

# ALLESTREE JUNIORS FOOTBALL CLUB

**\* Founded in 1977 \***

## CLUB RULES

### **1. Name**

The Club is called “Allestree Juniors Football Club”.

### **2. Objects**

The object of the Club is to promote junior and youth football in Allestree, Derby through the organising of:

- (a) teams in age groups up to and including Under 18 years of age as defined by the Derby City League, the Derby Community League and any other league in which the General Committee decides to enter a team;
- (b) social and fund raising activities; and
- (c) coaching sessions to promote the Club within the local community.

### **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 Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- (b) the Club will also abide by The Football Association’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

### **5. Membership**

The members of the Club are:

- (a) the subscribers to these rules;
- (b) all players registered by the Club who may be represented by a parent or guardian in their dealings with the Club’s activities; and
- (c) such persons as the Executive Committee think fit to admit to membership.

## 6. Registration, Match and Training Fees

- (a) an Annual Registration Fee payable by each player shall be determined from time to time by the General Committee. Any Fee shall be payable on a successful application for membership, and annually by each player. Fees shall not be repayable;
- (b) match and training fees shall be paid by players in such amounts as decided by the General Committee from time to time and as administered by the Team Managers; and
- (c) players who fail persistently to pay fees due or are in arrears with such payments shall be at risk of non selection for matches and, after reasonable notice in writing from the Club Secretary, shall be at risk of being suspended or having their registration cancelled by the General Committee.

## 7. Management

- (a) the Club is managed by an Executive Committee and supported by a General Committee;
- (b) the Executive Committee shall comprise the Chair, Secretary, Treasurer and 2 Team Manager's representatives;
- (c) the General Committee shall comprise the members of the Executive Committee and all other Team Managers (i.e. the Managers of each age group teams being organised by the Club at any time) and any Assistant Team Managers who have been appointed;
- (d) both Committees must be elected at the Annual General Meeting in each year and subject to the termination of office by resignation, removal or otherwise, the members remain in office until their successors are elected at the Annual or Extraordinary General Meeting following their election;
- (e) the Executive Committee may fill at any time any casual vacancy that occurs on either Committee and in particular may appoint any Team Manager or Assistant Team Managers where there are vacancies at the last annual or extraordinary meeting, or to replace offices that become vacant, and it may also co-opt non voting individuals to the Executive Committee for specific purposes;
- (f) retiring members of the Committees may be re-elected;
- (g) the Executive Committee shall conduct the administrative, legal and financial business of the Club and the General Committee shall advise on those matters when appropriate and conduct business concerning the management of football and social activities;
- (h) at any meeting of either Committee at which the Chair is not present, the members in attendance may elect one of their number to chair the meeting;
- (i) all decisions of either Committee shall be made by a simple majority vote of those members present. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote;

- (j) the Executive Committee may at any time remove any member of either Committee from his / her office and appoint another person in his / her place. A legitimate reason would require to be entered into the minutes;
- (k) the Executive Committee and the General Committee shall meet and regulate their meetings as they think fit. Any member of either Committee may, and the Secretary on the requisition of a member shall, at any time summon a meeting of either Committee;
- (l) the quorum necessary for the transaction of business by the Executive Committee shall be three, and that for the General Committee shall be seven;
- (m) except for the powers in paragraphs (d, e, j, o.) the Executive Committee may delegate any of their powers, or those of the General Committee following discussion at a meeting of the General Committee, to a sub committee comprising one or more members and on such conditions as they think fit;
- (n) the subsequent discovery of a defect in the appointment or election of any person or committee or sub committee shall not affect the validity of any act of that person or committee or sub committee;
- (o) the Executive Committee shall consider any issue concerning the discipline of members and shall have the power to warn, suspend or terminate the membership or registration of a member if they think fit following a hearing, upon reasonable notice in writing giving sufficient details of a complaint and the member's response to it, in accordance with the Clubs Complaint Procedure.
- (p) 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.

## **8. Property**

- (a) the property of the Club comprises football equipment and ancillary items related to the playing of football and social and fund raising activities, and also funds;
- (b) such property shall be acquired, maintained and replaced upon the direction of the Executive Committee and shall be held by the Team Managers or such individuals as the Executive Committee decides on behalf of the Club; and
- (c) the Executive Committee shall have the power to insure any Club property it considers adequate and to insure any individuals against all claims in respect of their holding property.

## **9. Awards**

At the end of the season the Club shall present awards to teams and players as the Club members and Team Managers decide. ( The intended awards at the date of the adoption of these Rules are set out in the annex. )

## 10. General Meetings

- (a) an Annual General Meeting of the Club shall be held each June or July with the purpose of :
- receiving a report of the activities of the Club over the previous year;
  - receiving a report of the Club's finances over the previous year;
  - electing the members of the Club's Executive and General Committees;
  - considering any other business.
- (b) nominations for election of members as Club Officers or as members of the Club's Committees 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 Annual General Meeting. Notice of any resolution to be proposed at the Annual General Meeting shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) the Executive Committee may at any time call an Extraordinary General Meeting and must do so if requested in writing by not less than 15 members;
- (d) in the absence of the Chair the members present shall elect a Chair for the meeting from amongst themselves;
- (e) the Club Secretary shall give at least seven days clear notice in writing of General Meetings and the business to be transacted to all members;
- (f) each member shall have one vote except that the parent or guardian of a player shall not be entitled to vote if the player votes on the matter to be decided. Voting shall be by a show of hands unless a ballot is demanded by not less than the majority of the members present;
- (g) no vote may be cast by proxy;
- (h) nine members shall be a quorum. If within 30 minutes from the time appointed for the meeting the quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day, time and place the next week and if at the adjourned meeting the quorum is not present within 30 minutes, the members present shall be a quorum.

## 11. Accounts

Accounts shall be prepared and laid before the Annual General Meeting as an audited statement of account and report of the activities of the Club.

## **12. Club Finances**

- (a) a bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chair, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account;
- (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 Executive Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club;
- (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) the Club Property, other than the Club Account, shall be vested in not less than two and no more than four Officers, one of whom shall be the Chair, who shall deal with the Club Property as directed by decisions of the Executive Committee and entry in the Minute Book shall be conclusive evidence of such a decision;
- (f) the Officers shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting;
- (g) upon their removal or resignation, Officers shall execute a Conveyance in such form as is published by The Football Association from time to time to newly-elected Officers or the existing Officers as directed by the Executive Committee. On the death of an Officer, any Club Property vested in them shall vest automatically in the surviving Officers. If there is only one surviving Officer, an Extraordinary General Meeting shall be convened as soon as possible to appoint another Officer.

## **13. Insurance**

The Club shall not arrange insurance for players or other members in respect of personal accident, injury or death whilst engaged in Club activities unless the Executive Committee decides otherwise.

## **14. Notices**

Notices shall be sent to members at the address given to the Secretary.

## **15. Dissolution**

- (a) a resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present;

- (b) the dissolution shall take effect from the date of the resolution and the members of the Executive 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 disposed of in such manner as the members of the Club with the consent of the parent Association shall determine.

## 16. Amendment

These rules may be altered or added to by a resolution of a General Meeting of the Club carried by a majority of at least two thirds of the members present at such meeting, notice of which shall have contained particulars of the proposed alteration or addition.

## 17. Anti Discrimination Policy

- (a) the 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. The Club will confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability;
- (b) equality of opportunity means that in all 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;
  - training courses;
  - external coaching, education activities and awards;
  - football development activities;
  - selection for teams;
  - appointments to honorary positions.
- (c) the 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;
  - (d) the 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.

## 18. Equal Opportunities Policy.

- (a) the 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;
- (b) 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.
- (c) the 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;
- (d) any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Club's policy, any members offending will be dealt with under the disciplinary procedure;
- (e) 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 made to such members who request it.

## **19. 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.

- (a) they should report the matter to the Club Secretary or another member of the Committee. Your report should include:
  - details of what, when, and where the occurrence took place.
  - any witness statement and names.
  - names of any others who have been treated in a similar way.
  - details of any former complaints made about the incident, date, when and to whom made
  - a preference for a solution to the incident.
- (b) the Club's Management Committee will sit for any hearings that are requested.
- (c) the Club's Management Committee will have the power to:
  - warn as to future conduct
  - suspend from membership
  - remove from membership any person found to have broken the Club's Policies or Codes of Conduct

## **20. Child Protection Policy**

- (a) any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
- (b) Allestree Juniors Football Club adhere to the Football Association's Policy for Child Protection, and will always have at least 2 Members who have attended the F.A. Child Protection Workshop, as the Club's Child Protection Officers.

## **21. Code of Conduct for Coaches / Managers**

- (a) coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- (b) coaches must place the well-being and safety of each player above all other considerations, including the development of performance.

- (c) coaches must adhere to all guidelines laid down by governing bodies.
- (d) coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- (e) coaches must not exert undue influence to obtain personal benefit or reward.
- (f) coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- (g) coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- (h) coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- (i) coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- (j) coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- (k) coaches must consistently display high standards of behaviour and appearance.
- (l) coaches must not use or tolerate inappropriate language.

## **22. Code of Conduct for Players.**

### Obligations towards the game

*A player should;*

- make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- 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.
- set a positive example for others, particularly young players and supporters.
- avoid all forms of gamesmanship and time-wasting.
- always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.

- not use inappropriate language.

### Obligations towards One's Own Team

*A player should;*

- make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- 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;*

- know and abide by the Laws, rules and spirit of the game, and the competition rules.
- accept success and failure, victory and defeat, equally.
- resist any temptation to take banned substances or use banned techniques.

### Respect towards Opponents

*A player should;*

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

### Respect towards the Match Officials

*A player should;*

- accept the decision of the Match Official without protest.
- avoid words or actions which may mislead a Match Official.
- show due respect towards Match Officials.

### Respect towards Team Officials

*A player should;*

- abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.

- show due respect towards the Team Officials of the opposition.

#### Obligations towards the Supporters

*A player should;*

- show due respect to the interests of supporters.

### **23. 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;*

- set a positive example for others, particularly young players and supporters.
- promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- 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.
- avoid all forms of gamesmanship.
- show due respect to Match Officials and others involved in the game.
- always have regard for 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.
- not use or tolerate inappropriate language.

#### Obligations towards the Team

*The team official should;*

- make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
- give priority to the interests of the team over individual interests.
- resist all illegal or unsporting influences, including banned substances and techniques.
- promote ethical principles.

- show due respect for the interests of the players, coaches and officials, their own club/team and others.

### Obligations towards the Supporters

*The team official should;*

- show due respect for the interests of supporters.

### Respect towards the Match Officials

*A team official should;*

- accept the decisions of the Match Official without protest.
- avoid words or actions which may mislead a Match Official.
- show due respect towards Match Officials.

## **24. 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 – it's fun. It is important to remember that however good a child becomes at football within your 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.
- improving the child's skills and techniques.

A parent's / 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 your 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 your 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 your club agree and adhere to your club's Code of Conduct and Child Protection Policy.

## ANNEX

Annually awards will be made to:

- (a) every registered player who has played in at least part of one League or Cup match during the season subject to the discretion of the appropriate Team Manager.
- (b) in each team:
  - the player of the year – nominated by the Team Manager.
  - most improved player – nominated by the Team Manager.
  - the players' player of the year – nominated by the registered players in the team by ballot organised by the Team Manager.
- (c) club team of the year – nominated by the Executive Committee.
- (d) club leading goal scorer of the year.
- (e) any player who has completed the under 16 years of age group season who has at least 5 years consecutive seasons. However the discretion of the Executive Committee can be exercised in the case of broken service.