

Club Constitution

The Name

The name shall be Ormesby Lads FC (Football Club) (the Club)

The Object of the Club

To introduce young people to the game of football and help them to enjoy playing.
To help young people to develop skills and through training, maximise their own ability.
To support adult volunteers to attain skills through F.A. Courses - coaching, referee, etc.
To affiliate to the Football association.

Rules and Regulations

The Club shall be affiliated to Norfolk County Football Association and shall follow its Rules and Regulations.

The Club will also follow Rules of any League or Competition to which the Club is affiliated, which will be deemed to be incorporated into the Club Rules.

No alteration to the Club Rules shall be effective unless ratified by the Membership at the Annual General Meeting.

The Club will develop and maintain and strictly adhere to a Child Protection Policy, Codes of Conduct for Players Parents Spectators Coaches and Managers and an Equal opportunities and Anti-Discrimination Policy.

The Committee will ensure adequate insurance cover is provided, usually through affiliation to the Norfolk F.A.

Club Membership

There will be three classes of membership of the Club, Junior Members, Senior Members and Honorary Members.

Junior Members are those Young People who have completed a membership form for the current season and they shall remain members for that season. Their membership will be renewable annually and will cease when they do not complete a membership form.

Any parent or guardian of a Junior Member automatically becomes a Senior Member of the Club.

Others may be granted Honorary Membership of the Club if this is felt to be beneficial to the Club at a committee meeting (coaches, referees, fund raisers etc. who are not parents or guardians of Junior Members) by a simple majority of those present.

All Senior Members involved in coaching, managing or elected into an official capacity will undergo a Criminal Records Bureau (CRB) check at the Club's expense.

Membership details will be kept by the Club Secretary for the duration of the season, treated as confidential and used in line with directives within the Data Protection Act (1998).

No personal details will be shared with any organisations or individuals, other than League or other competitions entered without the full prior knowledge of the individual.

Players emergency contact details, emergency contact number and medical details will be issued to Senior Members responsible for teams.

By applying and being accepted for membership of the Club applicants will be deemed to have agreed to be bound by the Constitution, Policies, Codes of Conduct and Rules of the Club.

Club Executive Committee

The Club Executive Committee will consist of Club Officers; Chairperson, Vice Chairperson, Treasurer, Secretary, plus up to five other senior members, elected at an Annual General Meeting.

Each Club Officer and Club Executive 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 Office at any time.

The Club Executive Committee shall be responsible for all the affairs of the Club.

Decisions of the Club Executive Committee shall be made by simple majority of those attending the Club Executive Committee Meeting.

The Chairperson of the Club Executive Committee shall have a single casting vote in the event of a tie.

Meeting of the Club Executive Committee shall be chaired by the Chairperson or in the event of their absence the Vice Chairperson.

The forum for the transaction of business of the Club Executive Committee shall be four. Decisions of the Club Executive Committee of meetings shall be entered into the Minute Book of the Club and maintained by the Club Secretary.

Minutes of Executive Committee Meetings to be signed by the Secretary/Chairperson and dated.

Annual General Meeting

An Annual General Meeting (A.G.M.) will be held during June.

The date will be determined by the Committee and 28 days notice will be given to the membership of the Club.

The business of the AGM will be to:

Receive a report from the Club Secretary of Club activities during the past year:

Receive a written report from each section of the Club about the current season.

Receive a report from the Club Treasurer of the Club's finances over the previous year. Elect the members of the Club Committee.

Consider items of any other business.

Nominations for election of members as Club Officers or as members of the Club committee shall be made in writing by a 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.

Exiting officers will automatically be eligible for re-election without need for nomination prior to 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.

Special General Meeting (SGM)

A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition, in writing, of not less than 5 members stating the purposes for which the meeting is required and the resolutions proposed.

Business at an SGM may be any business that may be transacted at an AGM.

The Club Secretary shall notify the membership with written notice of the date of a General Meeting (AGM or SGM) together with resolutions to be proposed at least 14 days before the meeting.

Forum of an Annual General Meeting or Special General Meeting shall be two thirds of the committee.

General Meetings (Annual and Special)

The Chairman, or in their absence any member selected by the Committee, should take the chair.

Each member shall have one vote and resolutions shall be passed by a simple vote. In the event of an equality of votes the Chairperson of the meeting shall have a single casting vote.

The Club Secretary shall keep minutes of all meetings.

Club Teams

At its first meeting following the AGM the Club Committee shall determine the number of teams felt to be viable to operate during the coming season and appoint a Senior Club Member and a coach/trainer to be responsible for each of the Clubs teams in specified age groups - this may be the same person.

The appointed Senior Members will be responsible for managing the day to day running of the identified team – training, arranging matches, reporting results, ensuring child protection procedures are followed, etc.

The appointed person(s) will be members of the Club Committee to a maximum of two per team, and will be accountable to the Committee only.

The appointed person(s) shall present to the Club Committee, at its last meeting before the AGM a written report of the activities of the team.

Each member of the Committee will be expected to attend all meetings including the AGM and any SGM arranged.

Club Finances

A bank account shall be opened and maintained in the name of the Club (the Club account).

Designated account signatories shall be the Chairperson, Secretary and Treasurer.

No sum shall be drawn from the Club account except by cheque and signed by two of three designated signatories.

All moneys received by the club shall be deposited in the Club Account.

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

The Club Treasurer will provide a financial statement at each Committee Meeting and provide a financial report including written Annual Accounts at the AGM.

The Club property, other than accounts, (playing strip, footballs, first aid kit, plus all other equipment) shall be held by the person(s) responsible for the Club Teams and an inventory maintained of all items, to be accounted for at the end of each season at the AGM.

The Club Secretary will record details of all Club Property held by the person(s) responsible for Club

Teams

In the event of a team disbanding all Club Property will be returned to an Officer of the Committee when it ceases to be the responsibility of the person(s) previously entrusted with said property.

Additional Rules

A copy of this Constitution, rules and other policies will be made available to all classes of membership.

All members will be expected to behave in an appropriate manner at all times and with due regard to the interest of the Club.

The Committee shall have the power to decide to expel any member of the Club.

All correspondence will be conducted the Secretary, on behalf of and under the direction of the Committee, and copies of all paperwork will be filed.

Any fines incurred by players will be paid by the Club; the player will then reimburse the Club.

The player will be suspended from playing or training until the fine is fully repaid.

Meetings of the Committee will be held on a bimonthly basis.

The dates will be determined as soon as a practically possible for the coming season, following the AGM and circulated via the Newsletter, through e-mail or other means.

Winding up of The Club

A resolution to dissolve the Club shall only be proposed at an Annual General Meeting and shall be carried by a majority of at least three quarters of the members present.

Any surplus assets and funds remaining after the discharge of the debts and liabilities shall be surrendered to the Norfolk County Football Association in accordance with rules and regulations at the time.

Club Complaints Procedure

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

They should report the matter to the club Secretary or other member of the Committee.

This should include:

- Details of what, when and where the occurrence took place. Any witness statement and names.
- Names of 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.

A meeting will be arranged consisting of at least one officer (usually the Chairman) plus four other members of the Club's Executive Committee to consider any hearings that are requested.

The Club's Executive Committee will have the power to:

1. Warn as to future conduct any person found to have broken the Club's Policies &/or Codes of Conduct and/or
2. Suspend from membership any person found to have broken the Club's Policies or
3. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

Code of Conduct for Coaches/Trainers/Managers

It is natural that winning constitutes a basic concern for Coaches our code is not intended to be in conflict with this, however, this code calls for Coaches to disassociate themselves from a "win at all costs" attitude.

All players should be given the opportunity to play regardless of ability, for substantial periods of a game.

It would be, and should be, questioned, if a substitute were to be sidelined for more than half a match.

Coaches have to be aware that almost all of their everyday decisions and choices of actions as well as strategic targets, have ethical implications.

Increased responsibility is requested from adults involved in coaching young people.

The health, safety, welfare moral education of young people are a first priority before the achievement or the reputation of the Club.

Coaches must always promote the positive aspects of the sport (e.g. Fair Play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.

Coaches/Trainers/Managers must respect the rights dignity and worth of each and every person and treat them equally within the context of the sport.

Coaches must place the well being and safety of each player above all other considerations including the development of performance.

Coaches must adhere to all guidelines laid down by governing bodies.

Coaches must develop an appropriate working relationship with each player based on mutual trust and respect

Coaches must encourage and guide players: to accept responsibility for their own behaviour and performance.

Coaches must not exert undue influence to obtain personal benefit and reward.

Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.

Coaches should, at the outset, clarify with the players (and their parents where appropriate) exactly what is expected of them and what they are entitled to expect from the coach. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, doctors, and physiotherapists) in the best interest of the player.

Coaches must consistently display high standards of behaviour and appearance. Coaches must not use or tolerate inappropriate language.

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.

- Play for fun.
- Watch other players - observe and learn.
- Beat opponents with skill, don't cheat.
- Never argue with your own or the other teams players nor the referee.
- The referee's decision is final - it cannot be changed, no backchat.
- Accept victory modestly.
- Applaud good play on both sides.

- Don't over react to injuries.
- Kick the ball out of play if someone from either side is injured.
- Encourage your team-mates.
- Shake hands at the end of the game - win or lose, or if you injure someone.
- No racist or sexist language and no swearing.
- No bullying i e name calling picking on punching kicking nipping etc
- Always be punctual for training and meeting times before games and always give 100% effort.
- Be respectful to team mates. . .
- Be respectful to your coach / manager. Listen and Learn.
- Do not deliberately disrupt the training / coaching session

Remember

- Football is a team game - without your team mates there is no team.
- There is no 'I' in team
- All players are equal

Code of Conduct for Parents and Spectators

Parents! Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game - it's fun.

It is important to remember that however good a child becomes at football within 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 technique.

And remember at all times:-

- Young people are not playing to satisfy your ambitions.
- Encourage your team to play by the rules.
- Give encouragement and attention to every player not just the most talented. Teamwork and effort are as important as winning:
- Accept losing as part of the game and remain positive.
- Do not allow your winning side to gloat over their victory.
- Never shout at players who make mistakes
- Applaud good play 'on both sides
- The referee's decision is final it cannot be changed don't argue -
- Recognise the value of coaches who give up their time to help young people
- Recognise the value of referees who give up their time to help young people
- The Coach selects the team and decides if and when to play substitutes:
- The Coaches decision is final – accept it
- Support the Code of Conduct for Players.
- Managers and coaches do need help, don't be afraid to offer it. Criticism is counter productive especially if you do not know the particulars of the situation.
- Do not instruct players from the sidelines this is the coaches responsibility. Shouting at or instructing players during play can confuse and upset them.

Anti-Discrimination Policy

Ormesby Lads FC 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 Ormesby Lads FC 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, education activities and awards.
- Football development activities.
- Selection for teams.
- Appointment to honorary positions.

Ormesby Lads FC 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.

Ormesby Lads FC 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 in the wider context, within football as a whole.

Equal Opportunities Policy

Ormesby Lads FC is committed to a policy of equal treatment of 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 in;

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

Expecting an individual solely on the grounds stated above to comply with 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.

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 Clubs recruitment selection promotion and training processes as in disciplinary matters etc. in other words all instances where those in control of members are required to make judgments between them - it is essential that merit, experience, skills and temperament are considered as objectively as possible. Ormesby Lads F.C. 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 Club, any members offending will be dealt with under the disciplinary procedure.

The 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 given to such members who request it.

Child Protection Policy

Ormesby Lads FC is committed to the F.A. Child Protection statement.

Every 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 Club recognises its responsibility to safeguard the welfare of all young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

It is determined to meet its obligations to ensure that as a club providing football opportunities for young people it does so, to the highest possible standard 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 Club will consider, having taken advice whether anyone who has a previous criminal convictions or cautions for offences related to the abuse of children or young people, violence or any sexual offenders should be excluded from working with children and young people. This position is re-enforced by UK legislation and guidance. Ormesby Lads FC will identify a Designated Child Welfare Officer.

These Officers will have undertaken the FA 'Goal' Child Protection and Best Practice training. Ormesby Lads FC recognises that the welfare of young people is paramount and that it has a Duty of Care towards all its members whilst they are training or playing for the Club. The Club will do everything it can to provide a safe and caring environment whilst young people attend its activities.

The Club will:

- Treat all young people with respect and celebrate their achievements.
- Carefully recruit and select all adults who will be required to undergo a FA Enhanced CRB check.
- Respond to concerns and allegations appropriately.
- When there are concerns about the welfare of any young person all adults in our Club are expected to share those concerns with the Designated or Alternate Child Protection Officer.

The Child Protection Officer is responsible for:

- Monitoring and recording concerns.
- Making referrals to Social Services, The Police or NSPCC without delay.
- Liaising with other agencies.
- Confidentiality

In cases of disclosure of abuse, by either Junior, Senior or Honorary Members, the Club is obliged to share information with the Child Welfare Officer who may have to refer concerns to Social Services.

Senior/Honorary Member Staff Allegations

Concerns about the behaviour of adults within the Club will be referred to the Child Welfare Officer who will contact the Social Services or Police as appropriate.