



Dunmow United Club Constitution and Rules



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Club Name

The club shall be called: Dunmow United FC.

Our stated vision

Our vision reflects the ethos of our club and our ongoing ambition to be a positive influence in our community for both football and wider social aspects. Our stated vision is:

“To be the football club of choice in the Uttlesford district providing the best facilities we can and the highest standards of football education and a positive environment for young people and to have a positive affect in our community”

We believe that our stated vision will benefit the development of our players and have a sustainable active lifestyle but also have a wider positive impact to improve the engagement and general welfare of young people in our community.

Our values

Our values are at the core of what we do. These are:

- We seek to foster a lifelong love of football
- We will provide the best facilities that we can
- We focus on player development and not Matchday results
- We encourage creativity and allow players to make their own decisions during games and learn from those decisions
- Our players will have fun, and by doing this they will learn and improve
- We will develop the individual as well as the player emphasising life skills, attitudes and character including a positive attitude to hard work and achievement, self-confidence and social interaction
- We promote and support the provision of high quality coaching
- We engage with and have a positive impact in our community

Aims and Objectives

The basis of the Club’s aims and objectives is set out in the section on our values. The Club aims to provide an environment in which local children in the community can engage with football in a positive and supportive environment. In furtherance of this objective the Club shall collaborate with the relevant statutory authorities and voluntary bodies and do all other such things necessary to promote its attainment.

All teams will be registered with the Blackwater and Dengie Youth Football League (The League), in accordance with the rules & regulations published in their Handbook under the overriding governance of The FA.

Governance

The Club’s governance structure is held by the Management Committee who shall regularly review the structure to ensure that it remains fit for purpose for the stage of development.

The aim of the structure is to encourage wide participation in the running and strategic direction of the Club. Individuals may have more than one role within the structure (in particular coaches) but for sustainable development the Club will aim to attract as wide a participation as is possible.

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Rules and Regulations

These rules (the “Club Rules”) form a binding agreement between each member of the Club.

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 Limited (“The FA”), Essex County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions (Blackwater and Dengie Football League) in which the Club participates.

The Rules shall be subject to review and restatement during the AGM, may be revised at any time by majority vote of the standing committee.

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.

The Club will also abide by The FA’s Child Welfare Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

Club Membership

Any person who wishes to be a member must apply on the Club Website. Approval and 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. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

The members of the Club shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.

All coaches and officials of the Club will be deemed to be members of the Club.

Parents or guardians of children who are registered as players with the Club will be deemed to be members of the Club as long as any membership fees are up-to-date.

Players aged less than 18 who are registered with the Club, shall be deemed to be junior members of the club.

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

The FA and Parent County Association shall be given access to the Membership Register if requested and approved by the Club Committee

The Management Committee has the power to create different categories of club membership with different fees payable if it so deems.



Voting Rights

Junior members shall not be entitled to vote at General Meetings but will be afforded other benefits and privileges as the Management Committee may decide.

At General Meetings players aged over 18 (at the time of the vote) shall be entitled to one vote.

All non-Junior Members of the Club and shall be entitled to one vote in General Meetings. Parents/guardians of players shall be entitled to one vote as a non-junior member.

No member shall be capable of exercising more than one vote, with the exception of a meeting chair person who may cast a decisive vote only in the event of a tie.

Only members of the Management Committee shall be entitled to vote at Committee Meetings.

Annual Membership Fee

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.

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.

Non-payment or part payment of annual registration fees from members will result in player suspension until outstanding debt is cleared

Members joining mid-season will not pay the full annual amount – it will reduce by £10pcm of each full or part month into the season

Resignation and Expulsion

A member shall cease to be a member of the Club if, and from the date on which, they give notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned, unless agreement is in place with the Committee.

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.

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").

Club Committee

The Club Committee shall consist of at least the following Club Officers, elected at an Annual General Meeting:

- Chairperson
- Treasurer
- Secretary
- Child Welfare Officer

Additional Committee members can be voted in subject to a maximum of five (5). The Club shall maintain a public record of all Club officers and Committee members.

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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.

The quorum for the transaction of business of the Club Committee shall be three (3).

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.

Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

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.

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.

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.

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.

Annual and Extraordinary General Meetings

An AGM shall be held in each year 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
- elect the members of the Club Committee
- consider any other business

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.

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.

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The Secretary shall send to each member at their last known email address notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

The quorum for a General Meeting shall be: Three (3).

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.

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.

Club Teams

At its first meeting following each AGM the Club Committee shall confirm or 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 Committee shall maintain a public record of all Team managers and assistants, and ensure all fulfil the minimum criteria required to maintain the Clubs Charter Standard Status.

The appointed members shall present to the Club Committee at the end of each season a written report of the activities of the team.

Club Finances

A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Treasurer plus two Club Officers nominated at a Committee meeting and recorded in the minute's book. No payment shall be made from the Club Account except by authorised officials (either the Chairman or Treasurer) via online withdrawal, or via 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.

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.

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.

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

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

- sell and supply food, drink and related sports clothing and equipment
- 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
- pay for reasonable hospitality for visiting teams and guests
- 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).

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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.

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.

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.

- 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.
- 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.

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.

Dissolution

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.

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.

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.

Managing our Policies

The Club’s policies are contained in the Appendix supporting this document. The Management Committee can amend these policies from time to time without the need to formally vote on them as constitutional issues.

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Supporting Records

- Financial accounts
- Asset Register – Playing
- Asset Register – Non Playing
- Register of Members



Appendix: Club Policies

Privacy & cookies

Through the process of registering players / becoming a member of the Club we collect personal information from you. We collect this information so that we can contact you in the case of an emergency involving the children who play for the Club, for the purposes of keeping you informed on the management & development of the Club, or to seek feedback on what you think of the Club.

When you use the Club website, we may use your IP address and cookies to provide certain functionality to you and to better understand how our services are being used / to customise the way content is presented to you.

Will Dunmow United share my personal information with anyone else?

No, we will only use your information within the Club. We do not share personal details except where required in the general administration of the Club, such as player registration where the registration cards are processed by the League who also retain a copy for their own records. All Club Officials are required to provide the Club with certain details which we share with the FA for the purpose of maintaining our Charter Standard status, and Affiliation.

How long will Dunmow United keep my personal information?

We will only hold your personal information for as long as is necessary.

If you cease to be a member of the Club, we will delete your records such that we no longer use your contact details in our email communications, we will however retain the information for a period of one year (or to the end of the following season whichever is the longest period of time) for administration purposes before being deleted. Records of parental consent will be retained indefinitely or until the child in question reaches the age of 18.

Our use of cookies

We may collect information automatically when you visit the Website, using cookies. The cookies allow us to identify your computer and find out details about your last visit. You can choose, not to allow cookies. If you do, we can't guarantee that your experience with the Website will be as good as if you do allow cookies.

The information collected by cookies does not personally identify you; it includes general information about your computer settings, your connection to the Internet e.g. operating system and platform, IP address, your browsing patterns and timings of browsing on the Website and your location.

Most internet browsers accept cookies automatically, but you can change the settings of your browser to erase cookies or prevent automatic acceptance if you prefer.

These links explain how you can control cookies via your browser - remember that if you turn off cookies in your browser then these settings apply to all websites not just this one:

- [Internet Explorer](#) (this page links to further information for different versions of IE - the [mobile version](#)).

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- [Chrome](#)
- [Safari](#): (or for [mobile versions](#))
- [Firefox](#)
- [Blackberries](#)
- [Android](#)
- [Opera](#)

Types of cookie that may be used during your visit to the Website:

The following types of cookie are used on this site. We don't list every single cookie used by name - but for each type of cookie we tell you how you can control its use.

Personalisation cookies

These cookies are used to recognise repeat visitors to the Website and in conjunction with other information we hold to attempt to record specific browsing information (that is, about the way you arrive at the Website, pages you view, options you select, information you enter and the path you take through the Website). These are used to recommend content we think you'll be interested in based on what you're looked at before.

Analytics cookies

These monitor how visitors move around the Website and how they reached it. This is used so that we can see total (not individual) figures on which types of content users enjoy most, for instance.

Third-party service cookies

Social sharing, video and other services we offer are run by commercial companies. These companies may drop cookies on your computer when you use them on our site or if you are already logged in to them.

Here is a list of places where you can find out more about specific services that we may use and their use of cookies:

- Facebook's [data use policy](#)
- Twitter's [privacy policy](#)

Ad management cookies

We do not use advertisements within our website.

Site management cookies

These are used to maintain your identity or session on the Website. For instance, where our websites run on more than one server, we use a cookie to ensure that you are sent information by one specific server (otherwise you may log in or out unexpectedly). We may use similar cookies when you vote in opinion polls to ensure that you can only vote once, and to ensure that you can use our commenting functionality when not logged in (to ensure you don't see comments you've reported as abusive, for instance, or don't vote comments up/down more than once).

These cookies cannot be turned off individually but you could change your browser setting to refuse all cookies (see above) if you do not wish to accept them.



Safeguarding Children Policy

Dunmow United 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 Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children 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/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.

Dunmow United Football Club recognises that this is the responsibility of every adult involved in our club.

Dunmow United Football Club has 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 (see [The FA Handbook](#)) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we 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 verbal references before appointing
- Require an FA CRC Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Dunmow United Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRC Enhanced Disclosure via The FA CRC Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Dunmow United, 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 CRC Unit Enhanced CRC 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.

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Dunmow United Football 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 Team on 0207 745 4787**, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC.

Dunmow United Football Club encourages everyone to know about it and utilise it if necessary.

Dunmow United Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop.

Club Welfare Officer: Steve Jenkins

Email: huw.jenkins5@btinternet.com Phone: 07931 370229

The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst their Club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league.

If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Dunmow United Football Club. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

Reporting your concerns about the welfare of a child or young person - Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns - no action is not an option.

- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either:
 - deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your CWO or the matter is serious then you can either:
 - contact your CFA Welfare Officer directly or
 - call The FA/NSPCC 24-hour Helpline for advice on **0808 800 5000** or
 - Contact the Police or Children's Services.

NB - The FA's Safeguarding Children Policy and Procedures are [available via the FA website](#)



Further advice on Safeguarding Children matters can be obtained from:

- [The FA website](#)
 - County Football Association's Welfare Officer: Helen Hever telephone no: **01245 393098**
 - email: helen.hever@essexfa.com
- The FA Safeguarding Children enquiry line **0845 210 8080**
- Emailing - Footballsaf@TheFA.com



Anti-Bullying Policy

Dunmow United Football Club is committed to providing a caring, friendly and safe environment for all its members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at the Club.

If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively – “we are a TELLING club”. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any Committee Member.

What is Bullying?

It is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing.

Why is it Important to Respond to Bullying?

No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above
- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away



These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Club Procedures

Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.

In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.

Parents should be informed and will be asked to come in to a meeting to discuss the problem.

If necessary and appropriate, the police will be consulted.

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.

An attempt will be made to help the bully (bullies) change their behaviour.

If mediation fails and the bullying is seen to continue the club will initiate disciplinary action.

Recommended Club action

If the club decides it is appropriate to deal with the situation, the following procedure will be followed:

- Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails/not appropriate a small panel from the Club Committee including the Club Welfare Officer will meet with the parent and child alleging bullying to get details of the allegation. Minutes will be taken for clarity, which will be agreed by all as a true account.
- The same panel will meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes will again be taken and agreed.
- If bullying has in the panel's view taken place the individual will be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration will be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee will monitor the situation for a given period to ensure the bullying is not being repeated.
- All coaches involved with both individuals will be made aware of the concerns. In the Case of Adults Reported to be Bullying Anyone Within the Club Under 18:
- The County FA Welfare Officer will always be informed and will advise on action to be taken where appropriate.
- It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
- More serious cases may be referred to the Police and/or Children's Services



Budgeting and Financial Reporting Policy

Budgeting

The Club will aim to achieve an operating surplus each year. The aim will be to try and at least recover all operating costs through the membership fees. Income generated by other means will allow the Club to progress in a sustainable manner and to invest funds to help deliver the agreed strategic objectives.

A budget (by month) shall be prepared annually and shall form the basis of monitoring actual financial performance versus actual. This shall be based on achieving the needs of the separate teams in accordance with the Kit and Equipment Policy, a considered contingency for additional kit/equipment and other operating costs. The budget will be proposed by the Treasurer and approved by the Management Committee.

Financial Reporting

The financial reporting policy of the Club is intended to be fair, transparent and encourage integration across the different teams. Importantly, other than income which is designated for a specific purpose, all revenue will be treated as income of the overall Club. It is acknowledged that the Youth Section will have greater opportunities to participate in certain fundraising activities. It is agreed that the Youth Section will not benefit from this to the detriment of teams within the Children's Section.

Income which is generated for a specific purpose will be used for that purpose. The fundraising coordinator will be consulted on any event which is intended to generate income for a specific purpose and will obtain approval from the Finance Committee for the income to be so treated.

All other funds raised through sponsorship, events and other means will be central Club funds. The Finance Committee will consider how central funds should be distributed based on the specific needs of teams and in accordance with the agreed kit/equipment standards set out in Appendix F and the Financial Control Policy.

The Treasurer will be responsible for preparing financial reports for the Finance and Management Committees. These reports will provide the following information:

- Fees generated by team;
- Special purpose income by team;
- Central Club income
- Expenditure by team including special purpose expenditure;
- Central Club costs;
- Overall statement of surplus or deficit;
- Statement of funds

The financial reports will compare actual against budget for the period to date. The analysis of income and expenditure by team is not intended to create divisions with regards to whether one or more teams are subsidising others.

It is acknowledged that depending on the timing of kit/equipment purchases, teams will operate at a surplus or deficit from time to time. The purpose of the analysis by team is to allow the Finance and Management Committees to understand the costs of running the separate teams and to assist with the setting of fees at an appropriate level.

Team specific costs will include:

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- Purchases of kit/equipment;
- Match costs;
- League registration fees;
- Fines or similar penalties;
- Special purpose expenditure (for which funds were raised)

Where it is not possible to separate costs within the above categories by team, they shall be treated as central Club costs. All other costs will be central Club costs. Costs of training facilities will be treated as a central Club cost.

The annual Financial Reports presented to an AGM shall not incorporate an analysis by team but shall be in summary form giving totals for the overall Club.

Financial Control Policy

In accordance with the Club constitution this document sets out how the committee will ensure accountability for the income and expenditure of Club funds.

Income

All income raised by whatever means should be banked in full before deduction of expenses incurred.

Wherever possible two officers of the Club should verify any cash collected.

The officer concerned should email the Treasurer to let them know the details of the cash banked including the amount and the source of the funds.

Coaches/team treasurers are responsible for ensuring that member fees are being paid. They are required to update the Treasurer on any new members and from what date fees will be payable.

It is not the responsibility of the Treasurer to chase up arrears of fees – this is the responsibility of the coach/team treasurer. If a problem persists in this regard, the Treasurer may need to write formally to the member concerned. This should be agreed with the Management Committee and team manager.

Expenditure

The Committees intent is to provide new kit to every team every season

Purchases of kit and equipment will be made from the Club's authorised supplier to be advised from time to time by the Management Committee.

No expenditure greater than £50 shall be made by team managers, without prior agreement of the Management Committee. In the absence of a full committee discussion the Chairman shall authorise the expenditure.

The Management Committee will review the Financial Reports and will, if necessary, make changes to the above or temporarily suspend purchases.

In committing club funds the following criteria should be considered when deciding whether to approve expenditure:

- Is the expenditure designed to achieve the agreed Kit and Equipment policy
- Is the expenditure essential for the continued playing of any team including purchase of new or replacement kit
- Is the expenditure essential for the introduction of a new team to the Club

Constitution and Rules



- Is the expenditure desirable for team/player development
- Is the expenditure desirable for the continued development of the Club
- Is the expenditure desirable to enhance the reputation and standing of the Club

Expenditure will not be approved unless one or more of the above criteria applies.

All expenses incurred by officers will be reimbursed by cheque on the provision of a receipt. Receipts and claims for reimbursement should be given to the Treasurer.

Floats will be provided to coaches/team treasurers to allow them to meet certain match costs. They are required to advise the Treasurer of the details of the costs incurred and receipts where appropriate.



Kit and Equipment Policy

General equipment such as corner flags, goals posts shall be maintained out of central funds. All Goal posts shall comply with the safety requirements published by the FA. Team Managers are responsible for ensuring goal post are in a safe condition prior to any games or training sessions commencing and for safe storage post use.

Any issues with goal posts shall be brought to the attention of the Committee.

Standard Minimum Equipment per Team.

- One ball for every players
- One set of marker cones (a set comprises of 40+ markers)
- One set of training bibs
- One first aid kit per team
- Assistant referee flags

Team Managers are responsible for the maintenance of all training kit and equipment issued to their team. If any is lost or damaged it must be reported to the Committee. Each Manager must keep a kit & equipment inventory which must be updated to monitor and manage the training kit & equipment budget effectively. The Committee shall have the final decision on whether equipment is suitable to remain in use.

Playing and training kit will be issued to all registered players, while it is the aim of the club to replace playing kit on an annual basis, this shall be governed by the financial ability at the time. Final authority for provision of playing and training kit rests with the committee. The decision on kit replacement shall be confirmed by committee meeting and communicated to all members, prior to the start of each season.

The base kit for every team in the Club will be the following:

- A home strip comprising a shirt (orange), one pair of shorts (black), one pair of socks (black)
- A rain jacket
- A training shirt which will also serve as a change strip in the event of a clash
- A kit bag

All kit will be embroidered with Club crest, squad number and sponsor logo where applicable.

Playing and training kit shall conform to the League rules in terms of numbering, permitted colours and registration with the League and FA.

Players and their parents / guardians are expected to take appropriate care of the issued playing kit. Damaged kit will be replaced at the discretion of the Club Committee. Parents may be required to contribute to or cover a part or the entire cost of replacing lost kit and equipment.

Kit damaged during training sessions or matches shall be replaced at the discretion of the committee.



Club Complaints and Disciplinary Policy

Members

The Club asks that parents/guardians appreciate that the Club is run by volunteers and respect the hard work and effort that this requires. Parents/guardians are subject to the Club's code of conduct. Any person who adopts behaviour which is contrary to the code of conduct may be subject to disciplinary procedures as follows.

For less serious matters, the team Manager will discuss the issue with the person concerned, explain why it is not appropriate and warn them as to their future behaviour. If the behaviour continues the team Manager will discuss it with the parent/guardian and a written-warning will be provided by the Club secretary. This written warning will make it clear why the behaviour is unacceptable and will warn that further action will be taken if it persists.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.

Beyond a written warning, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Suspending the individual from Club events including matches and training;
- Removing the parent/guardian from membership;
- Barring their child from playing for the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The parent/guardian will have a right to appeal to the Chairman for any sanction so issued including a written-warning.

Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.

Players

Players are subject to the code of conduct. Players who adopt behaviour which is contrary to the Club's code of conduct may find themselves subject to disciplinary procedures as follows.

Any fines received for a player under 12 will be settled by the Club. Any fines received for players above 12 will be settled by the player directly.

For less serious matters, the team Manager will discuss the issue with the person concerned and their parent/guardian, explain why it is not appropriate and warn them as to their future behaviour. The team Manager will have the right to suspend a player from training and/or matches for up to two weeks. If the behaviour continues the team manager will discuss it with the player and parent/guardian and a written-warning will be provided by the Club secretary. This written warning will make it clear why the behaviour is unacceptable and will warn that further action will be taken if it persists.

A further suspension of up to two weeks may also be given.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.

Beyond a written warning and two week suspension, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Suspending the individual from Club training and matches for an agreed period;
- Recovery of any financial penalty suffered by the Club as a result of a player's actions;

Constitution and Rules



- Removing the player permanently from playing for the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The player will have a right to appeal to the Head of Football Development and Chairman for any sanction so issued including a written-warning and suspension. Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.

Coaches and other Club Officials

Coaches and Club officials are representatives of the Club and as such are expected to demonstrate behaviours at all times which are in accordance with the Club's values and policies. Coaches and Club officials are subject to the Club's code of conduct.

Where players or members consider that a Manager has not acted in accordance with the Club's code of conduct or are unhappy with matters pertaining to the running of the team then, depending on the seriousness of the matter, the Club would respectfully request that they discuss it with the Manager to try and resolve matters going forward. Managers are expected to be approachable in these circumstances and not to react negatively or defensively to the points raised. They should listen to the person's point of view and deal with the matter courteously and professionally. It may be appropriate to include another of the team Managers in the discussion to help all parties remain objective.

The Club expects players or members to express their concerns in a non-aggressive, non-confrontational manner and to appreciate that the coach has to balance the interests of the entire team with those of individual players.

For more serious matters and any issues of child protection, the matter should be brought to the immediate attention of the Club's Child Welfare Officer. The Child Welfare Officer will then deal with the matter in accordance with the Child Safeguarding Policy.

If the problem persists or the player or member is not happy with the explanation provided by the Manager, then the player and/or member should bring the matter to the attention of the Club Secretary. In the event that the Manager concerned is the Club Secretary then the matter should be brought to the attention of the Club Chairman.

The Club Secretary / Chairman will investigate the matter with the complainant and the Manager concerned and will attempt to resolve the issue without the need for any further action.

The Club Secretary / Chairman shall be objective and independent in their discussions and advice. If it is considered that the complaint is without merit, they shall advise the complainant of this and their reasoning.

Where the Club Secretary / Chairman considers that the complaint is valid then they shall advise the Manager of this and agree a resolution with them which allows all parties to move forward. It should be noted that managers dedicate a significant amount of time to their role. Coaching can be stressful and managers are not infallible and will make mistakes. This does not mean that they cannot learn from their mistakes and use the experience to become even better managers. All parties to a dispute should appreciate these points.

Where the Club Secretary / Chairman considers that the Manager has acted in a manner inconsistent with the Club's code of conduct and values then they will discuss it with the coach concerned, explain why their behaviour is inappropriate and warn them as to their future conduct.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.



Beyond a written warning, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Providing a mentor to support the Manager modify their behaviour;
- Suspending the individual from Club events including matches and training;
- Removing the Manager from the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The Manager will have a right to appeal to the Chairman for any sanction so issued including a written-warning. Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.

Matters involving other officials

Where a person has an issue with the behaviour of another Club official then they should discuss the matter with the person concerned to try and resolve matters going forward.

Officials are expected to be approachable in these circumstances and not to react negatively or defensively to the points raised. They should listen to the person's point of view and deal with the matter courteously and professionally. It may be appropriate to include another official in the discussion to help all parties remain objective.

The Club expects players or members to express their concerns in a non-aggressive, non-confrontational manner.

For more serious matters and any issues of child protection, the matter should be brought to the immediate attention of the Club's Child Welfare Officer. The Child Welfare Officer will then deal with the matter in accordance with the Child Safeguarding Policy.

If the problem persists or the complainant is not happy with the explanation provided by the official, then the official should bring the matter to the attention of the Club Secretary. In the event that the official concerned is the Club Secretary then the matter should be brought to the attention of the Chairman.

The Club Secretary or Chairman will investigate the matter with the complainant and the official concerned and will attempt to resolve the issue without the need for any further action. The Club Secretary or Chairman shall be objective and independent in their discussions and advice.

If it is considered that the complaint is without merit, they shall advise the complainant of this and their reasoning. They shall then bring this to the attention of the Management Committee.

If the complainant is still dissatisfied with the explanation provided then they may bring the matter to the attention of the Club Chairman. The Chairman will discuss the matter with them and will be the final arbiter on the issue.

Where the Club Secretary or Chairman considers that the complaint is valid then they shall advise the official of this and agree a resolution with them which allows all parties to move forward. It should be noted that officials dedicate a significant amount of time to their role. They are not infallible and will make mistakes. All parties to a dispute should appreciate these points.

Where the Club Secretary or Chairman considers that the official has acted in a manner inconsistent with the Club's code of conduct and values then they will discuss it with the official concerned, explain why their behaviour is inappropriate and warn them as to their future conduct.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.

Constitution and Rules



Beyond a written warning, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Providing a mentor to support the official modify their behaviour;
- Suspending the individual from Club events including matches and training;
- Removing the official from the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The official will have a right to appeal to the Management Committee for any sanction so issued including a written-warning. Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.

In the event that the official concerned is the Club Chairman then the matter should be brought to the attention of the Club Secretary, who will then be the final arbiter on the issue.



Codes of Conduct

Respect Code of Conduct for coaches, team managers and club officials

We all have a responsibility to promote high standards of behaviour in the game.

On and off the field, all members, managers, assistants and coaches will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, all members, managers, assistants and coaches will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

The following actions will be taken by my club, County FA, league or The FA, in the event of the

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- FACA membership withdrawn
- Required to leave or be sacked by the club.



Respect Code of Conduct for Youth Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.
- I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA.

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

Constitution and Rules



Respect Code of Conduct for spectators and parents/carers

We all have a responsibility to promote high standards of behaviour in the game.

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA.

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club



Appendix: Role Descriptions

Chairperson

Objective: Provide leadership and direction for the club.

Accountability: Accountable to the Management Committee

Responsibilities:

- Chair committee meetings in a way that allows everyone to present their views, so that all business is completed and that all decisions are properly understood and recorded
- Oversee and guide all decisions taken by the Committee and sub committees.
- In conjunction with the secretary, prepare and present the Annual Report
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Help to prepare and submit any statutory documents that are required (e.g. VAT, Grant Aid Reports)
- Ensuring volunteers are inducted to the club effectively.
- Input into the budget process so that the Club can create a strong financial base for development
- Plan and prepare a strategy which will help position the Club to achieve its longer-term objectives
- Attend the relevant In-service event organised by the CFA
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with.
- Working with the management committee, identify any new roles that need to be created.
- Consider whether some club members have taken on more than one role and whether this work could be divided to share the responsibility and workload.
- Align the skills of people associated with the club to specific roles they are suited to.
- Be the main point of contact for volunteers within the club.



Secretary

Objective: Ensure the effective administrative running of the football club

Accountability: Accountable to the Management Committee

Responsibilities:

- Official contact between club and County FA, leagues and other clubs
- Ensure club representation at county/league meetings
- Ensure club affiliation & league membership
- Ensure that the New Managers Welcome Pack is updated annually and that all new coaches/managers receive a copy
- Coordinate the Charter Standard activities and accreditation - Complete the Annual Health check before 31st March each year
- Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations
- Maintain a database of the coaching qualifications held by club coaches
- Work with team coaches to implement player recruitment
- Input into the budget process so that the Club can create a strong financial base for development
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with
- Attend the relevant In-service events organised by the CFA
- Maintenance and upkeep of membership database and details to ensure (where possible) Club has accurate mailing and contact details.

Treasurer

Objective: Keep up to date records of all the financial transactions

Accountability: Accountable to the Management Committee

Responsibilities:

- Manage and administer finances of the club
- Create annual income and expenditure sheets and balance sheets
- Create and maintain a cash book for at least two years
- Ensure all payments and fines are paid on time and recorded / Deal efficiently and effectively with all invoices and bills
- Issue receipts and record all money received
- Support all fundraising and sponsorship opportunities.
- Attend committee meetings, prepare reports and present to the auditors
- In agreement with committee, plan the annual budget
- Monitor the budget throughout the year, prepare annual accounts for AGM
- Attend the relevant In-service events organised by the CFA
- Help prepare any statutory documents that may be required e.g., VAT returns, PAYE, grant aid reports etc.



Child Welfare Officer

Objective: To oversee the protection and welfare of all children associated to the club.

Accountability: Accountable to the Management Committee

Responsibilities:

- Know who the CFA Child Welfare Officer (CFA CWO) is and how to contact them
- Refer any club child protection or poor practice concerns to the CFA CWO
- Seek advice from The FA/NSPCC Helpline if the CFA CWO is unavailable or in circumstances of child welfare urgency
- Seek advice from local Social Services or the Police in an emergency
- Encourage the club to discuss and implement The FA's Child Welfare Policy
- Encourage the club to utilise The FA's Child Welfare & Best Practice Guidelines on recruiting volunteers and always requesting and following up references
- Encourage the club to discuss and implement The FA's Child Welfare and Best Practice Guidelines on the use of images and organising travel, trips and tournaments
- Advocate that the CRC Disclosure be used as part of the club's safeguarding initiatives and encourage the club to make use of The FA CRC Unit
- Support the club in identifying those who require a CRC Disclosure
- Promote, support and encourage the benefits of the child welfare and best practice education and awareness programme along with the RESPECT programme.
- Input into the budget process so that the Club can create a strong financial base for development
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with.

Groundsman / Facilities Officer

Objective: Maintain and develop the facilities of the club, over see any outsourced maintenance activities.

Accountability: Accountable to the Management Committee

Responsibilities:

- Input into the budget process so that the Club can create a strong financial base for development
- Plan and prepare facility requirements for the Club based on existing and forecast needs
- Identify opportunities for enhanced facilities and work closely with the Committee in that regard
- Ensure that Team Managers are regularly reminded to check goalposts before each game
- Ascertain the pitch requirements for the club on an annual basis
- Monitor the state of the pitches and deal with any issues relating to this
- Ensure access by team managers to the pitches and equipment storerooms
- Maintain pitch marking and general grounds upkeep
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with.



Fundraising Secretary

Objective: To secure additional club funding via grants, bursaries etc outside of the sponsorship programme.

Accountability: Accountable to the Management Committee

Responsibilities:

- Plan, prepare and help deliver a fundraising programme which will deliver or surpass the fundraising budget
- Coordinate and promote fundraising events and ensuring they are properly licensed;
- Evaluate opportunities for fundraising and grant applications;
- Work with the Committee to optimise fundraising opportunities;
- Apply for grants/sponsorship or other forms of financial assistance from organisations such as Sport England/Football Foundation, local Authorities or commercial companies
- To ensure that funds are properly accounted for & information is passed on to the Treasurer
- Input into the budget process so that the Club can create a strong financial base for development

Fixtures/ Match day Secretary

Objective: The main purpose of the fixtures secretary is to ensure all Managers are notified of upcoming fixtures by Tuesday 9pm before a Sunday fixture (in line with the League website)

Accountability: Accountable to the Management Committee

Responsibilities:

- Organise the fixture rota at Laundry Lane and email to all Managers/Facilities Officer on a weekly basis
- Advise Café staff of the times of home matches to ensure the café area is open
- Email all managers on a Sunday to remind them to phone results in by 5pm, submit online the match result or postponement form and email or text Secretary the match result.

Events Coordinator

Objective: Organise social events to bring the players, officials, parents and all members together in a social setting to enhance relationships within the club. We are willing for anyone organising an event to take a share of the profits for their time.

Accountability: Accountable to the Management Committee

Responsibilities:



Team Manager

Objective: To ensure the successful management and development of the team in line with club ethos and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely.

Accountability: Accountable to the Management Committee

Responsibilities:

- Organise a pre-season briefing for players and parents/carers at the start of each season detailing acceptable standards of behaviour
- Liaise with all team members, parents, coaches and officials to ensure all are informed of training, matches and club functions.
- Attend to administration matters as directed by the Club Secretary.
- Acknowledge fixtures from Dunmow United Fixtures Secretary
- Co-ordinate communication with away team no later than Wednesday when playing at home of date, time and location of game
- Arrive at home games 40 minutes before kick off
- Ensure respect line put up, goal posts secured, corner flags in place – report any issues with equipment to the Facilities Officer
- Meet and greet opponents, any match or league officials
- Identify referee for home games
- Ensure appropriate warm up for players
- Coordinate return of respect line, corner flags, goal posts & goal pegs to appropriate storage area after matches where there is not a game on same pitch afterwards.
- Ensure home results are phoned to league 01621 741637, and reported to Club Secretary.
- Coordinate submission of electronic result sheet to Blackwater & Dengie League secretary after both home and away matches no later than Tuesday after the game
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Club Secretary or Club Welfare Officer.
- Determine weekly awards with appropriate coaches and support staff
- Manage Team selection and rotation
- Once each season: Submit end of season report to the Club Committee



Head Coach

Objective: To deliver coaching sessions that are participant-centred, structured, progressive, fun and of a high quality.

Accountability: Accountable to the Management Committee

Responsibilities:

- To undertake the necessary planning for each activity session to ensure the programme demonstrates progression throughout, linked to the principles of long-term athlete development (LTAD).
- To continually monitor and evaluate all sessions, activities and programmes.
- To adapt sessions to cater for different ranges of ability and development age.
- To undertake administrative tasks associated with the post, including planning sessions, taking registers, consent forms and contacting schools.
- To provide appropriate mentoring, support, guidance and advice to other coaches.
- To be a positive role model at all times.
- To ensure all equipment associated with the coaching programme is correctly set up, maintained, stored and ensure any equipment provided by the venue (goal posts) are safe to use.
- To build relationships with team managers, and liaise with them to ensure they remain happy with the coaching service provided.
- To take responsibility for their own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery.
- To be familiar and comply with health and safety regulations and to undertake activity/venue risk assessments prior to all sessions, and report and record incidents/accidents/hazards.
- To adhere to the sports coach UK *Code of Practice for Sports Coaches*.
- To respect the rights of all participants and ensure that their well-being and safety are considered at all times.
- To work in a flexible way and undertake any other reasonable duties not specifically covered in the job description, when requested by the Club Committee. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances.