



BROAD TOWN COLTS FOOTBALL CLUB

Affiliated to the Wiltshire County FA

BROAD TOWN COLTS FOOTBALL CLUB

Training Ground:

Broad Town C of E Primary School

Broad Town

Wiltshire

SN4 7RE

Home Ground:

Beversbrook Sports Facility,

Calne,

Wiltshire,

SN11 9FL

Manager: Matt Laurence (tel: 07859794621)

Chairman: Dave Hill (tel: 07759 213310)

Secretary: Astrid Laurence (tel: 01793 850644)

Welfare Officer: Petra Houston (tel: 07830 005625)

Treasurer: Lee Davies

Email: General – astrid.laurence@gmail.com **Team** – matt_laurence@yahoo.co.uk

Website: <http://www.broadtowncoltsfc.co.uk/>

Club Constitution and Rules

The club shall be called **BROAD TOWN COLTS FOOTBALL CLUB**

1. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

2. Status of Rules

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

3. Rules and Regulations

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

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

c. The Club will also abide by The FA’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

4. Club Membership

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

b. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

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

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

5. Monthly Membership Fee

- a.** A monthly subscription fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on successful application for membership and monthly thereafter by each member. Fees shall not be repayable.
- b.** The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

6. Resignation and Expulsion

- a.** A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- b.** The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force at that time.
- c.** A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property")

7. Club Committee

- a.** The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary and Club Welfare Officer and up to five other members, elected at an Annual General Meeting.
- b.** Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- c.** Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- d.** Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- e.** An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual general Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- f.** Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

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

8. Annual and Extraordinary General Meetings

a. An AGM shall be held in each year to:

- I. receive a report of the activities of the Club over the previous year
- II. receive a report of the Club's finances over the previous year;
- III. elect the members of the Club Committee; and
- IV. consider any other business.

b. Nominations for election of members as Club Officers or as members of the Club Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 14 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given to the Club Secretary not less than 14 days before the meeting.

c. An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

d. The Secretary shall email to each member at their last advised mail address notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 7 days before the meeting.

e. The quorum for a General Meeting shall be 3.

f. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

g. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

9. 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 Secretary, Treasurer and one other committee member. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

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

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

- d.** The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- e.** The Club may also in connection with the sports purposes of the Club:
- I. sell and supply food, drink and related sports clothing and equipment;
 - II. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - III. pay for reasonable hospitality for visiting teams and guests; and
 - IV. indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).]
- f.** The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- g.** The Club shall prepare an annual “Financial Statement”, in such format as shall be available from The FA from time to time. The Financial Statement shall be verified shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

10. Dissolution

- a.** A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b.** The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c.** Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

Child Protection Statement

Broad Town Colts Football Club acknowledges its role and responsibilities towards every child and young person who has been entrusted into its care. We subscribe to the Child Protection Procedures and Practices contained in the handbook published by The Football Association (FA) in November 2000, and endorse and adopt the Policy Statement contained in the 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 FA 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 and bullying. It is determined to meet its obligations to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standards of care.

These procedures 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 FA 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 re-enforced by UK legislation and guidance.

In order to meet the objectives set out above Broad Town Colts FC has appointed a Child Welfare Officer who will be the first point of contact in our aim to work with football partners at a national and local level to ensure that we deliver a quality service to the community. She has attended the FA's mandatory Child Protection Course and will undertake further prescribed training, along with other members of the club, as and when required.

All members of our club who will have access to children and young people, within the context of current legislation and guidance, will undergo screening/ vetting in line with the advice of the FA.

Further advice on Child Protection matters can be obtained from:-

The FA, NSPCC Child Protection 24 hour Helpline 0808 800 5000 and The Wiltshire County Football Association's Child Protection Officer (full details the County Handbook).

Code of Conduct for Club and Team Officials

This Code applies to all club and officials - although some items may not apply to all officials.

Obligations towards the Game

The team official should:

- a. Set a positive example for others, particularly young players and supporters.
- b. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- c. 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.
- d. Avoid all forms of gamesmanship.
- e. Show due respect to Match Officials and others involved in the game.
- f. Always have regard to 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.
- g. Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should:

- a. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
- b. Give priority to the interests of the team over individual interests.
- c. Resist all illegal or unsporting influences, including banned substances and techniques.
- d. Promote ethical principles.
- e. Show due respect to the interests of players, coaches and other officials, at their own club/team and others.

Obligations towards the Supporters

The team official should:

- a. Show due respect to the interests of supporters of all teams.

Respect towards the Match Officials

A team official should:

- a. Accept the decisions of the Match Official without protest.
- b. Avoid words or actions which may mislead a Match Official.
- c. Show due respect towards Match Officials.

Code of Conduct for Coaches

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

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

Club Code of Conduct for Players

Obligations towards the game

A player should:

- a. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- b. 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.
- c. Set a positive example for others, particularly young players and supporters.
- d. Avoid all forms of gamesmanship, and time-wasting.
- e. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- f. Not use inappropriate language.

Obligations towards their own team

A player should:

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

Respect for the Laws of the Game and Competition Rules

A player should:

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

Respect towards Opponents

A player should:

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

Respect towards the Match Officials

A player should:

- a. Accept the decision of the Match Official without protest.
- b. Avoid words or actions which may mislead a Match Official.
- c. Show due respect towards Match Officials.

Respect towards Team Officials

A player should;

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

Obligations towards the Supporters

A player should:

- a. Show due respect to the interests of all supporters

Code of Conduct for Parents/Carers/Spectators

The expectations and attitudes of a child's parent/carer and other spectators have a significant bearing on a child's attitude towards:

- Other players
- Officials
- Managers
- Spectators

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

We will encourage parents/carers/spectators to:

- Applaud the opposition as well as their own team
- Refrain from coaching the players during the game
- 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.

And NOT to

- Use inappropriate language
- Shout and scream

The club will ensure that parents/carers/spectators agree and adhere to the Code of Conduct and Child Protection Policy

Equality Policy

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, anyone who wants to participate in it.

The FA's commitment is to eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It is also committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community.

The following policy is at the heart of our club's activities.

Equality Policy for Clubs

- Broad Town Colts Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The Club will ensure that it treats people fairly and with respect and will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.
- Broad Town Colts Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- Broad Town Colts Football Club is committed to taking positive action where inequalities exist, and to the development of a programme of ongoing training and awareness in order to promote the eradication of discrimination and promote equality in football.
- Broad Town Colts Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.
- Broad Town Colts Football Club commits itself to the immediate investigation of any claims, when it is brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions be imposed as appropriate.

Complaints Policy

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

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

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

Exit Policy

It is the aim of Broad Town Colts FC to provide competitive football from mini soccer through to junior football. The club will encourage players to progress from mini soccer, through to 11-a-side minors' football and eventually into junior football either within or outside the club. This will be done with the support of the management committee, managers, coaches and players who are all expected to play a full part in this progression.

The relevant team official will notify the management committee of any of the following:

- Any player who indicates his intentions to leave the club either by transfer request or approach request from another club
- Any player that is approached by a Centre of Excellence or Football Academy
- Any player that has been selected to play for a league representative side
- Any player that has been chosen to represent Swindon Schools

Broad Town Colts FC will encourage and recommend any player to progress to the best level that they are capable of within their ability either within or out of the structure of the club. The club also recognises the right of any player to leave the club and will co-operate in any requests from individuals or other clubs who have sought the agreement of the player to join them.

The club reserves the right to report to the County FA any incidents or illegal approaches to its registered players and managers or coaches.

The club shall, wherever possible, seek to put right any reasons for leaving that may have caused the individual unrest.

The club shall monitor the number of members leaving on an annual basis and attempt to establish the reasons for this as it occurs and report it's finding at the next Annual General Meeting.

In the event of any individual seeking to join Broad Town Colts FC at an age group not run by the club, then the club shall suggest alternative local clubs for the individual to approach. The details of any such individuals will be kept by the club's membership secretary and contacted when necessary. The club shall monitor the number of enquiries and establish if there is the need to increase the number of teams run by the club to suit demand.