

# DEANSHANGER FOOTBALL CLUB

## Constitution & Club Rules



**2022/23**

# Club Ethos

**Our Club Ethos is a written declaration that sets out how we want to run as a club. It's simple and concise and can be understood by players, parents & officials.**

## **Safe friendly and respectful**

We Aim to provide football for all.

For all ages and abilities in a safe and friendly environment promoting good behavior and respect for others.

## **Focused on player development**

Long-term player development & life skills that will better prepare our people ahead of win at all costs.

Deliver age-appropriate coaching to achieve this, encouraging all players to try their best and work hard to make mode most of their abilities#

## **One Club**

One set of rules followed by all teams who are equipped and treated equally.

# CONSTITUTION & RULES

## CONSTITUTION

The club shall be called DEANSHANGER COLTS FOOTBALL CLUB (the club)

## CLUB ETHOS

Deanshanger Colts Football Club committee will take decisions and action to achieve the principles set out below (Known as the “Club Ethos”)

- Safe friendly and respectful: Aim to provide football for all ages and abilities in a safe and friendly environment promoting good behavior and respect for others
- Focused on player development: Long-term player development ahead of win at all costs. Deliver age-appropriate coaching to achieve this, encouraging all players to try their best and work hard to make mode most of their abilities
- One club: One set of rules and teams equipped the same

The Deanshanger Colts were first awarded the FA Charter Standard benchmark on the 27<sup>th</sup> May 2008 and it is the committees aim to maintain that standard across the club.

## RULES & REGULATIONS

- a) The club will be an affiliated member club of the Football Association and will live up to the expectations they set out.
- b) The Club will abide by The FA's safeguarding Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
- c) All rule changes and committee proposals must be with the Club Secretary seven days prior to the club's AGM. Additional changes can be proposed and adopted during the season if agreed by **majority** of the committee.
- d) Dissolution Clause In the event of Deanshanger Colts Football Club being dissolved, the amount of funds that remains after such dissolution will be the sole responsibility of the Football Association and after satisfaction of all debts and liabilities of Deanshanger Colts Football Club, any remaining funds shall be transferred to any organisation with similar purposes which is run on a non-profit basis or gain for its individual Members.

## ANNUAL & SPECIAL GENERAL MEETING

Annual general meeting (AGM) shall be held in each year in June to;

- Receive a report of the activities of the club over the previous year.
- Receive a report of the club's finances over the previous year.
- Confirmation of the minutes from the previous AGM. Elect the members of the club committee.
- Alteration to the club rules which should have been presented five days prior to the AGM to be voted on.
- 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 resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- The quorum for an AGM will be 5. The Chairperson should chair the meeting or in their absence a member selected by the committee should take the chair. Each member present shall have one vote (member meaning PARENT of registered player) and resolutions shall be passed by a simple majority. In the event of a tie the chairperson has the casting vote.

## **CLUB MANAGEMENT COMMITTEE**

The club committee shall consist of the following:

- **CLUB CHAIRPERSON:** Overseeing management of club, running club meetings, and acting as the casting vote at Committee meetings and AGM/SGM. Acting as main contact point for FA
- **VICE CHAIRPERSON:** Deputise for Chairman duties when Chairman not available
- **CLUB TREASURER:** Reporting and management of club finances
- **CLUB SECRETARY:** Organising committee meetings and AGM/SGM (and providing minutes) and overseeing management of club task list
- **WELFARE OFFICE –** Ensuring club meets its Child Safeguarding commitments, meeting with Coaching staff, parents and players as required to understand and act on specific issues. The club Welfare Officer should not hold any other position within the club unless agreed by the club committee.
- **LEAGUE REPRESENTATIVES:** (One for each league Colts participate in) Attending league meetings and providing details of meeting content to club committee. Also communicating relevant updates/news to other Colts team, and providing support to teams on league matters.
- **FOOTBALL DEVELOPMENT:** Overseeing coach development at the Colts to ensure FA standards continue to be met and lived up to day to day by coaches at the Colts. Including organising coach development sessions and getting coaches to attend, as well as providing mentoring to coaches.

(If a person is not in place for any of the above roles then the responsibilities, for that role, will need to be shared out amongst the committee members)

- Plus **ADDITIONAL MEMBERS**, who will take on responsibility for specific tasks on the club task list.

- Members will be elected at an annual general meeting; Each club officer and Club Committee member shall hold office from the date of the Appointment until the next AGM unless otherwise resolved at a special general meeting.
- 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 simple majority of those attending the club committee meeting. The chairperson of the club committee 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 persons (which must include either Club Chairman or Vice-Chairman)
- In the event of vacancies occurring during the season the club committee shall have the power to co-opt members to fill such vacancies. The person must be proposed and seconded by committee members and approved by a simple majority of the remaining club committee.
- Any member of the club committee may call a meeting of the club committee by giving not less than seven days' notice at all members of the club committee. The club shall hold no less than four meetings a year
- The club committee shall have the power to decide all questions and disputes arising in respect of any issue concerning club rules, or not covered by the club rules, in line with the rules and regulations of the Football Association and the County Football association to which the club is affiliated.
- Any committee member or manager/coach who attends league meetings or coaching courses, may claim mileage to and from venue @ .35p a mile, having given prior notice to the Treasurer of planned attendance. (Excluding events held in Deanshanger & matches)

## CLUB MEMBERSHIP

- The members of the club shall be those persons listed in the register of members (the membership register).
- An annual fee payable by each member will be determined by the club committee at the club AGM for the following season, which must be paid into the club treasurer before the 1st October of that season. The fees must be accompanied with a club registration form which will be kept by the club Welfare Officer for data protection.
  - Any family with two or more boys/girls registered with the club will pay £20 less for the second and subsequent children after the first. There will be a part payment of £20 for anyone joining the club after 1st Jan of the following year after the season has commenced. There will be no registration fee if signing after 28th February.
- Registration Fees will be £45 For the First Child and £20 for the Second child, payable via the matchday application to the Club.
- Monthly subscriptions will be £15 for 9 months starting in October and ending in June.
- The committee have the right to review certain circumstances whenever asked by a team manager this will be deemed as “Special Circumstances” and is reviewed on a case by case.
- Any member failing to meet the registration fee, or any other fees due for a period of one month, without prior arrangement, can be excluded from any further participation in the club activities until such time as these arrears have been resolved.
- The club committee shall have the authority to levy further subscriptions/make changes to subscriptions as are reasonably necessary to fulfil the objectives of the club, at the AGM only. Any changes would be notified to members in advance.
- A member shall cease to be a member of the club if, he/she gives notice to the club committee of the registration. A member whose annual membership fee, or further subscriptions is more than one month in arrears shall be deemed to have resigned. 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 appeals procedure. Any membership fees will not be reimbursed. A member who resigns or is expelled shall not be entitled to claim any or a share of any, of the club’s property.

- Entry fees for tournaments are not included in the club membership. Entry fees will be paid for by the Colts manager who will then collect money from parents of players to cover the cost (and only the direct cost) of that entry fee paid to the tournament organiser.
- In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register. The decision to remove a member from the club lies with the Club committee who must vote on this decision prior to removal.

## **CLUB FINANCES**

- A bank account shall be maintained in the name of the club (the club account).
- The approval process for spending money on behalf of the club is set out in the appendix
- All monies payable to the club shall be received by the Treasurer and deposited in the club account. Receipts for monies paid to the treasurer will be given to the person paying. Treasurer will report on the following items to the club committee at the monthly committee meeting: REGISTRATION FEES, TRAINING SUBS, MATCH FEES, MONIES RAISED AT EVENTS, SPONSORSHIP, ANY AD HOC DONATIONS ETC
- The income and assets of the club (the club property) shall be spent only on fulfilling the Club Ethos.
- 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
- The treasurer shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.
- The treasurer will prepare a monthly income and expenditure summary for presentation to the club committee at the monthly meetings. At any time a club committee member can request in writing to inspect the club accounts by giving 14 days' notice to the club chairperson.
- The postal address for any correspondence from the club's bank shall be to the Treasurer's address and club secretary.



## TEAMS

- The club shall wherever possible, field teams of all age groups from Under 7's through to Under 18's boys and girls, if there is sufficient membership and coaching resource/pitch space. The teams will be registered with appropriate FA affiliated local leagues. The club will abide by any rules and requirements of the organised league and cup competitions entered.
- For each team there will be at least one coach holding a minimum of FA Introduction to Coaching Football, First Aid and Safeguarding, all other coaching volunteers must ensure they have completed the FA Playmaker Course within 6 months of starting with the club.
- Each team will be provided with a set of match shirts (in the club colour of blue/white) to use for league matches, cups and tournaments. Care should be taken to ensure the shirts are looked after so fit for use for 2 seasons after originally being provided.
- The club shall organise an annual awards event during which all players will receive recognition and a trophy. Additional awards will also be presented for individual achievements. The committee will define what awards are given out.

## COACHING STAFF

- The coaching staff are the face of Deanshanger Colts and therefore need to be role models in the way they live up to the club rules and FA Guidelines
- Coaching staff are responsible for managing player and spectator behaviour
- Coaching staff are responsible for reporting league match results and respect scores (accurately and on-time)
- All coaching staff must hold a current and valid DBS certification
- All coaching staff should ideally hold a recognised coaching qualification (minimum of FA Level 1 or Introduction to Coaching football) issued by the Football Association (As a minimum there must be one person per team who holds this minimum qualification). The club will look to support coaches in their development.

- No coaching staff should have direct contact with a player via phone message or social media message (obviously excluding son/daughter and other existing family relationships). No “following”, “friending” or reacting to posts between player/coach on social media.
- Any issues with safeguarding should be immediately escalated to the Club Welfare Officer so they have awareness and can ensure appropriate next steps are taken.
- Any complaints/issues within the team should be communicated to the Club Committee so they have awareness, can sense check what’s being done and provide support as required.
- In the event of a Coaches resignation or expulsion, his or her name shall be removed from the list of authorised coaches. The decision to remove a coach from the club lies with the Club committee who must vote on this decision prior to removal.

## PLAYERS

- Players must live up to the club rules, league rules and FA Guidelines on player behaviour at training and games. This includes principle of being supportive and encouraging to all so it’s a positive environment to play football in.
- Players need to ensure they turn up on time with the right equipment and ready to take full part, consistent regular attendance at training and games is required – This way players will be able give themselves the best chance of developing their football confidence and ability with the Colts
- Players will play within their own age group, with the exception being to further a player’s development or to secure a team’s future within a league for that current season, but not to the detriment of their own team. All exceptions to be agreed by the club committee.
- Any player signing for another club in a different league to which their Colts team is playing must notify their team manager prior to signing. No Player can play for another club whilst registered to the Colts unless playing on different days.
- All players will be provided with a training jumper training shirt, club shorts and socks

- All players should attend training sessions wearing the club supplied training jumper and training shirt. Match Shirts should be reserved for match days only.

## **PARENTS/SUPPORTERS**

- Should recognise the importance of their behaviour as an example to players
- Must abide to the FA Guidelines for parents/supporter behaviour, particularly in providing positive support to all and avoiding coaching from the side-lines.
- Must abide by the club rules on parent/support behaviour which are provided at the start of each season as part of the registration process

# Appendix

1: FA Guidelines on for clubs, coaches, spectators and players

2: Approving and spending money

Play your best.  
Be your best.

Make sure you and everyone  
around you has a good time  
on and off the pitch.



## Play Your Part (Code of Conduct)

### Young Players

Play your part and support  
The FA's Code of Respect:

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away

I understand that if I do not follow the Code, I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training



We ONLY  
do  
Positive.

Set the standards  
for a great game.

Use your position to set a  
positive example for the people  
you're responsible for and lead  
a better game for everyone.



## Play Your Part (Code of Conduct)

### Coaches, Team Managers and Club Officials

Play your part and support  
The FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn



We ONLY  
do  
Positive.

Make your impact  
a positive one.

By managing the game in a positive,  
calm and confident way, you'll  
encourage everyone to have fun.



## Play Your Part (Code of Conduct)

### Match Officials

Play your part and support  
The FA's Code of Respect:

**I will:**

- Respect the game, the competition and all other participants
- Maintain my integrity and approach each game with a positive mind set
- Be knowledgeable of the laws of the game, regulations and competition rules
- Set a positive personal example, by promoting good behaviour
- Embrace and empathise with the spirit of the game
- Submit accurate and concise reports and misconduct
- Complete and submit accurate and concise reports
- Apply the laws of the game, promoting positive actions and not tolerating actions that do not fit the image of the game

**I understand that if I do not follow the Code, I may be:**

- Required to meet with The FA, County FA Referee Development Staff or Referees Committee
- Suspended by the County FA



We ONLY  
do  
Positive.

If we behave positively  
during practice and matches,  
our children will too.

By setting a good example, we'll help  
build a supportive environment in which  
everyone can enjoy themselves.



## Play Your Part (Code of Conduct)

### Spectators and Parents/Carers

Play your part and support  
The FA's Code of Respect:

**I will:**

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

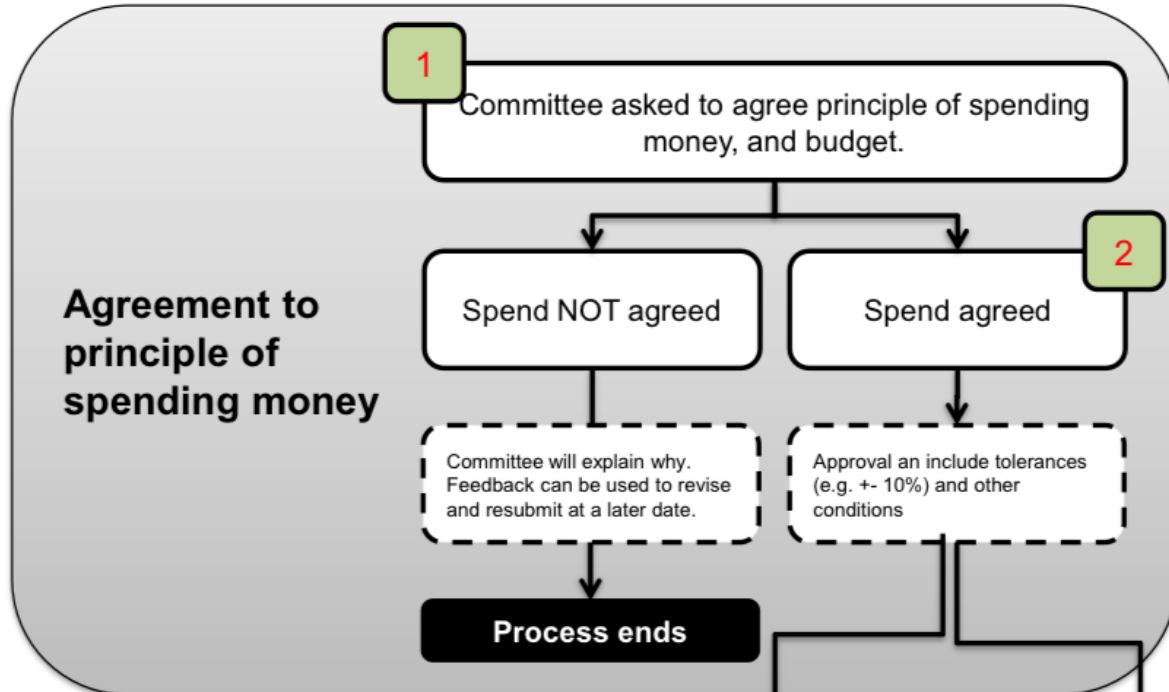
**I understand that if I do not follow the Code, I may be:**

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine



We ONLY  
do  
Positive.

# Approving and spending money

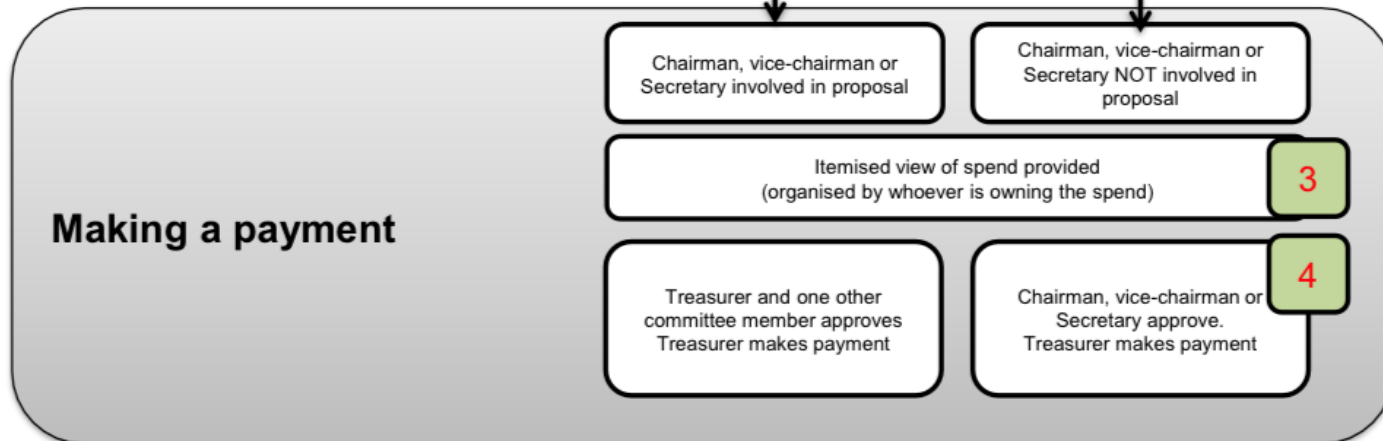


Committee member proposes spend, or non-committee member proposes spend with endorsement from one committee member

Proposal should make clear what being spent on, why (justification against club ethos) and expected amount.

Justification should reflect how much the spend is and how familiar the committee is with what spend is for.

- e.g. Regular low value spend that happens each season should need minimal explanation/justification.
- New high value ad-hoc spend will need greater detail and justification - multiple quotes for cost comparison, support from coaches/parent/players, examples from other clubs of benefits



For clarity the named people

All approvals should be within conditions set by initial committee approval to spend

