



# Members Handbook

2007-2008

**WELCOME...**to Sutton Juniors Football Club. The management of Sutton Juniors would like to welcome you to the club. Our aim is to provide youngsters in the area an opportunity to participate in organised football matches either in a league format or friendly games for the younger teams. This season will hopefully be the one that sees Sutton achieve FA Charter Standard Status.

We currently have teams ranging from Under 6 to Under 15. The club was formed in 2002 and participates in the local Keybury League and the Craven, Aire & Wharfe Junior League. We operate a strict Child Protection policy as advised by the Football Association.

**REGISTRATION...**A registration form needs to be completed for each player. Registration runs for one year from July through to June. Please ensure that it is fully completed and returned to one of the team managers or club secretary, along with the appropriate registration fee. Players cannot play in league matches until this is completed and received by the club secretary.

**INSURANCE...**Through our affiliation with the West Riding County Football Association, the Club has public liability insurance of £5 million. It is the responsibility of players or their parents/carers to arrange any additional insurance against personal injury.

**WEBSITE...**The club website, [www.suttonjfc.co.uk](http://www.suttonjfc.co.uk) is where you can keep up to date with all the teams and any events that the club are holding or taking part in. We also have an online shopping outlet where you can help raise funds for the club simply by doing any online shopping via the Sutton Shop.

**Sutton Juniors AFC Club Rules**

The club shall be called Sutton Juniors A.F.C. (the Club)

The objects of the Club shall be to arrange association football matches and social activities for its members.

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

**RULES AND REGULATIONS**

1. 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, West Riding 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.
2. No alteration to the Club Rules shall be effective without prior written approval by the West Riding County Association.
3. 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.

## **CLUB MEMBERSHIP**

1. The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
2. 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.
3. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
4. The Football Association and West Riding County Association shall be given access to the Membership Register on demand.

## **ANNUAL MEMBERSHIP FEE**

1. 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.
2. 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.

## **RESIGNATION AND EXPULSION**

1. 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.
2. 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. There shall be no appeal procedures.
3. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

## **CLUB COMMITTEE**

1. The Club Committee shall consist of the following Club Officers: Chairman, Vice Chairman, Treasurer, Secretary and Minutes Secretary, plus a representative from each age group, elected at an Annual General Meeting.
2. A register of elected officers shall be maintained by the Secretary and shall be available for inspection by any club member. The register shall be included within the Club information file.
3. 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 Chairman 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 or secretary. The quorum for the transaction of business of the Club Committee shall be three.
4. Decisions of the Club Committee of meetings shall be entered into the Minutes File of the Club to be maintained by the Club Secretary.
5. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
6. 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.
7. Save as provided for in the Rules and Regulations of The Football Association and the West Riding 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.

#### ANNUAL AND SPECIAL GENERAL MEETING

1. An Annual General Meeting (AGM) shall be held in each year to:
  - a. receive a report of the activities of the Club over the previous year
  - b. receive a report of the Club's finances over the previous year
  - c. elect the members of the Club Committee
  - d. consider any other business.
2. Nominations for election of members as Club Officers or as members of the Club Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 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.
3. 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 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.
4. 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.
5. The quorum for a General Meeting shall be 10 members .
6. 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 an equality of votes the Chairman of the Meeting shall have a casting vote.
7. 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.

#### CLUB TEAMS

1. 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.
2. The appointed members shall be responsible for managing the affairs of the team.
3. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

## CLUB FINANCES

1. A bank account is maintained in the name of the Club (the Club Account) at Barclays Bank Ltd. Designated **account signatories are the Club Chairman, the Club Secretary and the Treasurer**. No sum shall be drawn from the Club Account except by cheque signed by one of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
2. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
3. The Club 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.
4. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time. The Club financial year shall follow the Inland Revenue Tax Year.
5. The Club Property, other than the Club Account, shall be vested in two custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minutes File shall be conclusive evidence of such a decision. The two custodians shall be listed in the register of Club Officers.
6. The Custodians 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.
7. On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
8. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## DISSOLUTION

1. 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.
2. 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.
3. 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.

## **Sutton Juniors AFC Players Conduct**

The main objective for Sutton Juniors is to make football fun, help players learn new skills and to build self confidence. We want to make football so much fun that the children will want to be involved and they will keep coming back for more. Players are the most important people in the sport. Playing for a team, and for the team to win, is the most fundamental part of the game. But not winning at any cost - Fair Play, positive attitudes and respect for all others in the game is fundamentally important. So we have set up this Code of Conduct, which must be followed by all players.

### **Obligations towards the game**

A player should:

- Ensure they have appropriate clothing and equipment. Football boots for grass, shin pads, a filled drinks bottle and clothing to suit the weather conditions.  
Turn up at least ten minutes before training, at least thirty minutes before a match and be ready to participate at the advertised starting time.
- Inform their coach well in advance if they are going to be absent or late.
- Make every effort to develop their 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 their team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly younger 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 and be courteous and polite at all times towards team mates, opponents, coaches, referees and club officials.
- Always follow the directions of their coach.
- Show respect for the facilities and equipment they use. All players will be expected to help set up and clear away equipment.
- Shake hands with opponents, officials and the referee at the end of a game.

### **Obligations towards one's own team.**

A player should

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

## **Sutton Juniors AFC**

### **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.

#### ***The will to win is not nearly as important as the will to prepare to win.***

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.

The following is The F.A. 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, their parents) 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. Coaches must not use or tolerate inappropriate language.

## **Sutton Juniors AFC**

### **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 our club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

1. Children enjoying football.
2. A sense of personal achievement.
3. Self-esteem.
4. 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:

1. Other players.
2. Officials.
3. Managers.
4. Spectators.

Parents / spectators within our club are always positive and encouraging towards all of the children not just their own.

**Sutton Juniors AFC parents / spectators shall:**

1. Be their child's best fan.
2. Help their children keep their priorities straight by maintaining a focus on schoolwork, relationships and other things in life besides football. Also help them fulfil their obligations to the team.
3. Applaud the opposition as well as your own team.
4. Avoid coaching the child during the game.
5. Not shout and scream.
6. Respect the referee's decision.
7. Give attention to each of the children involved in football not just the most talented.
8. Give encouragement to everyone to participate in football.
9. Agree to club codes by signature of club/player/parent agreement.
10. Keep football in its proper perspective and HAVE FUN.

**Let the children play, coaches coach, referees ref and the managers pick the team**

### **Sutton Juniors AFC 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.  
The report should include:
  - a. Details of what, when, and where the occurrence took place.
  - b. Any witness statement and names.
  - c. Names of any others who have been treated in a similar way.
  - d. Details of any former complaints made about the incident, date, when and to whom made.
  - e. 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:
  - a. Warn as to future conduct
  - b. Suspend from membership
  - c. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

## **Sutton Juniors AFC**

### **Anti-Discrimination and Equal Opportunities Policies**

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. Sutton Juniors Association Football Club shall set standards of at least equal value and shall review those standards at no more than annual intervals.

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.

#### ***Anti Discrimination Policy***

1. Sutton Juniors Association 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.
2. Equality of opportunity at Sutton Juniors Association 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:

- a. The advertisement for volunteers.
  - b. The selection of candidates for volunteers.
  - c. Courses.
  - d. External coaching and education activities and awards.
  - e. Football development activities.
  - f. Selection for teams.
  - g. Appointments to honorary positions.
3. Sutton Juniors Association 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.
  4. Sutton Juniors Association 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.

#### **Equal Opportunities Policy**

Sutton Juniors Association 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:

1. 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.
2. 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.
3. Imposing requirements on an individual 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.
4. Victimisation of an individual.
5. Harassment of an individual, by virtue of discrimination.

6. 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 of 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.

Sutton Juniors Association 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.

## **Sutton Juniors Football Club Child Protection Policy**

1. Sutton Juniors Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the polycstatement contained in that document.

2 The key principles of The FA Child Protection Policy are that: The child's welfare is, and must always be, the paramount consideration. All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. Working in partnership with other organisations, children and young people and their parents or carers is essential. We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Football Club recognises that this is the responsibility of every adult involved in our club.

3 Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4 We endorse and adopt The FA's ChildProtection and Best Practice Guidelines for Recruiting Volunteers and will:

- Develop a role profile

- Request identification documents

- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing

- Request and follow up with two references before appointing

- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Football Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Football Club, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information.

Contacts Directory.