

Navenby Junior Football Club Constitution and Rules



**CHARTER STANDARD
DEVELOPMENT CLUB**

Navenby Junior Football Club Constitution and Rules

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1 Club Name

The club shall be called Navenby Junior Football Club hereafter referred to as the “Club”

2 Objectives of the Club

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.

3 Status of the Club Rules

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

4 Club Colours

The club colours shall be Yellow with Blue

4.1 Strip

Notwithstanding styles of kit and small trim colours each team strip shall consist of Yellow Shirts, Royal Blue Shorts and Royal Blue Socks. Goalkeeper shirts shall be any suitable colour other than yellow or black. To define substitutes during a match team Jackets shall be Blue with Yellow trim. Team shirt numbers will run 1 to 18 and naming of players shirts is not permitted unless approved by the Club Executive Committee.

5 Club Ethos

5.1 Mission Statement

To be an inclusive club which promotes, encourages and develops sportsmanship, teamwork, life skills and all aspects of football excellence in a safe, professional and fun environment.

5.2 Player Values & Standards

By asking players to treat people with respect, they make sure everyone is treated with respect. Together they make sure that the club has strong and effective teams that demonstrate exemplary football and behavioural standards wherever the club plays.

COURAGE

Be brave enough to do the right thing, no matter what the circumstances.

DISCIPLINE

Set a good example and follow FA policy.

RESPECT FOR OTHERS

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Treat people as you would like to be treated.

INTERGRITY

Be honest true to yourself and others and never lie or cheat.

LOYALTY

Look after your mates and stick with them, even when the going gets tough.

SELFLESS COMMITMENT

Put the club, your team and your mates before yourself.

5.3 Vision Statement

To continue to develop the club, facilities, players, coaches, officials, volunteers and teams in order to achieve our vision of providing football for over Navenby and the surrounding area.

6 Rules and Regulations

6.1 Affiliation

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 the parent County Association (Lincolnshire County Football 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.

6.2 Changes to Club Rules

No alteration to the Club Rules shall be effective without prior written approval by the Club and then subject to periodic review from Lincolnshire Football Association

6.3 FA Policies & Procedures

The Club and all those registered as members to it will adopt The Football Association's Child Protection Policies and Procedures, Codes of Conduct, the Equal Opportunities Policy and Anti-Discrimination Policy (See Appendices A,B,C,D)

6.3.1 Child Protection Policy & Procedures

The Club shall appoint a Welfare Officer to oversee the welfare of all players and young members. The Welfare Officer will maintain a register of all members who have undertaken the FA child protection workshop.

6.3.2 Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the club policies, rules or Codes of Conduct have been broken, they should follow the procedures below:

They should report the matter to the Club secretary or another key member of the club.

The report should include:

- Details of what, when, and where the occurrence took place.

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- 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.

The Club's Disciplinary Panel will sit for any hearings that are requested and will have the power to warn as to future conduct, suspend or remove from membership, any person found to have broken the club's policies or Codes of Conduct.

6.3.3 Disciplinary Procedure

Any person found to have broken the club's policies or Codes of Conduct will be subject to the disciplinary procedure. A disciplinary panel of no less than 3 club members will hear the case and at least one member of the panel is to have completed FA Disciplinary and the FA Equality & Diversity Certificates.

The member shall have the right to appeal to a panel consisting of the Chairman and two other club members who were not involved in the earlier hearing(s).

7 Club Membership

7.1 Members

Members are defined as a Player paying a full subscription, Parent / Guardian of a player paying a full subscription, Club officer elected at the AGM or Manager / Assistant Manager / Coach / Volunteer appointed by the Club Executive Committee.

7.2 Register of Members

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.

7.3 Application for Player Membership

Any person wishing to be a playing member of the club must apply using NJFC form N11 submitting this to the Club Secretary. Election to membership shall be at the sole discretion of the Club Executive Committee. Membership shall become effective upon an applicant's name being entered into the Membership Register.

7.4 Access to Register of Members

The Football Association and parent County Association shall be given access to the Membership Register on demand (providing that in doing so the Club is not infringing the legal legislation contained within the Data Protection Act).

8 Membership Subscriptions

8.1 Annual Players Membership Fee

Separate players fees will be paid for Competitive, Non Competitive and the Development Squad fees and will be set by the Club Executive Committee no later than May of each season. The Club Executive Committee shall determine fees from time to time. Fees cannot be refunded.

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

Associate membership fees will be paid in the form of training fees or tournament fees. Only members who are registered with both league and club are eligible to play league/cup matches.

8.2 Method of Payment

The Club requires all members to pay at least 50% of subscription fee before playing in any competitive game and thereafter the balance is to be made by 31 January from the start of any season. If any member has special circumstances which prevent payment then they are to inform their manager immediately. It shall then be the discretion of the Club Executive Committee to the postponement of any payments. The club NJFC form N11 Annual Membership is to be used to submit payment to the manager and then NJFC form N21 is to be used by the manager to submit team payment to the treasurer. The club does not deem any payment is made until received by the chairman or secretary

8.3 Associate Membership

Associate membership applies to temporary membership of players during club training, tournaments or friendlies and those players who do not wish to play league matches but enjoy training sessions with those teams register to Navenby JFC. For insurance purposes all associate membership is to be registered on NJFC form N12 and submitted to the club secretary. Associate membership fees will solely be decided by the each team manager.

9 Fines / Administration Charges & Discipline

9.1 Submission of results to the league

The Club will make payment for the first two fines incurred by a Team for not submitting a correct match result/result sheet. For subsequent fines, the Team Manager will be required to pay the fine.

9.2 Player fines (deemed to be administration charges)

Administration Fees incurred by an individual player as a result of disciplinary action will be charged to the parent/guardian of the player concerned.

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9.3 Non-payment of fines

Failure to pay fines shall be subject to the Club disciplinary procedure and could ultimately lead to suspension from competitive games and possible expulsion from the Club.

9.4 Discipline

Where the conduct of any Team, or player or players from that team, is deemed to have contravened the ethos of the Club, the Club Executive Committee will have option to convene a disciplinary panel that may well impose sanctions in the form of fines, bans and expulsion of that player/s or team from the Club. The following is intended as guidelines for the type of sanctions that will be applied.

- Violent behaviour towards another Club Player (Internal) 1 match Ban / Possible Fine
- Violent behaviour towards another Club Player (External) FA Sanction and possible admin charge from the club
- Red Card FA Sanction and possible admin charge from the Club
- Yellow Card possible admin charge from the Club
- Persistent foul play possible fine / expulsion from the Club
- Non Attendance on Training Days will be a consideration to impose match ban(s).

A disciplinary panel of no less than 3 club members will hear the case and at least one member is to have completed FA Disciplinary and the FA Equality & Diversity Certificates.

10 Resignation & Expulsion

10.1 Resignation

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 Executive Committee of their resignation. A member whose annual membership fee is not paid as per rule 8.2 shall be deemed to have resigned. In such circumstances the player and parent / guardian will cease to be a member of the Club and consequently cannot therefore be included in any activities undertaken by the Club.

10.2 Expulsion

The Club Executive 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 appeal procedures.

A member of the club who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

11 The Club Executive Committee

11.1 Number of Executive Committee Members

The Club Executive Committee shall consist of the following Club Officers: Chairman, Vice-Chairman, Treasurer, Secretary, Head Coach, Welfare Officer and up to five other members, elected at an Annual General Meeting.

11.2 Terms of Office

Each Club Officer and Club Executive Committee member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any one time.

The Club Executive Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Executive Committee shall be by a simple majority of those attending the Club Executive Committee meeting. The Chairman shall have the casting vote in the event of a tie. Meetings of the Club Executive Committee shall be chaired by the Chairman or, in their absence, by the Vice-Chairman. The quorum for the transaction of business of the Club Committee shall be five.

11.3 Minutes of Meetings

Decisions of the Club Executive Committee meetings shall be entered into the Minutes File of the Club to be maintained by the Club Secretary.

11.4 Frequency of Meetings

Any appointed member of the Club Executive Committee may convene a meeting by giving not less than 7 days' notice. The Club Executive Committee shall hold not less than four meetings a year.

11.5 Re-Elections & Vacancies

An outgoing member of the Club Executive Committee may be re-elected. Any vacancy on the Club Executive Committee that arises between AGMs shall be filled by a member proposed by one and seconded by another of the remaining Club Executive Committee members and approved by a simple majority of the remaining Club Executive Committee members.

11.6 Disputes & Questions regarding Club Rules

Save as provided in the Rules & Regulations of the Football Association and the County Association to which the Club is affiliated, the Club Executive Committee shall have the power to decide all questions and disputes arising of any issue concerning the Club Rules.

12 Annual & Special General Meetings

12.1 Annual General Meeting

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 Executive Committee
4. Consider any other business

12.2 Nominations for Elections

Nominations for election of members as Club Officers or as members of the Club Executive Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

12.3 Special General Meeting

A special general meeting (SGM) may be called at any time by the Executive 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 SGM may be any business that may be transacted at an AGM.

12.4 Notification of a General Meeting

The Secretary shall send to each member 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.

12.4.1 Quorum for a General Meeting

The Quorum for a General Meeting shall be 5 members.

12.4.2 Voting at a General Meeting

The Chairman 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 a tie the Chairman of the meeting shall have a casting vote.

12.4.3 Recording of Minutes

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

13 Club Teams

At its first meeting following each AGM the Club Executive Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.

The appointed members shall form the basis of the Managers / Coaches forum which shall meet at least four times a season as directed by the Head Coach.

13.1 Team Officials

The Executive Committee of the Club will appoint the following positions for each team within the Club:

- Team Manager
- Manager's Assistant (if required)
- Coaches (if required)
- Team Admin Assistant (if required)
- Parent Helper (if required)

The roles and responsibilities of each official are defined in an Annex A

13.2 Club Matches & Tournaments

The Club Executive Committee together with the Managers' of each team will from time to time enter the Club's teams into Tournaments & Other Competitions. No team shall enter any competition without the permission of the Club Executive Committee.

13.3 Local Players

The club is run to primarily benefit the local community by ensuring local players are recruited. The definition of 'local player' shall be defined as those who live within 8 miles of the club postcode LN5 0JJ. Each team structure shall be made up from no less than 64% of local players. If it is the case that a manager requires to strengthen their team from players outside this percentage then this will be on the approval of the executive committee and be reviewed each season. This rule aims to prevent the running of a selective team to the detriment of local players.

14 Club Finances

14.1 Bank Account

A bank account shall be opened and maintained in the name of the club (the Club Account). The Club Executive Committee shall appoint four members of the committee to be account signatories, one of which shall be the club treasurer. All payments shall be effected by cheque, electronic transfer or other order drawn on the Club's bankers. Cheques drawn on the bank account shall be signed by two account signatories. All monies payable to the Club shall be received by the treasurer and deposited in the Club Account.

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14.2 Income & Assets

The income & assets of the Club (the Club Property) shall be applied only in furtherance of the objectives of the Club.

14.3 Remuneration & Expenses

The Club Executive Committee shall have the 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.

14.4 Funding for Coaching Courses

The cost of the level 1 and 2 coaching courses will be funded by the club. Volunteers who leave the Club within 2 years of receiving their coaching qualifications will be expected to reimburse the Club subject to a sliding scale as follows. Leaving within six months, repay all fees; within one year, repay 75%; within 18 months 50%; within 24 months 25%. Exceptions to this may be agreed at the discretion of the Club Executive Committee.

14.5 Annual Financial Statement

The Club Treasurer shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

14.6 Club Kit

The Club shall where prices are competitive maintain supply of team kit from Sporting Lincs, 14 The Riverside Shopping Centre, Southgate, Sleaford, NG34 7PD Tel: 01529 414626. Kit proven to be competitively priced elsewhere may be purchased on the approval of the Kit Secretary. The club shall provide all players with a Trophy and each team shall award five specialist trophies; Manager Player, Players Player, Supporters Player, Most Improved Player and Sportsman. The Trophies Secretary will be the focal point between the supplier and the club.

14.7 Club Property

Club Property, other than the Club Account, shall be listed using the Club Inventory NJFC form N42 and will be managed by the Club Kit Manger. Each Team manger shall oversee Team Kit and provide an inventory on NJFC form N43, this will be held by the Club Kit Manager.

15 Dissolution

15.1 Resolution to Dissolve

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.

15.2 Winding Up

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.

Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered charity or the FA for use by them in related community sports.

16 Members

16.1 Player / Parent

The commitment to the team and club is a vital element to ensure the smooth running of a team. Players and Parents are expected to be equally committed to both home and away matches, if there is a case where it is noted that Players are choosing not to attend away matches then it will be at the discretion of the manager to impose sanctions if necessary.

16.2 Managers / Coaches

Notwithstanding club finances every manager and or coach joining or belonging to the club, must be prepared to take, at the earliest opportunity (at least 6 months from the start of the season) the FA's Level 1 club coach, or higher, qualification, or the designated FA qualification at the time of enrolment. Also he/she must be prepared to update segments of the qualification as and when they become due this will be verified through the members area of County FA website.

16.3 Declaration of Intent

Key members shall sign a declaration of intent (NJFC form N51) of the understanding of their roles and responsibilities and their acknowledgement of their accepting the constitution and rules. The declaration of intent will be kept in the Transparency File in the Club Room.

17 Roles and Responsibilities

As with all roles in a voluntary organisation responsibilities are always 'best endeavours'

17.1 Chairman

- To provide leadership to the Club.
- To respond to all communications in a timely manner.
- To ensure the club operates within the constitution and rules of the Club.
- To ensure that should the constitution and rules be questioned then an interpretation is given and (if necessary) a clarification is recommended via a rule change to the appropriate meetings of the Club.
- To chair committee meetings and ensure these are held in line with the club rules
- To ensure the committee members perform effectively within their remit.

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- To ensure the committee operates within a disciplined regime and that decisions are clearly indicated in the minutes.
- To ensure that any chairman's action between meetings is properly documented and reported to the next committee meeting for discussion/ratification.
- To ensure other members needing to action between meetings discuss their requirement with the Chairman and get Chairman's approval prior to implementation of action.
- To ensure the AGM and any extraordinary meetings are called and held appropriately.
- To ensure that quality liaison is maintained with the club's Trustees.
- To ensure recruitment to vacant posts.

17.2 Vice Chairman

- Responsible to the Chairman
- To provide direct support to the Chairman.
- To fulfil the responsibilities of the Chairman in their absence.

17.3 Secretary

- Responsible to the Chairman
- To be the focal point of correspondence for the club.
- To maintain the register of members
- To maintain the minutes of meetings

17.4 Treasurer

- Responsible to the Chairman
- To manage and administer the finances of the Club.
- To create annual income and expenditure sheets and balance sheets.
- To create and maintain a cash book covering a minimum of two years.
- To ensure all payments and fines are paid on time and recorded.
- To support all fundraising and sponsorship opportunities.
- To report to the Chairman on all financial issues.
- To give a projected likely financial cost of any planned developments by the club or other changes to service delivery.
- To provide financial information to the members when required.

17.5 Club Welfare Officer

- Responsible to the Chairman
- To ensure all relevant members have the required CRB checks and attend Child Protection courses.
- To investigate any child protection issues raised within the Club.
- To recommend any changes to rules regarding welfare.
- To ensure any such changes are managed effectively
- To report all related issues to the Executive Committee

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17.6 Role of Head Coach

- Responsible to the Chairman
- To provide coaching direction to the club
- To convene the managers / coaches forum
- To ensure the Development Squad is sustainable.
- In the absence of a 'certified coach' co-ordinate the cover for teams.

17.7 Team Managers

- Responsible to the Chairman
- Managers must give best their endeavours to work within the Child protection policies laid down by the FA in conjunction with the NSPCC and ensure their coach (coaches) and parent helpers do likewise.
- All managers, coaches and team parent helpers must be CRB checked and it is the manager's responsibility to ensure this happens via the Club Welfare Officer.
- Team managers must ensure there is always a 'certified coach' at every match and training session.
- To ensure all team coaches update the elements of their coaching certificate at the next opportunity the maximum being 6 months of expiry else the qualification is invalid.
- Ensure any subscriptions are collected and paid to the club Treasurer detailing members payments and contact information on NJFC Forms N21 & N13
- NOTE players who's fees to the club are in arrears by more than two months are classed as having resigned from the club and the Committee reserves the right to report this to the League
- Attend club forums / meetings regularly (minimum 2 per season) or delegate a representative to attend on their behalf.
- Ensure all information from the Chairman / Committee is effectively communicated to the players and parents and otherwise disseminated to members/subscribers within their team.
- Ensure timely match card and results are sent / digitally entered to the appropriate league official / website and completed fully and accurately.
- Ensure all team trophies are collected in a timely manner prior to the annual awards presentation.
- Attend such courses as required in order to maintain and develop skills to promote sporting achievement within club members.
- Ensure any other finance is documented and paid promptly to the Club Treasurer in order for the Club to meet its obligations under the current legislation governing small clubs.
- Ensure players and their parents plus potential spectators are made aware of their obligations under the codes of conducts for players and parents/spectators.
- Ensure all the rules and regulations laid down by the Club are adhered to by their players, helpers and supporters.

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17.8 Role of the Committee

- Responsible to the members of the club
- To ensure that those elected remain competent in their role
- To ensure the infrastructure and operation of the club remains in line with current policy

17.9 Role of the Discipline Committee

- Responsible to the members of the club
- To ensure complaints and contravention of the constitution & rules are determined by just and impartial resolutions.

17.10 Role of the Player / Parent

- Responsible to the all other members of the club
- To maintain exemplary behaviour and respect to the constitution and rules of the club

18 Forms and Definitions

18.1 Forms

NJFC Form N11	Annual Membership
NJFC Form N12	Associate (Temporary) Members Registration
NJFC Form N13	Player Contact Information
NJFC Form N21	Team Subscriptions Paying In Slip
NJFC Form N22	Paying In Slip
NJFC Form N23	Reimbursements of Costs
NJFC Form N24	Invoice
NJFC Form N25	Referee Receipt
NJFC Form N31	Volunteer Application Form
NJFC Form N32	Competence Register
NJFC Form N41	Team Inventory
NJFC Form N42	Club Inventory
NJFC Form N43	Trophies Request Form
NJFC Form N44	Key Holder List
NJFC Form N51	Declaration of Individual Intent

18.2 Definitions

1. Admin Coordinator

- Focal point for Team / Development Squad administration.
- Not subject to CRB checks unless subsequently they become more directly involved with coaching or organising players on match days.

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2. Associate Member

- Provisional club member.
- Does not pay a full subscription.
- Registered for insurance purposes.

3. Certified Coach

- Holds a coaching certificate and an in date CRB, First Aid & Safeguarding.
- Controls and leads coaching sessions.
- Can fulfil the responsibilities of the Manager in their absence.

4. Club Kit Manager

- Shall oversee, direct and administer all Club Kit

5. Club Member

- Player paying a full subscription.
- Parent / Guardian of a player paying a full subscription.
- Club officer elected at the AGM.
- Manager / Assistant Manager / Coach / Volunteer appointed by the committee.

6. Club Room

- Section of the new Community Facility set aside for the Club

7. Local Player

- One who lives within 8 miles of LN5 0JJ

8. Parent Helper

- Must have at least a CRB
- Assists certified coach and manager at both coaching session and matches.
- Does not control or lead any coaching sessions and only assists the certified coach.
- Does not control or lead any matches.

9. Team Manager and Coach

- 'Certified Coach'

10. Team Manager

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- May not hold a coaching certificate but holds as a minimum CRB, Safeguarding & First Aid.
- Does not lead any coaching sessions and only assists the certified coach.

11. Transparency File

- An open file for all members to read that shall be kept in the 'Club Room'

12. Trophies Secretary

- Be the focal point for the between the club and the Trophy supplier
- Fulfil the each team managers requirements for seasons Trophies

13. Volunteer

- Non-parent helper
- CRB depends on the nature of the task

14. Youth Helper

- U18 assisting with club tasks
- Does not require CRB

A. Navenby Junior Football Club Codes of Conduct

Introduction

Navenby Junior FC ('the Club') fully supports the Football Association (FA) Codes of Conduct. Specifically:

1. The Code of Conduct for Football.
2. The Code of Conduct for Coaches
3. The Code of Conduct for Players
4. The Code of Conduct for Team Officials
5. The Code of Conduct for Parents / Spectators

Breaches of the Codes of Conduct will be subject to the Club Disciplinary Procedure or Complaints Procedure as stated in the Club Constitution and Rules.

1. The FA Code of Conduct for Football.

This code applies to all those involved in football under the auspices of The Football Association.

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.

Community

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

Equality

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

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.

Young People

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

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.

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.

Violence

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

Fairness

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

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Integrity and Fair Play

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

2. 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, 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 people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

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

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, 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 and appearance.
12. Not to use or tolerate inappropriate language.

3. 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 top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Obligations towards the game

A player should:

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, 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 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.
6. Not use inappropriate language.

Obligations towards one's own team

A player should:

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. 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:

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

Respect towards Opponents

A player should:

1. Treat opponents with due respect at all times, irrespective of the result of the game.

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2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards the Match Officials

A player should:

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

Respect towards Team Officials

A player should:

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

Obligations towards the Supporters

A player should:

1. Show due respect to the interests of supporters.

4. Code of Conduct for Team Officials

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

Obligations towards the Game

The team official should:

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. 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.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. 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.
7. Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should:

1. 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.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. 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:

1. Show due respect to the interests of supporters.

Respect towards the Match Officials

A team official should:

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

5. 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 – its fun.

It is important to remember that however good a child becomes at football within the 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.
- Assist to improve the child's skills and techniques.

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

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

Ensure that parents / spectators within the Club are always positive and encouraging towards all of the children not just their own. Encourage parents /spectators to:

- Applaud the opposition as well as you own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- 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.

Ensure that parents / spectators within the Club agree and adhere to the Club's Code of Conduct and Child Protection Policy.

B. Navenby Junior Football Club Anti-Discrimination Policy

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.

Navenby Junior 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 Navenby Junior Football Club means that in all our activities the Club 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:

- 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

Navenby Junior 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 the appropriate action in whatever context it occurs.

Navenby Junior 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 in the wider context, within football as a whole.

C. Navenby Junior Football Club Equal Opportunities Policy

Navenby Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and the 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 in:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientated or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with the requirements for any reason whatsoever related to their membership, which are different to 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 is not warranted by the requirements of the position), which makes it more difficult for the 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 (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as 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 etc. – in other words all instances where those in control of members are required to make judgements between them - it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Navenby 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.

D. Child Protection Policy

Navenby Football Club and all those registered as members to it will adopt the Football Associations Child Protection Policies and Procedures. The Clubs policy on dealing with child protection incidences will be in accordance with the Football Associations Procedures Handbook.

Navenby Football Club acknowledges every child or young person, defined as any person under the age of 18, who plays or participates in football, should be able to take part in an enjoyable and safe environment and should be protected from abuse, and that this is the responsibility of every adult involved within the club. The Club 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. The club is determined to meet its obligations to the highest possible standards of care and to demonstrate best practice in the area of child protection. To promote ethics of high standards throughout the club and to ensure the child's welfare is, and must always be the paramount consideration.

The Club acknowledges child abuse is a term used to describe ways in which children or young people are harmed. There are 5 main forms of abuse:

- Physical abuse
- Neglect
- Sexual
- Emotional abuse
- Bullying

All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity. The Club also recognises its responsibility to be vigilant regarding concerns about possible abuse within football settings as well as in the home or other settings (outside football).

Navenby Football Club will endeavour to ensure all members responsible for the supervision of children and young people undergo a CRB check. The Club will make all members aware of the designated Welfare Officer and contact details.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All incidences will be dealt with in accordance with the FA Child Protection Procedures Handbook. On receipt of a complaint the CWO should seek immediate advice to determine whether the issue is poor practice or child abuse. Advice should be sought from the FA/NSPCC Child Protection 24 hour Freephone Helpline 0808 800 5000, Social Services, the Police or the FA Head of Education and Child Protection or the FA Child Protection Administrator. Confidentiality should be maintained on a strictly "need to know" basis and relevant documents stored in a secure location.

NON ACTION IS NOT AN OPTION IN CHILD PROTECTION.

E. Coaching and Player Development

Introduction

The club understands that the game of football is, by its nature, competitive and therefore the primary objective for any of its teams playing in any competition, of whatever format, is to win matches, consequently it's coach's will at all times endeavour to prepare their respective teams to win. However they will always bear in mind that there are, within the context of winning, other rationales of equal importance.

(1) Sportsmanship.

(2) A realization that the spirit of the game is just as important as the rules.

(3) An understanding that performance, both of the individual and of the team, is of the utmost importance, possibly at some age groups it has even more significance than the result.

(4) In the case of younger age groups (under 6, 7, 8, 9 and 10) coaches will ensure that all players receive equal match play time. Also, across the board, all players will be given equivalent attention on the coaching field. When children reach the age of 11 coaches will take the attitude and playing ability of individuals more into consideration when making decisions pertaining to team selection.

Player Development Philosophy

The Coaching philosophy can be broken down into 2 distinct areas: -

Under 6 to Under 10:

To ensure player development is conducted with an emphasis on enjoyment and a concentration on teaching the game's basic fundamental techniques also the introduction of Team and Tactical Development to reach a situation where players are "comfortable on the ball".

Under 11 to Under 16:

To advance Team and Tactical Development. To continued Player Development. Place more emphasis on decision making both technical as an individual and in the context of the team.

Club undertakes

To appoint a Football Development Officer (Head Coach)

To incorporate a coaching sub-committee, comprised of the club's qualified coaches, to monitor the club's coaching plan going forward. To discuss, approve and implement new coaching innovations, techniques and ideas that will benefit the club and its players and to pass all coaching information on to the management committee via the head coach.

To provide every team with a coach, qualified to at least level 1 standard, and a manager/administrator, also to actively encourage its coaches to take the Level 2 qualification. To ensure that every coaching session is conducted as a safe, enjoyable, learning situation and to guarantee that, as far as possible, every player signed to the club understands and plays the game, within their age group, to the best of his or her ability.

At NJFC we don't say that winning isn't an important thing, but we don't necessarily always make it the most important thing.

Coaching Development Philosophy

It is also important for the club to have a policy on how to continually improve its coaches and its coaching environment. The following is how the club feels it can upgrade in this area, and provide a framework in the future that will enable existing coaches to move forward, thus attracting new coaches to the club.

Coaching Qualifications

The Charter Standard award for the club already requires coaches to be of Level 1 standard, notwithstanding club financial considerations the club would expect this to be achieved by a coach (see club rule 16.2) within 6 months. The club will fund the cost of the level 1 coaching courses. Going forward all coaches will be encouraged to obtain the Level 2 award where possible. This level provides the coach with a wider understanding of how to prepare sessions, and more how to break down sessions into the technical, skill and small side game areas. Coaches may be required to discuss the funding of this course with the management committee. The head coach will always make himself available to run, demonstrate, assist, give advice, guidance and assess coaching sessions within all age groups throughout the club. He will also facilitate the on-going supply of coaching information and session plans on any topic by means of the club "Bible" which will be lodged in the clubhouse.

F. Club Officers - Term of Office

At a Committee meeting held at the AGM, the full Club Executive Committee agreed the following terms of office:

- | | |
|--------------------------------|--------------------------------------|
| • Chairperson | elected for a term of 3 years |
| • Vice-Chairperson | elected for a term of 2 years |
| • Secretary | elected for a term of 2 years |
| • Head Coach | elected for a term of 2 years |
| • Treasurer | elected for a term of 2 years |
| • Welfare Officer | elected for a term of 2 years |
| • Other Elected Members | elected for a term of 1 year |

Voting rights on the committee shall be as follows:

- **One vote each for all members of the Club Executive Committee (in the event of two members of one family serving on the Committee, only one member may vote).**
- **In the event of a tied vote, the Chairman shall have a casting vote.**

G. Document Control

Ownership

Navenby FC is responsible for the production and maintenance of this document. It is issued by the Secretary who can be contacted via the Chairman, to whom any change requests or queries should be directed.

Version Control

Any change to the document will increase its version number.

Version Record

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