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Accounts except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in one of the Club Accounts.

(b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

(c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

(d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

(e) The Club Property, other than the Club Bank accounts, shall be vested in not less than two and no more than four custodians, two of whom shall be the Chairperson and Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee duly recorded in the Minute Book thereby providing conclusive evidence of any such a decision.

(f) The Custodians/Trustees shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(g) On their removal or resignation a Custodian/Trustee shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian/Trustee or the existing Custodians/Trustees as directed by the Club Committee. On the death of a Custodian/Trustee, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

(h) The Custodians/Trustees shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

(i) All playing kits and equipment whether purchased by the Club, donated or sponsored by one or more third parties is deemed to be Property of the Club and shall be accounted for and managed accordingly.

#### **18. DISSOLUTION:**

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the voting members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

**19. ALTERATIONS TO RULES:**

Proposed alterations to Rules of the Club must be notified in writing to the General Secretary not less than 21 days prior to the date of the AGM and these proposals must be publicised to the members of the Club at least 7 days prior to the meeting. Amendments to the proposals must be made in writing prior to the start of the meeting. The Rules of the Club may be altered, repealed or added to by resolution of a majority of those voting members present who are entitled to vote.

**END**

## **A Code of Conduct for Football**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

### **The Club**

Yaxley FC is responsible for the operation, administration and general wellbeing of all of its members whilst participating in any of the Clubs approved activities. As an individual, each member, player, supporter, parent, coach, manager or other individual acting in association with or on behalf of the Club is responsible for upholding the values and objectives of the Club and its good standing in the community. All members are expected to positively contribute and support the Club and its activities.

### **Community**

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

### **Equality**

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

### **Participants**

Football recognises 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. Football is committed to appropriate consultation.

### **Young People**

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

### **Propriety**

Football acknowledges 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**

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

### **Violence**

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

### **Fairness**

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

### **Integrity and Fair Play**

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

**Note: Any fines imposed by any league or FA body against any individual member of the club shall be settled by the individual and any failure to do so may result in the individual's membership being suspended and if not resolved to the satisfaction of the Club, terminated and the individual reported to the relevant County FA.**

## **Code of Conduct for Coaches & Managers**

Coaches and Managers are key to the establishment of ethics in football. Their concept of ethics is their attitude directly affecting the behaviour of players under their supervision. They are, therefore, expected to pay particular care to the moral aspect of their conduct.

They have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The F.A. Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching which this Club adopts -:

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.

In addition to the FA Code of Conduct, the Club emphasises that all coaches and managers are automatically members of the Club and being so, must at all times and in all ways represent the Club in the best light, the best spirit and act always in the best interests of the Club. Any breach of these requirements may result in the termination of membership by the Management Committee and the immediate cessation of any activities associated with the Club.

## **Code of Conduct for Players**

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

### **Obligations towards the game**

#### *A player should*

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.

### **Obligations towards one's own team**

#### *A player should*

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

### **Respect for the Laws of the Game and competition rules**

#### *A player should*

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

### **Respect towards Opponents**

#### *A player should*

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

### **Respect towards the Match Officials**

#### *A player should*

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

### **Respect towards Team Officials**

#### *A player should*

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

### **Obligations towards the Supporters**

#### *A player should:*

1. Show due respect to the interests of supporters.



## **Code of Conduct for Team Officials**

This Code applies to all team / club officials (although some items may not apply to all officials).

### **Obligations towards the Game**

#### *The team official should*

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

### **Obligations towards the Team**

#### *The team official should*

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or un-sporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect for the interests of the players, coaches and officials, their own club/team and others.

### **Obligations towards the Supporters**

#### *The team official should*

1. Show due respect for the interests of supporters.

### **Respect towards the Match Officials**

#### *A team official should*

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions that may mislead a Match Official.
3. Show due respect towards Match Officials.

## **Code of Conduct for Parents / Spectators**

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- Children and young people enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.

A parent's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents / spectators to:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Ensure that parents / spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy as set down by the Football Association..

## **Anti Discrimination Policy For Clubs**

- Yaxley 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.
- Equality of opportunity Yaxley 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:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.
- Yaxley Foot ball 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.
- Yaxley 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.

## **Equal Opportunities Policy for Clubs**

### 1. General

- Yaxley 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.
- 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 are different from the requirements for others.
  - Imposing on any individual, requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition that 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. 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.
- Yaxley Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds. Where grounds are found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.
- Yaxley 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.

## **Goalpost Safety Guidelines**

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
    - Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
    - It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
    - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
    - Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
  2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
  3. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.
  4. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
  5. Guidelines to prevent toppling:
    - i. Follow Manufacturer's guide-lines in assembling goalposts.
    - ii. Before use, adults should:
      - ensure each goal is anchored securely in its place
      - exert a significant downward force on the cross bar
      - exert a significant backward force on both upright posts
      - exert a significant forward force on both upright posts
- These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, you should note that The F.A. and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

**REMEMBER TO USE ALL EQUIPMENT (NOT JUST GOALPOSTS) SAFELY AT ALL TIMES.**

## **Club Complaints Procedure**

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

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

Your report should include where relevant:

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



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