

Chorleywood Common Youth Football Club

Club Rules

1. **NAME** The club shall be called CHORLEYWOOD COMMON YOUTH Football Club (the Club)

2. **OBJECTS** The objects of the Club shall be to arrange association football matches and social activities for its members, being young persons between the ages of 5 and 18years.

3. **STATUS OF RULES** These rules (the Club Rules) form a binding agreement between each member of the Club.

4. **RULES AND REGULATIONS**
 - (a) The Club shall have the status of an Affiliated Member Club of The Hertfordshire Football Association by virtue of its affiliation to/membership of The Hertfordshire Football Association. The Rules and Regulations of the Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) No alteration to the Club Rules shall be effective without prior written approval by the parent County Association.
 - (c) The Club will also abide by The Football Association's [Child Protection and Best Practice Policy and Procedures](#).

5. **CLUB MEMBERSHIP**
 - (a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Membership Secretaries.
 - (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register and annual subscriptions paid in full.
 - (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
 - (e) The Team Manager shall be responsible for accepting membership. However, the Management Committee shall have authority to reject membership or expel members or Managers, (see Resignation and Expulsion (7) and payments of subscriptions).
 - (f) Membership to the Club and payment of subscriptions in no way guarantees selection to a Team, and that is at the sole discretion of the Manager.
 - (g) In applying for a child's club membership, parents give a commitment to support the main fund-raising events each year by personal support.

6. **ANNUAL MEMBERSHIP FEE**
 - (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually 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.
 - (c) Membership fees may vary per Team based on external training facilities and each age group's utilisation of these.
 - (d) It is recognised that use of the Club pitches is not permitted for training facilities except with the express permission of the Club Secretary.

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7. 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 their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) 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. The member can appeal in writing within 7 days.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Communications Officer, Football Development Officer, Welfare Officer plus Team Managers of all age groups and Groundsman, elected at an Annual General Meeting.
- (b) The Executive Committee shall consist of the above seven Club Officers.
- (c) 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. 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 Vice Chairman. The quorum for the transaction of business of the Club Committee shall be seven.
- (d) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (e) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 14 days' notice to, in the first instance, the Chairman and in due course to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (f) 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.
- (g) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year
 - (ii) receive a report of the Club's finances over the previous year
 - (iii) elect the members of the Club Committee
 - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club Committee, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) A Special General Meeting (SGM) may be called at any time by the 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 parents of different 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.
- (d) 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.
- (e) The quorum for a General Meeting shall be 6, including at least 3 Club Officers.
- (f) The President or in their absence a Club Vice-President or some other person selected by the Club Committee, shall take the chair. Each parent of a member present shall have one vote per member 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.

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10. CLUB TEAMS

- (a) At its first meeting following each AGM, the Club 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.
- (b) Priority for Teams will be given at all times to supply at least one per age group. Second Teams in any age group must be agreed at Committee level subject to the circumstances at that time.

11. 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 Treasurer and additional Committee members as designated necessary. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account, other than subscriptions which will be sent to the Membership Secretaries first.
- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club Committee and to any other person or persons for services rendered to the Club.
- (d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (e)

12. DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried with a unanimous agreement of the Club's Officers and by a majority of at least 50% 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 the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

13. LAND AND PROPERTY

- (a) The lease of the land shall be vested in Chorleywood Common Youth Football Club Limited ("the Company") a Company Limited by Guarantee run by a committee of management hereinafter called ("Company Committee of Management"). The Company shall hold such land as trustee for the Club.
- (c) The members of the Company shall be the members of the Executive Committee from time to time.
- (d) Between 2 and 4 members of the Company shall be appointed as directors and the Secretary of the Company shall be the Club Treasurer. These Club officers together shall comprise the Company Committee of Management.

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Anti-Discrimination and Equal Opportunities Policies for Clubs

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

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

The following policies are at the heart of the Club's activities.

Anti Discrimination Policy For Clubs

- Chorleywood Common Youth 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 Chorleywood Common Youth 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:

- 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.
- Chorleywood Common Youth 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.
 - Chorleywood Common Youth 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.

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Equal Opportunities Policy for Clubs

1. General

- Chorleywood Common Youth 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.
- Chorleywood Common Youth 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.

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 Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the Committee.
Your 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 whom 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. The Club's Management Committee will have the power to:
 - i. Warn as to future conduct
 - ii. Suspend from membership
 - iii. Remove from membershipany person found to have broken the Club's Policies or Codes of Conduct

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Goalpost Safety Guidelines

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

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 to check that they are kept properly maintained.
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. Any metal cup hooks must 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 postsThese 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. and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

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