



# FULFORD Football Club

FA Charter Standard Community Football Club



# HANDBOOK

[www.fulfordfc.co.uk](http://www.fulfordfc.co.uk)



CHARTER STANDARD  
COMMUNITY CLUB



## Introduction



**Fulford Juniors Football Club was first established in 1994 and is now an FA Charter Standard Community Club.**

Following a series of meetings and discussions in 2007 and 2008, the Committee unanimously agreed to merge FJFC with Fulford United, a local adult club. This merger provides opportunity for the further development of players – children and adults – and provides continuity between junior and adult football. Furthermore, it provides an opportunity for the sharing of skills and experience to the benefit of all concerned with the Club. The merged club is to be known as **Fulford Football Club** (the “Club”).

The Club provides opportunities for young players from Under 6’s to 10’s in the York Mitchell Sports Mini-Soccer Football Leagues, Under 11’s to Under 19’s in various local leagues, and at open-age. In 2006 the club was delighted to launch a girls section and enter teams into the York Girls League.

All teams train throughout the winter months on AstroTurf at various York venues with coaching provided by volunteers, with at least one coach per team having a minimum FA Level 1 coaching certificate. In addition the club has in place the necessary Child Protection and other policies to create a safe enjoyable environment for the kids. Playing membership is currently over 260 kids and the club is well supported by parents and local business, particularly our main sponsors Barclays and Langleys.

The Club is run openly by a volunteer committee with elected officers who welcome positive involvement from all interested parties.

**Your continued support is fundamental to the future success of our football club.**

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## Club contacts



**Club Chairperson**  
**Club Treasurer**  
**Club Designated Child Protection Person**  
**Club Secretary**  
**Vice Chair**  
**Club President**

Phil Collins  
Graham Myers  
Paul Lehuray  
Graham Souter  
John Warner  
Dave Cade

# Club Constitution

[Ratified at Club AGM 29th June 2010]

## 1. Name

- The Club shall be called Fulford Football Club. (The Club).
- The Club shall incorporate the two clubs formerly known as Fulford Juniors FC and Fulford United following a merger of the two clubs as ratified by Committee on the 30/06/2009.
- Junior teams will be known as, for example, Fulford FC Under 7s and senior teams will be known as Fulford FC United (first team and reserves).

## 2. The Objectives of the Club

- Promote recreational football for 5 to 19 Year olds, where fun and participation are key elements.
- Promote competitive football for 5 to 19 year olds, and at open age where excellence is strived for while emphasis is placed on enjoyment, effort and respect for all participants.
- The Club shall play and promote football in accordance with the rules of the FA and those of any competition in which a team representing the Club may be playing.
- To develop, promote and govern the activities of The Club.
- To establish an administration to govern and direct functions, operations and business activities of The Club.

## 3. Organisation & Structure

- The Club shall be run and administered by the Club Committee.
- The Football Teams shall be managed and coached by the Team Coaches.
- All members of the Football teams, the Team Coaches and the Club Committee shall be The Club Members and registered in the Membership Register.

## 4. Status of Rules

These rules (the Club Constitution) form a binding agreement between each member of The Club and The Club itself.

## 5. Rules & Regulations

- The Club shall have 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 Cup Competition to which The Club is affiliated for the time being shall be deemed to be incorporated onto The Club Constitution.
- The Club will also abide by The F.A. Child Protection Policies and Procedures, Codes of Conduct, Equal Opportunities, Anti-Discrimination and Equality Policies, and other such policies as are introduced by the FA and its various Associations.

## 6. Club Membership



- 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.
- Application for playing membership of the Club shall be on a Club Membership Application Form, delivered to the Club Committee either in hard copy or by electronic registration. Election to membership shall be considered by Club Committee in full consultation with the Team Coach. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- In the event of a member's resignation or expulsion, their name will be removed from the Membership Register.
- The F.A and the parent County Association shall be given access to the Membership Register on request.

## 7. Annual Membership Fee



An annual fee shall be set and reviewed for each season by the Club Committee. Any fee shall be payable on successful application for Membership and annually for each member. Fees shall not be repayable.

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

## 8. Registration & 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.
- The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeals procedure. The Club's Disciplinary procedure will be followed in such a case.
- A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

## 9. Club Committee



- The Club Committee shall have between 10 and 18 members preferably made up of 2 members per team age group and consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Child Welfare Officer. The above five named positions are all to be elected at an Annual General meeting.
- In addition to the above, the Club Committee may elect a Club President who shall also be a member of the Club; the position of President will be re-affirmed annually at an AGM.
- The Club Committee will then appoint any supporting Club positions as it deems necessary from amongst its membership e.g. Equipment Officer, Minutes Secretary etc.

# Club Constitution

[Ratified at Club AGM 29th June 2010]

## 9. Club Committee Cont.



- Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time and only one of the Chairperson, Treasurer and Secretary.
- The Club Committee shall be responsible for the management of all affairs of the Club. Decisions of the Club Committee shall be by simple majority of those attending the Club Committee meetings. The Chairperson of the Club shall have casting vote in the event of a tie and will only vote in such an event.
- Meetings of the Club Committee shall be chaired by the Chair, or in their absence the officer nominated by the attending Officers. The quorum for the transaction of business of the Club Committee shall be 7.
- All Club Committee business shall be entered into Minutes of the Club and maintained by the Minutes Secretary or other persons nominated by the Committee.
- Any member of the Club Committee can call a meeting of the Club Committee by providing an agenda and venue giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than 4 meetings a year.
- An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee that may arise between AGMs shall be filled by a member, proposed by one and seconded by another remaining Club Committee member and approved by simple majority of those attending Committee.
- Save as provided for in the Rules and Regulations of the F.A. and the parent County Association; the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Constitution.

## 10. Annual & Special General Meetings Cont.



### **An Annual General Meeting (AGM) shall be held in each year to:**

1. Receive a report of the activities of the Club over the previous year.
  2. Receive a report of the Club's finances over the previous year.
  3. Elect the members of the Club Committee.
  4. Consider any other business.
- Nomination for election of members for the Club Committee and Club Secretary, Treasurer, Chairperson, Vice Chairperson 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 7 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 7 days before the meeting.
  - 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 written request signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
  - The Secretary shall send to each member by email notice of a date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
  - The quorum for a General Meeting shall be 10 and resolutions may be carried on a simple majority.

## 10. Annual & Special General Meetings Cont.



- The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote on resolutions which shall be passed by a simple majority. In the event of an equality of votes the Chair shall have the casting vote.
- The Minutes Secretary, or in their absence a member of the Club Committee, shall enter minutes into the Minutes File of the Club.



## 11. Club Teams



- At its first meeting following each AGM, the Club Committee shall appoint a Club Member to be Team Coach for each of the Club's Football Teams and shall hold office from the date of appointment until the next Annual General Meeting.
- The appointed members shall be responsible for managing the affairs of the team. The Team Coaches shall present to the Club Committee at its last meeting prior to the AGM a written report of the activities of the team.

## 12. Team Management



- The management and coaching of FFC teams is undertaken by volunteers who offer themselves up for the positions on an annual basis and whose appointment is confirmed by the club committee each season.
- Club members who wish to put themselves forward for the position of manager or coach may either discuss their proposal with the existing management team or put their proposal to the committee along with any supporting rationale. The committee will discuss the application amongst themselves and, if deemed appropriate, with the existing management team and / or parents / guardians.
- In the event that two, or more applications are received by committee for a single post then the matter will be subject to a vote of no less than 10 members of the committee with a simple majority being required to confirm the appointment.
- Notwithstanding the above, where club members are concerned with any aspect of team management or coaching then the matter should be brought to the attention of the committee at the earliest opportunity for resolution.

## 13. 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 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.
- Every two years an independent review of the Club accounts should be undertaken and findings reported at the Club AGM for member's information.

## 13. Club Finances Cont...



- The Club Accounts year will commence in 1st June each year.
- The income and assets of the Club (the Club Property) shall be applied only in furtherance of objectives of the Club.
- The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- The Club shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.
- The Club Property, other than the Club Account, shall be cared for by Nominated Custodians, one of whom shall be the Equipment Officer, who shall deal with the Club Property as directed by decisions of the Club Committee. An Equipment Register of the Club Property shall be maintained by the Equipment Officer and states responsibility of care of the individual Nominated Custodians. On relinquishing of Duties, Nominated Custodians Property reverts to the Club Committee.
- The Custodians shall be appointed by the Club Committee and shall hold office from the date of appointment until the next Annual General Meeting.

## 14. Public Liability Insurance



- The Club will ensure that at all times it has adequate Public Liability Insurance in place. The level of cover will be assessed on an annual basis.

## 15. Dissolution



- A resolution to dissolve the Club shall only be proposed at a Special General Meeting requiring a quorum of 20 and shall be carried by a majority of at least three quarters of the members present.
- The dissolution shall take effect from the date 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 debts and liabilities of the Club shall be transferred to the parent County Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent County Association shall determine.

## Club Membership Appendix



**The club Membership shall be made up of four types of member:**

1. Player
  2. Parent / guardian
  3. Coach / manager
  4. Committee
- Players shall be considered for application for Membership as laid out in the Constitution. A fee is required as set by the Club Committee. Playing Members have no voting rights.

## Club Membership Appendix Cont...



- Parent / guardians shall be placed on Membership register when their child / ward is accepted as a member. No fee is required. Parent / guardian Members have voting rights at Annual and Special General Meetings.
- Coach and Committee Members shall be known as officers of the Club, their election / nomination and duties are laid out in the Constitution. No fee is required. Coach and Committee Members have voting rights at Annual and Special General Meetings.
- The membership types are not mutually exclusive.

## 1.0 Terminology



### Terms used in this document:

“Club” refers to Fulford Football Club.

“Club committee” refers to the Fulford Football Club Committee.

“Handbook” refers to the Child Protection Procedures and Practices Handbook issued by the Football Association.



## 2.0 Child Protection Officer & Sub Committee



Club Child protection person to be elected as per the Club Constitution.

### The Child Protection sub committee to

**be formed as follows:** The Chairperson of sub committee is to be the current Child protection person with the current Club Chairperson and one other Club Committee member.

The Child protection person will be responsible for keeping the Child Protection Policy document up to date.

## 3.0 Child Abuse



Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and peers. Often these are people they know and trust. It refers to the damage done to the child's or young person's physical, mental, or emotional health. Children or young people can be abused within or outside their family, at school and within the football environment. Abusive situations arise when adults or peers misuse their power over children or young people.

### The FA has defined five basic types of child abuse:

- |                  |  |
|------------------|--|
| <b>Physical</b>  | pushing players beyond their physical capabilities.  |
| <b>Emotional</b> | destructive criticism, favouritism/exclusion, and sarcasm/ridicule.  |
| <b>Neglect</b>   | inappropriate clothing for prevailing weather conditions, denying drinks when thirsty, inadequate warm up and cool down. |
| <b>Bullying</b>  | both physically and emotionally.   |
| <b>Sexual</b>    | the incidence of this is quite rare, but remains an important risk.  |



# Club Child Protection Policy

[Ratified at Club AGM 30th June 2009]

## 4.0 Child Protection & Practices Handbook



Fulford Juniors Football Club will adopt the guidance and procedures detailed in the Child Protection Procedures and Practices Handbook issued by the Football Association.

It would serve no useful purpose to reproduce the whole of the handbook within this document, however the following synopsis highlights the key points.

## 4.1 The FA Child Protection policy Statement



**The FA recommends that the following statement is included in the club's Child Protection Policy document:**

"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 abuse. This is the responsibility of every adult involved in football.

The Football Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standard of care.

The procedures in the handbook apply to anyone in football whether in a paid or voluntary capacity. For example, volunteers in clubs, referees, club officials, helpers on club tours, football coaches and medical staff.

The Football Association will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or any sexual offences should be excluded from working with children and young people. This position is reinforced by UK legislation and guidance."

## 4.2 Poor Practice as distinct from child abuse



**A suspected incidence of child abuse could be poor practice:**

**Poor practice** - behaviour which contravenes existing Codes of Conduct, infringes of an individuals' rights and a failure to fulfil the highest standards of care. This is unacceptable in football and will be treated seriously and appropriate actions will be taken.

## 4.3 Handbook Procedures



The handbook includes procedures and decision flowcharts which details the action which should be taken by the Child Protection Officer when potential child abuse incidents arise. **A list of these procedures is shown below:**

Action to take if a child or young person informs you directly that he is concerned about someone's behaviour towards them.

Action to take if you become aware, through your own observations or through a third party, of possible abuse occurring within a football setting.

Action to take if a child or young person informs you directly that he/she is being abused at home or within some other setting (outside football).

Recording of information, suspicions or concerns - preparation of information for the Social Services or the Police.

Guidance for Child Protection Officers and designated persons - advice should be sought immediately to determine whether the issue is poor practice or a potential child abuse case.

Action to take when allegations of previous abuse are made - these are allegations made some time after the event itself took place.

## 5.0 Recruitment & Selection of volunteers



Anyone may have the potential to abuse children or young people in some way. The club committee will take all reasonable steps to ensure that unsuitable people are prevented from working with children and young people.

## 5.1 Existing Coaches & Coaches Assistants



Existing coaches will be asked to complete the Personal Disclosure Form for Existing Coaches.

## 5.2 Applications for our Coaching Assistant



Applicants should complete an Application Form and a Personal Disclosure Form. At least two references will be taken up using the Volunteer Reference Form.

## 6.0 Criminal Records Bureau



The Club Child Protection Person (CPP) will co-ordinate the collection and confirmation of identity for club members who require Criminal Record Bureau (CRB) checks. These are individuals who come into contact with children on a regular basis, ie team coaches and assistants.

Before carrying out the above CRB duties, the designated CPP must first be CRB checked. In addition to submitting a CRB Disclosure Application Form, the CPP only must include a Confirmation of identity form in their application to the CRB which must be completed by the Club Secretary.

## 7.0 Document Access & Storage



The club will implement the Criminal Records Bureau (CRB) policy on secure storage, handling, use, retention and disposal of disclosures and disclosure information where able.



# Club Anti Bullying Policy

[Ratified at Club AGM 30th June 2009]

## What is bullying?



Bullying is not always easy to define, can take many forms and is usually repeated over a period of time.

### The three main types are:

**Physical** hitting, kicking, theft.

**Verbal** racist or homophobic remarks, threats, name calling.

**Emotional** isolating an individual from activities.

### Each of the above will include:

- Deliberate hostility and aggression towards a victim.
- A victim who is weaker and less powerful than the bully or bullies.
- An outcome which is always painful and distressing for the victim.

### Bullying behaviour may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact, abusive or offensive comments of a sexual nature.

## The Fulford Football Club Anti-Bullying Declaration



### Fulford Football Club will:

Take all reports of bullying seriously.  
Investigate every reported incident.  
Talk to bullies and victims separately.

### In dealing with a specific incident Fulford Football Club will endeavour to:

- Obtain an apology from the bully/ies to the victim. Inform parents of the bully/ies.
- Insist on the return of items "borrowed" or stolen.
- Insist that the bully/ies compensate the victim.
- Provide support for the coach of the victim. Encourage/support the bully/ies to change his behaviour.
- Hold a follow up meeting with the victim's family to report progress.
- Keep a written record of the incident and the action taken.

## Club Code of Conduct for Coaches



Coaches are key to the establishment of ethics in football. Their concept 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 have ethical implications.

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

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

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

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

# Club Code of Conduct for Players

[Ratified at Club AGM 28th June 2011]

## Club Code of Conduct for Players



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

This Code focuses on players involved in football at all levels.

### Players Obligations towards the game

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

### Players Obligations towards own team

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

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

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

### Players Respect towards Opponents

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

### Players Respect towards the Match Officials

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

### Players Respect towards Team Officials

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

### Players Obligations towards the Supporters

1. Show due respect to the interests of supporters.

# Club Code of Conduct for Parents/Spectators

(Ratified at Club AGM 30th June 2009)

## Club Code of Conduct for Parents/Spectators



Fulford Football Club recognises that parents/spectators have a great influence on, in particular, children's enjoyment and success in football. All adults and children play football because they love the game - it's fun.

The Club's policy is to reinforce to parents/spectators that positive encouragement will contribute to:

1. Players enjoying football.
2. A sense of personal achievement.
3. Self-esteem.
4. Improving the player's skills and techniques.

The Club recognises that parents/spectator's expectations and attitudes have a significant bearing on a player's attitude towards:

1. Other players.
2. Officials.
3. Managers.
4. Spectators.

The Club will ensure that parents/spectators are always positive and encouraging towards all of the players, in particular children, and not just their own.

### The Club will encourage parents/spectators to:

1. Applaud the opposition as well as our own team.
2. Avoid coaching the child during the game unless specifically asked to do so by team officials.
3. Not to shout and scream.
4. Respect the referee's decision.
5. Give attention to each of the children involved in football not just the most talented.
6. **RESPECT THE COACHES' DECISIONS.**



## Club Anti Discrimination Policy



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

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

### **This includes:**

- Advertising for volunteers.
- Selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

Fulford 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.

Fulford Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

## Club Complaints Procedure



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

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

### **The report carried out by the Club should include:**

- Details of what, when, and where the occurrence took place.
  - Any witness statement and names.
  - Names of any others who have been treated in a similar way.
  - Details of any former complaints made about the incident, date, when and to whom made.
  - A preference for a solution to the incident.
2. The Club's Disciplinary Committee will sit for any hearings that are requested.
  3. The Club's Management Committee will have the power to:
    - Warn as to future conduct
    - Suspend from membership
    - Remove from membership any person found to have broken the Club's Policies or
    - Codes of Conduct.
  4. The Club's Disciplinary Committee, minimum four members, is to be formed from at least two members of the elected offices: Chairperson, Vice Chairperson, Treasurer, Secretary, Child Welfare Officer and at least two supporting Committee members.

## Club Equal Opportunities Policy



Fulford 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 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 all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Fulford 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.





# Club Goal Post Safety Guidelines

[Ratified at Club AGM 30th June 2009]

## Club Goal Post Safety Guidelines



**1.** For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.

- Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward. It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
- Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over. Regular inspections of goalposts should be carried out by Managers/Coaches to check that they are kept properly maintained and fit for use.

**2.** Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.

**3.** It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.

**4.** Goalposts which are “home made”, or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.

## **5. Guidelines to prevent toppling:**

**i.** Follow Manufacturer’s guide-lines in assembling goalposts.

### **ii. Before use, adults should:**

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

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

For reference, you should note that The F.A have published Goals for Football Technical details 2003 and Guidance notes 2003 both of which are available on the F.A. web site at **([thefa.com/grassroots/facilitiesdevelopment](http://thefa.com/grassroots/facilitiesdevelopment))**.

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

## Club Disciplinary Procedure



Fulford Football Club is responsible for setting standards and values to apply at every level throughout the Club. The Club realises the need for a disciplinary procedure which will apply to players, coaches, parents, and committee members.

The following six disciplinary stages will apply to individuals whose behaviour are outside the boundaries of the Laws of the Game, the Rules and Regulations of the Club, or have brought the name of the Club into disrepute.

**Stage 1.** The individual will be taken to one side and spoken to on a one-to-one basis explaining carefully what has occurred.

**Stage 1.** The individual will be given a written warning from the Club Disciplinary Committee as to future conduct within the Club.

**Stage 3.** If, having been warned again, the individual continues to contravene the rules they will then be suspended from the Club for seven days and fined £10.00 by the Club Disciplinary Committee.

**Stage 4.** If, having been warned again, the individual still continues to contravene the rules they will be suspended from the Club for fourteen days and fined £20.00 by the Club Disciplinary Committee.

**Stage 5.** If the individual once again contravenes the rules they shall be subject to a further suspension from the Club. The Disciplinary Committee will determine the length of the suspension in consultation with the Club Committee once the incident has been investigated.

**Stage 6.** The Club reserves the right to bypass parts or all of the above stages and permanently remove a committee member, parent, coach or player from the Club. This action can only be taken following an Emergency Meeting of the Committee with at least 75% of the Committee present. A simple majority of those Committee Members present shall determine the outcome.

### Note:

- (a)** At each stage of the procedure the individual must be given a warning that if they continue to contravene the rules then they will be disciplined further.
- (b)** If an individual has been disciplined under the rules it shall be recorded and after six months without further incidents the record shall be cleared.
- (c)** Members of the Disciplinary Committee or the Club Committee having an interest in the case, e.g. the infringement involve their son, then this member will be excluded from sitting on either committee when the infringement is being discussed.
- (d)** There is no right of appeal at any stage of the disciplinary process.
- (e)** This disciplinary procedure is consistent with the clause 8 of the Club's Constitution, i.e. "resignation and expulsion".

### Fines from Governing Bodies

Any person whose behaviour incurs a fine from any Governing Body payable by the Club shall reimburse the Club in full, within fourteen days. Failure to do so will result in immediate suspension of the individual until the outstanding fine is paid.

# Club Disciplinary Procedure

[Ratified at Club AGM 30th June 2009]

## Club Disciplinary Procedure Cont.



### Minor and Serious Infringements

The Club's disciplinary procedure defines infringements of the Laws of the Game or the Rules and Regulations of the Club into two levels:

Minor Infringements  
Serious Infringements

### Minor Infringements of Club Policy, Rules or Codes of Conduct

Examples of minor infringements are:

- Not wearing kit or tops supplied by the Club.
- Not wearing shin pads in training or in games.
- Swearing.
- Excessive Spitting.
- On pitch indiscipline, unacceptable physical play, serial fouling, disrespect of match officials.

Minor incidents can be dealt with by the team manager/coach by implementing disciplinary Stage 1.

If the player persists with the unacceptable behaviour then the manager should speak with the player's parents. If the manager does not want to personally speak to the parents, then the matter should be referred to the Disciplinary Committee who will discuss the matter at a specially convened meeting, and decide upon a course of action. The meeting will be minuted. Serious Infringements of Club Policy, Rules or Codes of Conduct

### Examples of serious infringements are:

Overt racism.  
Bullying.  
Theft.  
Bringing the Club into disrepute.

The matter should be referred to member of the Disciplinary Committee as soon as possible.

The Disciplinary Committee should convene a meeting of the Disciplinary Committee as soon as practicable. (If not all members of the Disciplinary Committee are available within a reasonable period of time, then other members of the Club Committee should be co-opted to sit in their place. The judgment of "a reasonable period of time" will be at the discretion of the available members of the Disciplinary Committee.

### The Disciplinary Committee will consider the evidence along the following lines:

- Gather details of what, when, and where the occurrence took place.
- Collect witness statements and names.
- Gather names of any others who have been treated in a similar way.
- Gather details of any former complaints made about the incident, date, when and to whom made.
- Agree a preference for a solution to the incident.

The Disciplinary Committee will have the power to implement the disciplinary stages 1 to 6.

### Who can report an infringement?

In the event that a Club Member, a Manager/Coach, Parent or Player feels that the Club's Policies, Rules or Codes of Conduct have been broken, they should follow the procedures above.