



CHARTER STANDARD
DEVELOPMENT CLUB

Affiliated Member of the Worcestershire Football Association

Warndon Villages Football Club

(Founded 2001)

Membership Booklet



August 2008



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1. HOME LINK AGREEMENT

The overall aim of the Warndon Villages Football Club is for the children to enjoy their sport whilst improving their skills. In order to achieve this we have produced a club/home Link Agreement for all parties to read and then sign your acceptance by completing the "Document Acceptance Form". This form is available with the registration pack.

1.1 The Club

We promise:-

- To run the Club effectively and to a professional standard;
- To ensure the children, who are members of the Club, will be coached and encouraged to improve their football skills;
- To ensure your child's health, safety and protection as governed by the Football Association (FA) Standards;
- To provide adequate supervision at all times;
- To ensure all information is communicated in a timely manner.

1.2 Parents/Carers

I/We promise as a parent/carer:-

- To adhere to the Club's rules at all times;
- To ensure our child(ren) are punctual when attending the Club, training/ matches;
- To inform the coaches of non-availability (i.e. holidays or sickness), etc of our child(ren);
- To ensure our child(ren) attend all training sessions and matches appropriately dressed with shin pads, football boots, trainers and warm all weather clothing;
- To support the Club Functions/Fund Raising Events whenever possible;
- To adhere to Club procedures with regard to payment of subs;
- To communicate all relevant information concerning our child(ren) to the Club and similar if we have a grievance, I/We will put this in writing to the Chairperson;
- To undertake to make my child aware of their responsibilities towards their Club, i.e. not to behave in an inappropriate manner, for example
 - No bullying
 - No hitting
 - No spitting
 - To listen to their coach at all times

2. STATEMENT OF CONFIDENTIALITY

Warndon Villages Football Club understands that confidentiality is extremely important. The Club understands that information given by parents/carers and their child(ren) is personal and will be treated with respect.

This statement outlines how Warndon Villages Football Club will maintain confidentiality and what you can expect from us.

- Information provided to the Warndon Villages Football Club will only be shared with the Club members who need to know the information given and will deal with in an appropriate manner.
- Information about parents/carers or their child(ren) will not be provided to other organisation without the permission of the parent/carer. If the Board feel that it would be useful to pass some information on to another organisation, they will first discuss this with the parent/carer. The decision of the parent/carer will be respected in this matter.
- From time to time the Warndon Villages Football Club may provide information about the parents/carers child(ren) to outside agencies, including the media. This information will always protect your child(ren)'s identity, unless prior permission to do otherwise has been granted by the parent/carer.
- The only time when the above procedures will not be followed is if the Warndon Villages Football Club Board has reason to believe that a child is at risk of harm. In this situation, in the interests of the child the appropriate body (as directed by the FA Child Protection Procedures & Practices Handbook) will be informed.

3. EQUAL OPPORTUNITIES STATEMENT

3.1 Equal Opportunities Policy for Clubs

Warndon Villages Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995.

Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.

- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on individual requirements, which are in effect more onerous on that individual, than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex..
- Victimisation of an individual.
- Harassment of an individual by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club's recruitment selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.
- Warndon Villages Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.
- The Warndon Villages Football Club commits itself to the disabled person whenever possible and will treat such members in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, whenever possible to ensure those disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

4. A CODE OF CONDUCT FOR FOOTBALL

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

4.1 Community

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

4.2 Equality

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

4.3 Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

4.4 Young People

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

4.5 Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

4.6 Trust and Respect

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

4.7 Violence

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

4.8 Fairness

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

4.9 Integrity and Fair Play

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

5. A CODE OF CONDUCT FOR COACHES

Coaches are key to the establishment of ethics of football. Their concepts of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications. It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that.

However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young are a first priority, before the achievement or the reputation of the club, school, coach or parent. Set out below is the F.A. Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:-

- ✓ Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- ✓ Coaches must place the well being and safety of each player above all other considerations, including the development of performance.
- ✓ Coaches must adhere to all guidelines laid down by governing bodies.
- ✓ Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- ✓ Coaches must not exert undue influence to obtain personal benefit or reward.
- ✓ Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- ✓ Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- ✓ Coaches should, at the outset, clarify with the players (and, where appropriate, parent), exactly what is expected of them and also what they are entitled to expect from their coach.
- ✓ Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors and physiotherapists), in the best interests of the player.
- ✓ 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.
- ✓ Coaches must consistently display high standards of behaviour and appearance.
- ✓ Coaches must not use or tolerate inappropriate language.

6. A CODE OF CONDUCT FOR PLAYERS

Set out are the following Code of Conduct Rules we expect each member to adhere to. Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – fair play and respect for all others in the game is fundamentally important. This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

6.1 Obligations towards the Game

A player should

Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina and if possible with your parent/carer.

- i. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- ii. Set a positive example for others, particularly young players and supporters.
- iii. Avoid all forms of gamesmanship and time wasting.
- iv. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- v. Not use inappropriate language.

6.2 Obligations towards One's Own Team

A player should

- i. Make every effort consistent with fair play and the law of the game to help his own team win.
- ii. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

6.3 Respect for the Laws of the Game and Competition Rules

A player should

- i. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- ii. Accept success and failure, victory and defeat, equally.

- iii. Resist any temptation to take banned substances or use banned techniques.

6.4 Respect towards Opponents

A player should

- i. Treat opponents with due respect at all times, irrespective of the results of the game.
- ii. Safeguard the physical fitness of opponents, avoid violence and rough play and help injured opponents.

6.5 Respect towards the Match Officials

A player should

- i. Accept the decision of the Match Official without protest.
- ii. Avoid words or actions, which may mislead a Match Official.
- iii. Show due respect towards Match Officials.

6.6 Respect towards Team Officials

A player should

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

6.7 Obligations towards the Supporters

A player should

- i. Show due respect to the interests of the supporters.

7. A CODE OF CONDUCT FOR TEAM OFFICIALS

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

7.1 Obligations towards the Game

The team official should

- ii. Set a positive example for others, particularly young players and supporters.

- iii. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- iv. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- v. Avoid all forms of gamesmanship.
- vi. Show due respect to Match Officials and others involved in the game.
- vii. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- viii. Not use or tolerate inappropriate language.

7.2 Obligations towards the Team

The team official should

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

7.3 Obligations towards the Supporters

The team official should

- i. Show due respect for the interests of supporters.

7.4 Respect towards the Match Officials

A team official should

- ii. Accept the decisions of the Match Official without protest.
- iii. Avoid words or actions, which may mislead a Match Official.
- iv. Show due respect towards Match Officials.

8. A CODE OF CONDUCT FOR PARENTS/SPECTATORS

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

- Children enjoying football.
- A sense of personal achievement.
- Self esteem.
- Helping to improve the child's skills and techniques.

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

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

Parents/spectators need to ensure within our club that they are always positive and encouraging towards all of the children not just their own.

The parents/spectators should

- Applaud and positively encourage the opposition as well as your own team.
- Avoid coaching any child during the game with verbal and physical direction as this could have a detrimental effect on the team.
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Parents/spectators need to ensure that they agree and adhere to our club's Code of Conduct and Child Protection Policy.

9. THE FOOTBALL ASSOCIATION

ANTI-DISCRIMINATION AND EQUAL OPPORTUNITIES POLICIES FOR CLUBS

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

The following policies should be at the heart of your club's activities.

9.1 Anti-Discrimination Policy for Clubs

Warndon Villages Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Warndon Villages Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably on grounds of sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:-

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.
- Warndon Villages Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
 - Warndon Villages Football Club is committed to the development of the programme of on-going training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation and within football as a whole.

10. EQUAL OPPORTUNITIES STATEMENT

General

Warndon Villages Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995.

Specifically, discrimination is prohibited by:-

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual's requirements, which are in effect more onerous on that individual, than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which effects the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club's recruitment selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.
- Warndon Villages Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's Policy, any members offending will be dealt with under the disciplinary procedure.
- The Football Club commits itself to the disabled person whenever possible and will treat such members in aspects of their recruitment and membership in exactly the same manner as other members. The difficulties of their

disablement permitting assistance will be given wherever possible, to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

11. CHILD PROTECTION POLICY

Warndon Villages 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.

11.1 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.

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

11.2 Warndon Villages 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 includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

11.3 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 Warndon Villages 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 Warndon Villages 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.

11.4 Warndon Villages 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 Manager on 0207 745 4771, or by writing to the FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC.

Warndon Villages Football Club encourages everyone to know about it and utilise it if necessary.

11.5 Warndon Villages Football 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. They will liaise directly with the CFA CPO 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.

11.6 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 CFA CPO.

11.7 Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Warndon Villages 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 CFA in more serious circumstances. All prospective members will be informed of these codes.

11.8 Further advice on child protection matters can be obtained from:

- The County Football Association’s Child Protection Officer, whose details can be found in the County Handbook
- The Football Association/NSPCC Child Protection
- 24-Hour Helpline 0808 800 5000
- The FA child protection team 0207 745 4649
- www.TheFA.com/Goal

Your contact at WVFC is **Bernie Barron**, Club Welfare Officer

12. GOALPOST SAFETY GUIDELINES

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

- i. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
- ii. The use of chain anchors or appropriate anchor must secure portable goalposts weights to prevent them from toppling forward.
- iii. It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
- iv. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
- v. Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
- vi. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
- vii. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks, which cannot be replaced.
- viii. Goalposts, which are “home made” or which, have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
- ix. Guidelines to prevent toppling:-
 - x. Follow manufacturers guidelines in assembling goalposts.

1.1.1. Before use, adults should:-

- ensure each goal is anchored securely in its place;
- exert a significant downward force on the cross bar;
- exert a significant backward force on both upright posts;
- exert a significant forward force on both upright posts.

These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

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

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.

13. TRAINING SESSION DISCIPLINARY CODE

Warndon Villages Football Club members are representatives of the Club at all times, whether it be on the training ground, playing league or friendly games or on club organised events.

The members are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, club and community. Those players who violate the Code of Conduct shall be subject to discipline, which may include permanent exclusion from Warndon Villages Football Club activities.

Rules regarding the member's behaviour when on Club events or games are contained within the Club's Code of Conduct, which is contained within the membership pack. This policy details the rules and procedures that will be adhered to by the coaches and players during training sessions, it has been designed to ensure that "... the well being and safety of each player above all other considerations, including the development of performance".

From the commencement of the Training Sessions the allocated coach will be responsible for all aspects of coaching, first aid and discipline.

If at any time during the session the coach observes or is made aware of disruptive or dangerous behaviour by member(s) the following action will be taken (dependent upon the seriousness and at the discretion of the coach), either points 1, 2 and then 3 or points 2 and then 3 or even straight to point 3, as below.

(i) The coach will take the offending member(s) to one side and discuss the event, attempting to understand why it took place. The coach will then take the most responsible action to discourage any repeat of the incident.

(ii) If the disruptive or dangerous behaviour is persistent or particularly serious, the coach will speak with the child's parent/carer to try and sort out the alleged problem.

This will then be put in writing and sent to the Board with a copy sent to the parent/carer.

(iii) Where the disruptive or dangerous behaviour is persistent over consecutive training sessions and the coach has spoken three times with a parent/carer about their child(ren), the coach involved will have a meeting with the Board and will, if agreed by a unanimous vote, be dismissed from the Club.

14. DISCIPLINARY CODE

Warndon Villages Football Club members (defined as both parent and/or child) are representatives of the Club at all times, whether it be on the training ground, playing league or friendly games or on club organised events.

The members are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, club and community. Those players/parents/carers that violate the Code of Conduct shall be subject to discipline, which may include permanent exclusion from Warndon Villages Football Club activities.

Rules regarding the member's behaviour when on Club events or games are contained within the Club's Code of Conduct, which is attached.

This policy details the rules and procedures that will be adhered to by the coaches, players and parents/carers during training sessions and matches. It has been designed to ensure that "... the well being and safety of each player above all other considerations, including the development of performance" is of utmost importance.

From the commencement of the Training Sessions/Matches the allocated coach will be responsible for all aspects of coaching, first aid and discipline.

If at any time during the session the coach observes or is made aware of disruptive or dangerous behaviour by member(s) the following action will be taken (dependent upon the seriousness and at the discretion of the coach), either points 1, 2 and then 3 or points 2 and then 3 or even straight to point 3, as below:-

- (i) The coach will take the offending member(s) to one side and discuss the event, attempting to understand why it took place. The coach will then take the most responsible action to discourage any repeat of the incident.
- (ii) If the disruptive or dangerous behaviour is persistent or particularly serious, the coach will speak with the child's parent/carer, should it be the child in question, to try and sort out the alleged problem. This will then be put in writing and sent to the Board with a copy sent to the parent/carer.
- (iii) Where the disruptive or dangerous behaviour is persistent over consecutive training sessions and the coach has spoken three times with a parent/carer about their child (ren), the coach involved will have a meeting with the Board and will, if agreed by a unanimous vote, be dismissed from the Club. Should it be the parent/carer in question, then if they have been warned twice (once dependent upon seriousness),

then again the incident will be discussed at a Board Meeting and if a unanimous vote, will not only be dismissed from the Club but also their child (children).

15. CLUB COMPLAINTS PROCEDURE

In the event that any Club or Member feels that he/she has suffered discrimination or bullying in any way, or that the Club Policies, Rules of Code of Conduct have been broken, they should follow the procedure below:-

- a. They should give a written report of the matter to the Club Secretary or another member of the Board.

Your report should include:-

- i) Details of what, when and where the alleged incident took place;
 - ii) Any witness statement and names, addresses of that person(s);
 - iii) Details of any former complaints made about the same alleged incident, date, when and to whom made;
 - iv) A preference for a solution to the alleged incident.
- b. The Club's Board will sit for any hearings that are needed.
 - c. The Club's Board will have the power to do one of the following three points:-
 - i) Warn as to future conduct in writing;
 - ii) Suspend from membership whilst impending investigations takes place, which could result in;
 - iii) Removal from membership.

if for any reason that person is found to have broken the Club's Policies or Codes of Conduct.

- d. In the event of an external complaint, the Board will hold a meeting to discuss the alleged incident and will again follow number 3, above.
- e. A child or member should not be seen to harass, pester or interfere with another person, be it physical or verbal. If found guilty of such an offence that person(s) will be removed from membership forthwith.
- f.. The Board's decision will be final.

Appendix(s)

1. NOTICE OF DISCIPLINARY ACTION (NDA) FORM
2. CLUB CONSTITUTION
3. WVFC STRUCTURE

WARNDON VILLAGES FOOTBALL CLUB NOTICE OF DISCIPLINARY ACTION (NDA) FORM

Date: Coaches Name:

Child's (members) Name :

Date and Location of incident:

Details of the Incident:

Action taken by Coach:

Discussed with Parent/Guardian(s):

Signed: **Coach**

Witnessed by:

Handed to Club Secretary on day of 2007/8

Signed:

- Copies:-**
Football Manager
Club Secretary
Parent/Guardian

WARNDON VILLAGES FOOTBALL CLUB

CLUB RULES/CONSTITUTION

1. **NAME** – The Club shall be called Warndon Villages Football Club.
2. **OBJECTIVES** – The objectives of the Club shall be to provide coaching, association football matches and social activities for its members.
3. **STATUS OF RULES** – These rules (the Club Rules) form a binding agreement between each member of the Club.
4. **RULES AND REGULATIONS** –
 - a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
 - c) The Club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. **CLUB MEMBERSHIP** –
 - a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
 - b) 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 sole discretion of the Board. 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. All applications will be held on file for five years, then archived.
 - d) The Football Association and Parent County Association shall be given access to the Membership Register on demand.
6. **VOTING RIGHTS** –

The members (children) of the Club have no voting rights. Voting rights will be allocated to the parents/carers of the members in the ratio of one vote per child who are members of

the Club under their care. Those with voting rights will hereinafter be referred to as Voters. Each Club Official will also get one vote plus a vote for each child, should they have one, within the Club.

7. ANNUAL MEMBERSHIP FEE –

An annual fee payable by each member shall be determined from time to time by the Board. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be refundable. The Board shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

8. 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 Board of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b) A member who fails to attend for training for 3 weeks without prior agreement of the Club shall be deemed to have resigned.
- c) The Board shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- d) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

9. THE BOARD -

- a) The Board shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary, plus up to 5 other people, elected at an Annual General Meeting (AGM).
- b) Each Club Officer and Board Member shall hold office from the date of appointment until the next AGM, (approximately September each year), unless otherwise resolved at a Special General Meeting (SGM). One person may hold no more than two positions of Club Officer at any time. The Board shall be responsible for the management of all the affairs of the Club. Decisions of the Board shall be made by a simple majority of those attending the Board Meeting. The Chairperson of the Board Meeting shall have a casting vote in the event of a tie. Meetings of the Board shall be chaired by the Chairperson or in their absence the Vice-Chairperson or the Club Secretary. The quorum for the transaction of business of the Board shall be three.
- c) Decisions of the Board of Meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

- d) Any member of the Board may call a meeting of the Board by giving not less than 7 days' notice to all members of the Board. The Board shall hold not less than four meetings a year.
- e) An outgoing member of the Board may be re-elected. Any vacancy on the Board, which arises between Annual General Meetings, shall be filled by a member proposed by one and seconded by another of the remaining Board Members and approved by a simple majority of the remaining Board Members.
- f) Save as provided for in the Rules and regulations of the Football Association and the County Association to which the Club is affiliated, the Board shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

10. **ANNUAL AND SPECIAL GENERAL MEETINGS –**

- a) An Annual General Meeting (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 Board and iv) consider any other business.
- b) Nominations for election of people as Club Officers or as members of the Board shall be made in writing by the proposer and seconder, both of whom must be existing Voters 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) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five Voters stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each Voter at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- e) The quorum for a General Meeting shall be to assess development over the past year. See where there is room for improvement over the coming year. Set down goals for the Clubs achievements. Review the Health & Safety aspects as and when necessary. Review the finances of the Club and review the fundraising committee.
- f) The Chairperson or in their absence a person elected by the Board shall take the chair. Each Voter present shall have one vote and resolutions shall be passed by a simple majority. In the even of an equality of votes, the Chairperson of the Board shall have a casting vote.
- g) The Club Secretary, or in their absence, a member of the Board, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. **CLUB TEAMS –**

At its first meeting following each AGM, the Board shall appoint a Club Official to be responsible for each of the Club's football teams. The appointed officials shall be responsible for managing the affairs of the team. The appointed officials shall present to the Football Director at its last meeting prior to an AGM a written report on the activities of the team and pass to the Board for that meeting.

12. CLUB FINANCES –

- a) A bank account shall be opened and maintained in the name of the Club (the Club Account). 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 income and assets of the Club (the Club property), shall be applied only in furtherance of the objects of the Club.
- c) The Board shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- d) The Club shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.
- e) The Club Property, other than the Club 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 Board and entry in the Minute Book shall be conclusive evidence of such a decision.
- f) 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.
- g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Board. 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, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- h) 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.

13. 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 Voters present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Board 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 the liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the Voters of the Club with the consent of the parent Association shall determine.

THIS CONSTITUTION WAS ADOPTED AT A BOARD MEETING HELD

AT 8 Toftdale Green, Lyppard Bourne, Worcester

ON FRIDAY 1st July 2005

THE BOARD:-

Signed By:-

Chairperson Steve Eastwell

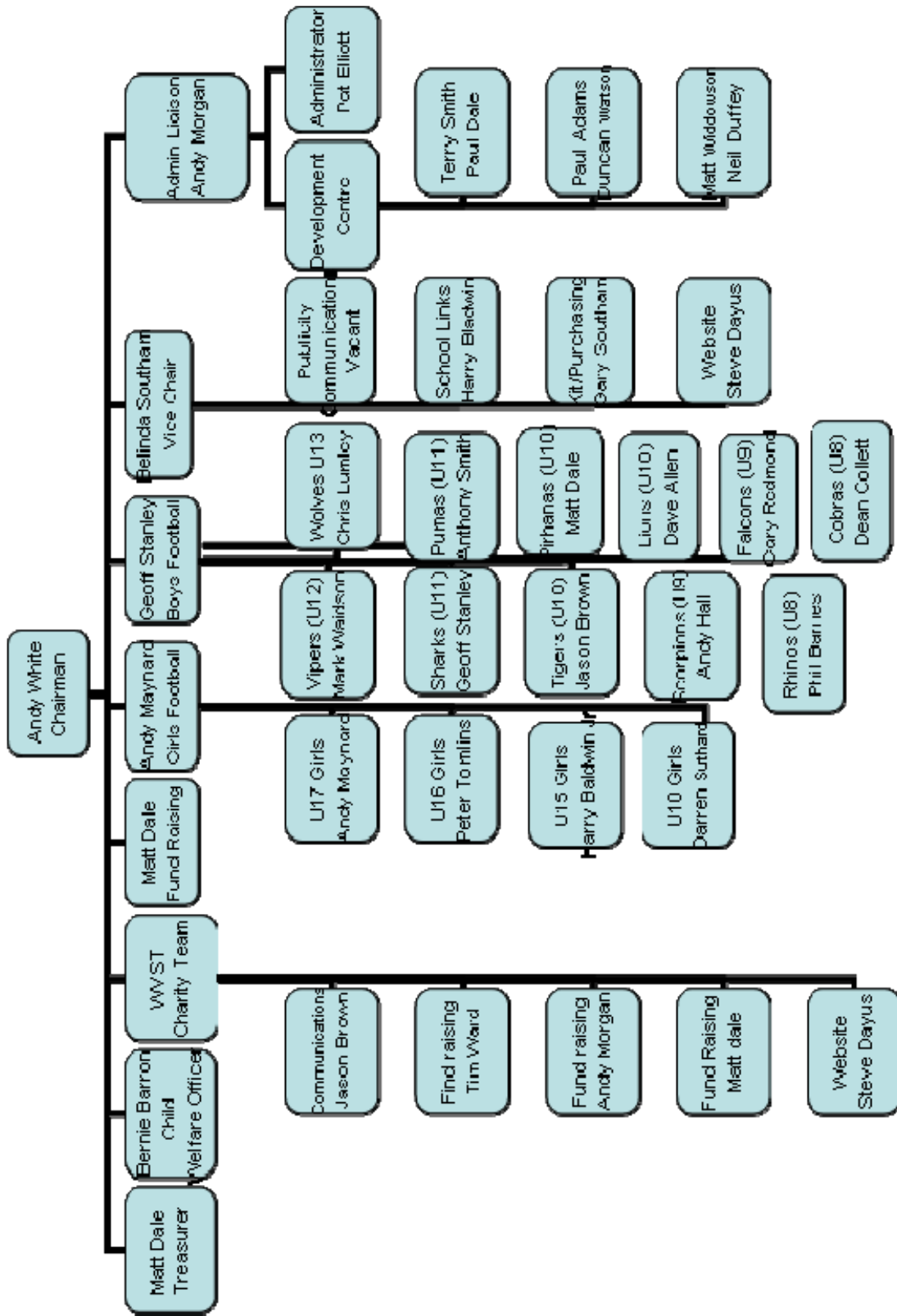
Vice Chairperson Sarah Beddoes

Secretary Wendy Bennett

Treasurer Graham Bourne

Club Manager Mitch Giblen

WVFC organisation Chart 2008-2009

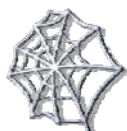


WVFC Board Members August 2008				
Board Member	Role	Home Tel.	Mobile	Email Contact
Andy White	Chairman	01905 775913	07793 774 521	villaman@ndo.co.uk
Belinda Southam	Vice Chair/Admin	01905 726630	07891 994 295	gaz.bill@tinyworld.co.uk
Bernie Barron	Club Welfare Officer	01905 724884	07779 903 068	berniebee6@yahoo.co.uk
Pat Elliott	Club Secretary	01905 426425	07790 804912	patelliott@patelliott.bbmax.co.uk
Matt Dale	Treasurer	01905 759188	07764 467 174	matthew.rjdale@btopenworld.com
Geoff Stanley	Club Manager Boys	01905 754884	07967 465 701	stanleyutd@btinternet.com
Andy Maynard	Club Manager Girls	01905 354436	07966 150 498	maynardandy@aol.com
Phil Pane	Project Manager	01905 770807	07817 174 579	phil@philippane29.demon.co.uk
Matt Dale	Treasurer	01905 759188	07764 467 174	matthew.rjdale@btopenworld.com
Steve Dayus	Website co-ordinator	01905 356354	07866 955 528	stephen@dayus01.freemove.co.uk
Andy Morgan		01905 619630	07906 886 197	andymanu7@hotmail.co.uk
Gary Southam	Kit Manager	01905 726630	07900 485 149	gaz.bill@tinyworld.co.uk
VACANT	Newsletter Editor			-
VACANT	School Links Co-ordinator			-
VACANT	Communications Officer			-

Respect the Game..

Respect the Referee...

This booklet has been compiled by Bernie Barron, WVFC, Club Welfare Officer



<http://myweb.tiscali.co.uk/warndonvillagesfc/>