



Club Rules and Information

Foreword

Welcome to Chipperfield Corinthians Youth FC.

We are committed to providing children and young persons with the opportunity to enjoy playing football, in a safe environment where they are not only valued, but feel valued.

We believe that sport has an important role to play within the local community and beyond. When delivered appropriately, this can provide children and young people with a strong sense of belonging, participation, endeavour, accomplishment and satisfaction as well as learning to cope with disappointment.

Your child's team will not be managed by anyone who has not undergone, or is not undergoing the relevant FA background checks. If your child has any special needs please let your team manager know, so these can be appropriately accommodated. If you have any queries on this issue, feel free to contact our Child Welfare Officer you are most welcome to do so.

Within this booklet you will find codes of conduct for just about everybody, please take the time to read them. A good environment is largely dependent on the behaviour of everyone being involved with youth football and this will include you and your family.

I hope you and your child enjoy being part of the club and the environment in which we play our football.

Regards

Corey Miller
Chairman
Chipperfield Corinthians YFC

Index

- 4.** Code of Conduct for Coaches.
- 5.** Code of Conduct for Parents/Carers/Spectators.
- 6.** Code of Conduct for Players.
- 8.** Club Rules and Constitution.
- 13.** Club Child Protection Policy.
- 16.** Club Complaints Policy.
- 17.** Equality Statement.
- 18.** Practical Guide For Parents.
- 19.** Club Contacts
- 20.** Club Registration Form.

Football Club Code of Conduct for Coaches

Set out below is The FA 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.

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, parents) exactly what is expected of them and also what they, as players, are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, 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. Not to use or tolerate inappropriate language.

Football Club Code of Conduct for Parents/Carers/Spectators

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

- Other players
- Officials
- Managers
- Spectators.

This club will ensure that parents/carers/spectators within your club are always positive and encouraging towards all of the children - not just their own and will encourage parents/carers/spectators to:

- Applaud the opposition as well as their own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect all the match officials and not to question any decision made by the referee and the assistant referee.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.
- The club will ensure that parents/carers/spectators agree and adhere to the Code of Conduct and Child Protection Policy.

Inappropriate conduct, especially on match-days, will not be tolerated.

Football Club Code of Conduct for Players

For younger players, parents should simplify and explain this code, and encourage their children to engage in its values.

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, whether the team are winning or losing.
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 to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including other players and officials involved in the game.
6. Not to use inappropriate or bad 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 their team win.
2. Resist any influence which might be or seen to be, bringing into question his commitment to the team winning.
3. Encourage and support team mates.

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, and 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 football club's 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.

Club Rules and Constitution

1. Name

The club shall be called 'Chipperfield Corinthians Youth Football Club'.

2. Objectives

The objectives of the Club shall be to:

- Provide facilities.
- Promote participation in the game of Association Football.
- Arrange matches and social activities for its members and the local community.

3. Status of Rules

These rules form a binding agreement between each member of the Club.

4. Rules and Regulations

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association, County Football Association to which the Club is affiliated and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA'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) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with

the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

7. 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 his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). 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. 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 Club Secretary in their absence. 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 seven 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 which arises between Annual General Meetings shall be filled by a 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.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect the members of the Club Committee; and
- (iv) 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 by the proposer and seconder, both of whom must be existing members of the Club, 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) An EGM may be called at any time by the Club 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 EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall notify each member of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.

(e) The quorum for a General Meeting shall be five.

(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.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a report of the activities of the team.

11. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club. Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account 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 the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(e) The Club may also in connection with the sports purposes of the Club:

(i) sell and supply food, drink and related sports clothing and equipment;

(ii) employ members (although not for playing) and remunerate them for

providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

(g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) The Custodians 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.

(j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) The Custodians 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.

12. 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 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 another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

Football Club Child Protection Policy

The Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

The key principles of The FA Child Protection Policy are that:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents or carers is essential.
- We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. The Club recognises that this is the responsibility of every adult involved in our club to have a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

It is noted and accepted that The Football Association's child protection regulation applies to everyone in football whether in a paid or voluntary capacity. This includes:

- Those who are volunteers.
- Match officials.
- Helpers on club tours.
- Football coach.
- Club official or medical staff.

We endorse and adopt The FA's Child Protection and Best Practice Guidelines for Recruiting Volunteers and will:

- Develop a role profile.
- Request identification documents.
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.

- Request and follow up with two references before appointing.
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.
- All current Football Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Football Club, guidance will be sought from The Football Association.

It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

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

The Club supports the FA's 'whistle blowing' policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771 (24-Hour Helpline 0808 800 5000), by writing to The FA Case Manager at:

The Football Association,
25 Soho Square,
London W1D 4FA.

or the County FA Child Welfare Officer at:

County Ground
Baldock Road
Letchworth Garden City
Hertfordshire
SG6 2EN

Tel: 01462 677622

Fax: 01462 677624

or by going direct to the police, social services or the NSPCC.

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

The Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. (see later in club contacts for details).

They will liaise directly with the County FA CWO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the committee or, in cases of serious bullying contact the County FA CWO. (see previous page for contact details).

Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the County FA in more serious circumstances. All prospective members will be informed of these codes.

Further advice on child protection matters can be obtained from the County FA's CWO.

Club Complaints Policy

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 they should follow the procedures below:

1. They should report the matter to the Club Secretary or another member of the Committee. The written report should include:
 - i. Details of what, when, and where the occurrence took place.
 - ii. Any witness statement and names.
 - iii. Names of any others who have been treated in a similar way.
 - iv. Details of any former complaints made about the incident, date, when and to whom made.
 - v. A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
 - i. Warn as to future conduct.
 - ii. Suspend from membership.
 - iii. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

Equality Statement

The Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation.

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

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

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.

If the complaint is with regard to the Club's Management Committee the member has the right to report the discrimination direct to the relevant County Football Association.

Practical Guide For Parents

Kit and Equipment

Players must be wearing mandatory items of kit during training or on match day, these are:

- Football top
- Shorts
- Shin guards
- Long socks that fully cover shin guards
- Football Boots

Players must **not** wear anything that may cause injury to others such as jewellery and watches etc.

You must consider the weather and ensure that your child is suitably equipped, so when dropping your child off for training or coming to match day consider the following:

- They should always have a rain proof lightweight sports top, certainly for training.
- When it is really cold a woolly hat, gloves and tracksuit bottoms will make all the difference however, avoid over dressing or they will start to overheat once they get going. In any case they must have sufficiently warm clothing in case they have to sit out for any reason.
- You must ensure your child attends training and match day with sufficient drink. Drinks should not be fizzy; juice or water are good and will encourage the child to drink. As you will know, children have a low tolerance to being thirsty and will soon start to have a miserable time if they are dehydrated.
- If you wish to avoid the inside of your car resembling a football pitch, trainers and tracksuit bottoms to change into after training/match are a good idea.

General

The main reason for children giving up playing football is pressure from parents. Try and remember to maintain a balanced outlook, and remember that this is about children's football and the primary aim is for children to enjoy themselves.

If you have an issue, or your child is unhappy or upset about something, the worst thing you can do is nothing and let the issue fester. Please speak to your manager about it, or feel free to contact any member of the committee if you feel that this would more appropriate.

Club Contacts

Chairman

Corey Miller

Home : 01923 260850

Mobile : 07880 585430

e-mail : corey.miller@tesco.net

Club Secretary/Child Welfare Officer

Martyn Dicker

Home: 00923 262454

Mobile : 07763 114097

e-mail : martyn.dicker2@btinternet.com

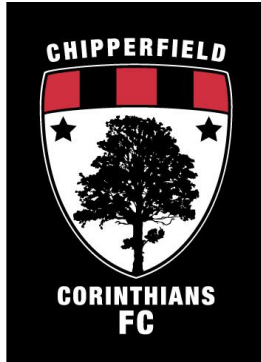
Club Treasurer

Adrian Greenlees

Home : 01923 268830

Mobile : 07882 317587

e-mail : adrain.greenlees@gmail.com



Application for Membership

Subscription fee: £50 (payable at beginning of season or in two £25 instalments)
Cheques payable to: Chipperfield Corinthians Youth FC
Match fee: £2.00 payable on match days
This form includes an agreement to pay fines as incurred

Full name of player.....

D.o.b..... School Year.....

School.....

Contact details:

Parent/Guardian names.....

Address(es).....

.....

.....

Postcode (s).....

Telephone number(s)

Home

Mobile

Other

Email

Declaration by parent or guardian

I give my consent for my above named child to play and train with Chipperfield Corinthians Youth FC (referred to as 'The Club').

I agree to the rules and regulations set down by the Committee of Chipperfield Corinthians Youth FC.

A copy of The Club's written constitution is available to you upon request.

This includes my agreeing to pay any fines imposed by the appropriate football authority and incurred by my child for breaches of the rules and discipline, whilst playing for Chipperfield Corinthians Youth FC as The Club see fit to pass on.

I accept that ownership of all kit will remain with The Club and return it upon request or reimburse The Club in full.

I acknowledge and accept that the Committee members and persons acting on behalf of Chipperfield Corinthians Youth FC, together with the organisation providing facilities and their prospective agents, servant and employees are not under any liability whatsoever in respect of personal injury, loss or damage, however caused, whilst in attendance at training and matches of Chipperfield Corinthians Youth FC.

I have read and agree to be bound by Chipperfield Corinthians Youth FC code of conduct.

Signature of parent/guardian.....

Date.....

Does your child have any temporary or permanent relevant medical conditions?

- Yes – please provide details below
- No

Medical conditions/Special needs: