

GREAT YARMOUTH TOWN FOOTBALL CLUB

(Founded 20 JULY 1897)



Smudgers Clubhouse, Wellesley Recreation Ground,
Sandown Road, Great Yarmouth, NR30 1EY.

CLUB CONSTITUTION OPERATING RULES AND REGULATIONS

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SECTION 1 – IDENTIFICATION:

Club Rule 1.1 – NAME AND COLOURS:

The registered name of the organisation shall be “Great Yarmouth Town Football Club” and shall hereinafter be referred to as the “**Football Club**” and the Football Club shall have the nickname of “**The Bloaters**”. The registered official club colours for all the teams representing the Football Club shall be Amber and Black shirts, black shorts and black socks as approved by the League(s) in which the team(s) is/ are playing.

Club Rule 1.2 – LOCATION(S):

The registered headquarters of the Football Club shall be situated at “**Smudgers Clubhouse**” Sandown Road, Great Yarmouth, Norfolk, NR30 1EY and the registered home ground venues for the teams representing the Football Club shall be;

- located within the boundaries of the Wellesley Recreation Ground, Wellesley Road, Great Yarmouth, Norfolk, NR30 1EX.
- located within the boundaries of the Beaconsfield Recreation Ground, Beaconsfield Road, Great Yarmouth, Norfolk, NR30 4NS.

Club Rule 1.3 – MEMBERSHIP AND AFFILIATION(S):

The Football Club shall be a registered full member club of "The Football Association Limited" hereinafter referred to as "**The FA**" and shall possess the status of an FA England Football Accredited football club. The Football Club shall be directly affiliated to the following;

- the “Norfolk County Football Association Limited” hereinafter referred to as the “**County FA**”, and
- with various Leagues’ and associated Cup competitions entered into for a particular seasonal year (**1st June to 31st May**) at the discretion of the Club Management Committee.

Club Rule 1.4 – CONSTITUTION:

The Football Club shall be formally constituted and organised on an amateur basis as a not-for-profit local community football club. The Club Constitution and Rules shall be the primary governing document for the Football Club and it shall outline the main aims and objectives of the Football Club,

how it is structured and managed and the operating rules, regulations, policies and procedures that govern the Football Club shall hereinafter be referred to as the “**Club Rules**”.

Club Rule 1.5 – COMMUNITY INTEREST COMPANY:

The Football Club shall set up a Community Interest Company and be formally incorporated under the Companies Act 2006 as “Great Yarmouth Town CIC” (Company Number 15306550), which means all profits shall be retained and reinvested back into the Football Club, for the benefit of the local community of Great Yarmouth and the surrounding areas. Like an unincorporated association, the CIC shall be set up as a private company limited by guarantee and shall be owned by the appointed CIC directors and the CIC members. This shall enable the Football Club to have a separate legal identity allowing it to enter into contracts and grant and funding applications in its own right and the CIC Members shall agree to pay a minimal fee if the Football Club becomes insolvent therefore limiting their liability. The CIC members shall be entitled to attend CIC meetings and vote which shall include appointing and removing directors. The CIC shall be governed by its Articles of Association and advantages of a company limited by guarantee shall include;

- **Separate Legal Entity:** This allows the Football Club to enter into contracts and hold assets or investments in its own name, and
- **Limited Liability:** Members are protected and only required to pay an agreed fee (typically £1) if the Football Club becomes insolvent. Having limited liability will protect the directors (of the company) and members against a claim, provided the directors have been compliant with company law requirements.

SECTION 2 – MAIN AIMS AND OBJECTIVES:

Club Rule 2.1 – MAIN AIMS:

The Football Club main aims are to develop a not-for-profit local community organisation whose main purpose is to progress both individual and team excellence in the game of association football in order that each individual and team are able to compete at the highest level they are capable of playing.

The Football Club shall aim;

- to provide the best opportunity for Club members to play the game of association football regardless of their age, gender, race, nationality, sexual orientation, marital status, ethnic origin, colour, religion or belief, ability or disability.
- to develop and enhance the Club members football abilities, technically and tactically, while maintaining a high level of enjoyment and love for the game of association football and to provide the opportunity for everyone to play.
- to develop all Club members to become valuable residents of the local community of Great Yarmouth and the surrounding areas and instil the principles of good social responsibility, good sportsmanship, teamwork, honesty, loyalty and a respect for authority.

Club Rule 2.2 – OBJECTIVES:

The Football Club shall be open to the local community of Great Yarmouth and the surrounding areas without discrimination and welcomes as Club members children, adults, families, parents, guardians, carers and supporters as valued Club members of the Football Club. The Football Club values honesty, integrity, loyalty, and people willing to assist in the operation and development of the Football Club at Senior, Youth and Junior levels in a professional manner. The Football Club shall be established to pursue the following objectives;

- to provide a safe and enjoyable sporting experience for all the Club members to play the game of association football at an appropriate level and endeavour to develop the skills of all participating Club members by setting and maintaining high standards.
- to help all Club members build and develop their character as resourceful and responsible individuals by providing opportunities, through the game of association football, for their mental, physical, social and leadership development.
- to establish a fun challenging and developmental experience appropriate to the children’s age and stage of development so that they shall take pride in representing the Football Club using a defined player pathway from a Club Junior U7 player through to a Club Senior player of the Football Club.

Club Rule 2.3 – STATEMENT OF PURPOSE:

Underlying the main aims and objectives of the Football Club shall be our statement of purpose: “The main purpose of the Football Club shall be to provide sporting facilities for, and encourage participation for everyone in the growth and development of the game of association football within the local community of Great Yarmouth and the surrounding areas”. The Football Club shall achieve this through the following;

- it shall encourage and promote the development of association football within the local community of Great Yarmouth and the surrounding areas in a fun positive and enjoyable environment.
- it shall strive to provide every opportunity for Club members of all capabilities and aspirations to participate in the game of association football and the training and playing environment is of the highest quality, and
- to take a professional approach in everything the Football Club does and to above all, have regard to public interest and the local environment in all aspects of the Football Clubs operations.

Club Rule 2.4 – DEVELOPMENT PLAN:

Plan for the future: The Club Development Plan shall bring Club members together to outline the needs of the Football Club and to generate ideas for areas of improvement and expansion within the organisation. The Club Development Plan shall be designed to provide a process for self-assessment and guidelines for critical internal review and shall be reviewed annually on where the vision of the Football Club needs to be and shall provide a blueprint of how the Football Club is going to get there, whilst achieving key objectives over a set period of time. The Club Development Plan shall be divided into three (3) main sections, each of which answers an important planning question;

- **Where are we now?** What is the current situation of the Football Club.
- **Where do we want to be in the future?** What is the direction that the Football Club wishes to take, and
- **How will we get there?** What actions does the Football Club need to take.

Note: In preparing this document it shall be important to understand and build upon the vision that the Club Management Committee shall be working towards delivering and the goals should be SMART – Specific, Measurable, Attainable, Realistic and Timebound.

SECTION 3 – MANAGEMENT AND GOVERNANCE:

Club Rule 3.1 – GOVERNING PRECEDENCE:

The Football Club shall be subject to the published rules and regulations of the following governing authorities in order of precedence to which the Football Club is directly affiliated;

1. The FA.
2. the County FA, and
3. any approved League and associated Cup competitions to which the Football Club is affiliated to for a particular seasonal year (**1st June to 31st May**) and these shall be deemed to be incorporated into the published Club Rules.

Club Rule 3.2 – POWERS OF MANAGEMENT:

The duly elected Club officers of the Club Management Committee who shall upon their own responsibility have full power of the Football Club, to make decisions upon all matters of management, administration and finances, to promote, to provide for, to regulate and to manage the Football Club in every way without discrimination of any form. The Football Club shall be under no obligation, written or otherwise, to any individual, organisation or other football club and it shall have the sole and entire control of its own finances and assets hereinafter referred to as the “**Club Property**”, management and administration. Save as provided for in the Rules and Regulations of the FA, County FA, League and associated Cup competitions to which the Football Club shall be directly affiliated, the Club Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the published Club Rules.

Club Rule 3.3 – TRANSPARENCY AND ACCOUNTABILITY:

The duly elected Club officers of the Club Management Committee shall be committed to openness, transparency and accountability and shall understand that the Football Club is a member-based community football club and that they need to work transparently in performing their roles and responsibilities. The Football Club policies shall reflect its wish to release all information it holds as far as this is consistent with the protection of individual confidentiality, the effective management of its day-to-day operations, relevant policies and procedures and relevant legislation.

Club Rule 3.4 – JURISDICTION:

The duly elected Club officers of the Club Management Committee shall be responsible and have sole authority for establishing, amending and enforcing the published Club Rules which shall form a binding agreement between the Football Club and each current fully paid-up Club member. The Football Club shall have jurisdiction over all Club members, including associated individuals such as supporters, parents, guardians or carers of Club players and all Football Club activities shall be conducted in accordance with the published Club Rules.

Club Rule 3.5 – ACKNOWLEDGEMENT:

All Club members shall acknowledge and agree that the published Club Rules constitute a legally binding agreement to regulate the relationship of the Club members with the Football Club and each other. The following statement shall appear on the Club “**Membership Application Form**” and should be signed by the Club member and must also be countersigned by a parent or legal guardian of Club members under eighteen (U18) years of age: *“I acknowledge the published Club Rules and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Football Club. I further acknowledge and accept the responsibilities of membership upon Club members as set out in these rules”*.

Club Rule 3.6 – AMENDMENTS TO CLUB RULES:

Proposed amendment(s), addition(s) or new rule(s) must be made in writing by a duly elected Club officer (the proposer) and submitted to the Club Secretary by **1st May** in each particular seasonal year. The proposed amendment(s), addition(s) or new rule(s) shall be submitted to the County FA for written approval and the FA and the County FA reserve the right to approve any proposed changes to the Club Rules and no changes shall be effective without prior written approval of the County FA. The approved amendment(s), addition(s) or new rule(s) shall be presented to the Club officers in attendance at a Club Management Committee meeting prior to the Annual Members Meeting (AGM) or at an Extraordinary Members Meeting (EGM) convened by the Club Management Committee solely for that purpose. The Club Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the published Club Rules and the Club Management Committee shall from time to time make, vary and revoke the published Club Rules.

Club Rule 3.7 – CLUB POLICY REVIEW AND MANAGEMENT:

The Football Club shall under the direction of the duly elected Club officers of the Club Management Committee and in accordance with the published Club Rules ensure that all Club Policies and Procedures are constructed, formatted, distributed and reviewed on a yearly basis. Management of the Club Policy and Procedures identifies responsibilities in three (3) different areas this involves pre-season planning, playing season introduction, and post season evaluation and if necessary, revision of the Club policies and procedures;

- **Pre-season Planning;**
 - to review and update Club policies and procedures, and
 - to review Club policies and procedures for participation in association football.
- **Playing season Introduction;**
 - to present Club policies and procedures in the published Club Rules, and
 - to apply Club policies and procedures and enforce consequences of violations.
- **Post season Evaluation;**
 - to record “critical events” that tested the Club policies and procedures, and
 - to write reminders for modifying Club policies and procedures based on these events.

Club Rule 3.8 – CLUB POLICIES AND PROCEDURES:

The Football Club shall be under the direction of the duly elected Club officers of the Club Management Committee who shall act in accordance with the published Club Rules to ensure that all Club Policies and Procedures are properly implemented and adhered to;

- **Health and Safety – Club Statement:** The Football Club shall be committed to a safe environment for all Club officers, management, coaches, members, players and volunteers. It shall promote standards of health, safety and welfare within the game of association football and will ensure compliance with all relevant statutory requirements. The Football Club shall ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Appropriate instruction and training shall also be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the Football Club and that this policy is collectively implemented. **(Policy and Procedures - Addendum 1):**
 - **Medical Emergency Action Plan (MEAP):** The Football Club shall have a clearly documented plan that outlines the actions and processes that need to be fulfilled in an emergency situation within its registered home ground venue. Suitable first aid provision and a MEAP are a routine part of ensuring a Club members welfare at the Football Club. Once the MEAP has been created it must be communicated to all appointed Club Team officials' managers, coaching staff, medical personnel and any other Club volunteers taking on the responsibility of first aid and incident management.
 - **Food Safety Management:** By law, all Football Club food handlers must have an understanding of the principles of food hygiene and know how to work safely so as to protect the food they serve from contamination. The Level 2 Food Hygiene and Safety course shall be a minimum requirement for any Club member who handles, prepares or serves food at the Football Club. The Level 2 course shall inform the Club member of their legal responsibilities and what constitutes best practice in regards to controlling food safety hazards, controlling temperatures, food storage, food preparation, personal hygiene and premises cleaning. Upon completion of this training, the Club member shall be confident in their food hygiene knowledge and have all the skills and tools they need to keep individuals safe and comply with food hygiene law.

- **Equal Opportunities – Club Statement:** The Football Club shall be committed to a policy of equal treatment of all Club members and requires all Club members of whatever level or authority, to abide and adhere to this general principle and its requirements. Equal opportunities at the Football Club shall mean that in all the Club activities the Football Club shall not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic or national origin, ethnic or national origin, colour, religion or disability. Diversity is about recognising, respecting and valuing the differences between individuals within the Football Club and among its Club members. The Football Club shall aim to ensure that **NO** Club member suffers detriment, disadvantage or unequal treatment for any reason. **(Policy and Procedures - Addendum 2):**
Note: The Football Club shall also in addition be aware and give support to *“The FA Equal Opportunities and Anti-Discrimination Policy”* as shall be in place from time to time.

- **Safeguarding – Club Statement:** The Football Club shall implement its own safeguarding policy and procedures that shall be in compliance with the FA regulations, legislation, statutory guidance and current best practice. The Football Club shall acknowledge it has a responsibility to safeguard the welfare of every child, young person and vulnerable adult who has been entrusted to its care and is committed to working to provide a safe environment for all Club members. The Football Club acknowledges that every child or young person and vulnerable adult who plays or participates in the game of association football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. A child or young person shall be anyone under the age of eighteen (U18) engaged in any Football Club activity. **(Policy and Procedures - Addendum 3):**
Note: The Football Club shall also in addition be aware and give support to *“The FA Safeguarding Children Policy and Procedures”* as shall be in place from time to time.

- **Anti- Bullying and Harassment – Club Statement:** The Football Club shall consider that bullying, harassment, intimidation, victimisation and cyber-bullying activity in any form is

unacceptable behaviour and asserts the right of all Club Members to be treated with dignity and respect. Unacceptable behaviour of any kind is in no-one's interest as this creates a threatening and/ or intimidating environment and therefore the Football Club shall adopt a zero-tolerance approach within the Football Club structure The Football Club shall be committed to promoting a positive environment that is free from all unacceptable behaviour. All Club members shall be made aware of this Club Policy and disciplinary and corrective sanctions shall be taken against any Club member found in breach of this Policy. **(Policy and Procedures - Addendum 4).**

- **Texting and Social Media Safeguarding – Club Statement:** The Football Club Texting and Social Media Safeguarding Policy and Procedures shall apply to what is written/ posted/ streamed when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype by Club members in a personal capacity which relate to either the Football Club or other Club members. Therefore, there is a need to provide all Club members with clear guidelines on what is and what is not considered to be appropriate personal use of texting and social media. The Football Club shall take all reasonable steps to ensure the effective governance of this policy (i.e., making sure that all Club members are aware of this policy and their obligations relating to personal use of social media). The Club Management Committee considers all Club members to be responsible and accountable for material contained on their personal social networking page or blog and any breaches of this policy shall be subject to the Club disciplinary sanctions. **(Policy and Procedures - Addendum 5):**
 - **Complaints Management and Dispute Resolution – Club Statement:** The Football Club shall advocate the fair and rapid resolution of a Club member(s) complaint as close to the point of origin as possible, using the lowest level of management. A Club player should in the first instance submit their complaint to a Club Team Manager or the Club Welfare Officer who shall have to consider whether the complaint raised can appropriately be dealt with under the informal complaints procedure or whether it is of such a serious nature that it should be dealt with under the formal complaint's procedure. In the event that any Club member feels that they have suffered detriment in any way or that the published Club Rules, Policies or Standards of Behaviour have been broken they should report the matter in writing to the Club Secretary, the Club Welfare Officer or another Club officer of the Club Management Committee. **(Policy and Procedures - Addendum 6):**
 - **Disciplinary and Appeals – Club Statement:** The Football Club Disciplinary Policy and Procedures shall be essential for maintaining the high standards of conduct and behaviour throughout the Football Club and shall be handled through an informal or formal (**Addendum 7.1**) process depending on what level the Club member(s) act of misconduct is considered to be. Particular emphasis shall be placed by the Football Club on the importance of informal Club disciplinary sanctions because it encourages the Football Club to use the Club disciplinary sanctions positively through correction rather than punishment and gives the Football Club the opportunity to “nip the problem in the bud” before it shall be necessary to use the formal Club disciplinary sanctions. **(Policy and Procedures - Addendum 7):**
 - **Sponsorship and Fundraising – Club Statement:** The Football Club shall acknowledge that with an increasingly challenging economic environment, it shall be important that all Club members become more aware of the part they play in income generation for the Football Club, and the risks of not understanding what is involved. It shall also be good business practice to create a Sponsorship and Fundraising Policy within the Football Club before it applies for sponsorship from potential Club sponsors. Successful fundraising shall be vital to the continuing good health and the long-term future of the Football Club. Club members shall all have a responsibility to help raise the funds needed to fulfil the main aims and objectives of the Football Club and to ensure that the Football Club continues to make a significant impact on Great Yarmouth and the surrounding areas. **(Policy and Procedures - Addendum 8):**
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SECTION 4 – FINANCIAL REGULATIONS:

Club Rule 4.1 – FINANCIAL RESPONSIBILITY:

A bank account shall be opened and maintained in the name of the Football Club hereinafter referred to as the “**Club Account**”, along with the Club Property, it shall be vested in the Club Treasurer and not less than two (2) and no more than four (4) of the duly elected Club officers of the Club Management Committee hereinafter referred to as the “**Finance Group**” (the custodians). The Finance Group shall deal with the Club Account(s) and the Club Property as directed by the duly elected Club officers of the Club Management Committee and entry in the Minutes of the Club Management Committee shall be conclusive evidence of such a decision.

Club Rule 4.2 – FINANCE GROUP:

The Finance Group shall be the nominated custodians of the Club Account(s) and the Club Property and shall hold office until resignation or death unless removed by a resolution passed at an Extraordinary Members Meeting (EGM). On resignation a custodian of the Finance Group shall execute a Conveyance in such form as published by The FA from time to time to a newly elected custodian or the existing custodians. On death of a custodian, any Club Account(s) along with the Club Property vested in them shall vest automatically in the surviving custodians. An Extraordinary Members Meeting (EGM) shall be convened as soon as possible to appoint another custodian of the Finance Group.

Club Rule 4.3 – AUTHORISED SIGNATORIES:

All cheques drawn on the Club Account must be signed by at least two (2) of the three (3) authorised account signatories of the Football Club who shall be the Club Treasurer and one of the other two (2) named Club officers of the Club Finance Group. The signing rules of the current mandate shall be that all payments as drawn from the Club Account by the Club Treasurer must be authorised by two (2) of the three (3) authorised account signatories. When a new authorised account signatory is appointed, the bank or other financial institution shall be notified without delay and a new mandate shall be completed as soon as possible.

Club Rule 4.4 – FINANCIAL YEAR:

The financial year of the Football Club shall commence on **1st June** in each particular seasonal year and expire on **31st May** the following year. The Football Club shall operate as a not-for-profit making community organisation and any surplus income or financial gain shall be reinvested to assist in the functioning of the Football Club. Surpluses or assets shall not be distributed to Club members either individually or collectively or to third parties, however, this shall not prevent donations by the Football Club to its nominated local charities throughout the seasonal year.

Club Rule 4.5 – FINANCIAL PLANNING:

The duly elected Club officers of the Club Management Committee shall be responsible for the overall formulating, implementation and supervision of the Clubs Financial Plan(s) for each particular financial year (**1st June to 31st May**) and shall ensure that the Football Club works within its financial limitations and that correct financial procedures are applied to address any problems that may occur. The Finance Group shall establish, monitor and control both the Annual Operating Budget and the Seasonal Playing Budget within the Financial Plan and needs to forecast what kind of income the Football Club can generate from different sources and calculate the annual expenditure of the Football Club.

➤ **Income Assumptions;**

- **Key components:** Club Registration fees – Club Seasonal Membership fees – Season tickets sales – Sponsorship – Advertising – Fundraising – Donations – Match income (Entrance fee/ Programme) – Clubhouse Bar income – Sale of Merchandise – Grants – Funding.

➤ **Expenditure Assumptions;**

- **Annual Operating Budget:** GYBC Ground hire – Affiliation/ Competition fees/ fines – Insurance(s) – GYBC Rent – Utility charges - (electric, gas, water, sewage etc) – Maintenance (cleaning, painting, replacement of consumables, servicing of equipment) – Repairs that may occur through age, use or vandalism – Catering costs (Pre/ Half time/

- Post match hospitality) – Match officials – Marketing and Promotions – Medical supplies – Transport to away matches.
- **Seasonal Playing Budget:** The Club shall provide incidental expenses related to sporting and social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, meal allowance and reasonable travel mileage to away matches and training nights.

Club Rule 4.6 – ANNUAL OPERATING BUDGET:

The duly elected Club officers of the Club Management Committee shall plan for future income and expenditure by creating an “Annual Operating Budget” and approval of this is one of the fundamental building blocks of sound financial management. Creating the Annual Operating Budget is initially the responsibility of the Finance Group, who shall review the proposed budget and the duly elected Club officers shall adopt the budget at a Club Management Committee meeting. The approved Annual Operating Budget shall then serve as a guide for financial security to ensure ongoing sustainability in the months ahead. Budgets should not be “written in stone” because the financial position as a not-for-profit local community football club may change during the financial year (**1st June to 31st May**). Financial management identifies three (3) categories of responsibilities;

- **Pre-season** – shall involve forecasting, planning and the preparation of both the Football Club annual operating budget and seasonal playing budget.
- **Playing season** – shall involve implementation of the financial plan and the monitoring of all income and expenditure, and
- **Post season** – shall involve evaluation and revision of all cashflow and turnover.

Club Rule 4.7 – SEASONAL PLAYING BUDGET:

The Football Clubs Seasonal Playing Budget for the Club Senior First Team players shall be decided upon by the duly elected Club officers at a Club Management Committee meeting held during the month of May each financial year. The Club Management Committee shall appoint a Working Group which shall consist of Club officers and the appointed Club Senior First Team Official(s). The Club Senior First Team players reimbursement for incidental expenses and reasonable travel expenses for a matchday appearance and attendance at training session(s) shall be decided upon by the Working Group and presented to the duly elected Club officer of the Club Management Committee for approval.

- **Incidental Expenses:** The Club Treasurer shall pay the agreed amount for each individual Senior First Team player’s incidental expenses from the Football Clubs Seasonal Playing Budget on a monthly basis, one month in arrears and directly via BACS into the Club First Team players bank account as notified to the Club Treasurer.
 - **HMRC Statement** *“HMRC has agreed that non-contract players that are “playing for the love of the game” may be reimbursed reasonable out of pocket expenses without incurring PAYE and NI. The levels of such expenses should be agreed in writing with a Club’s local HMRC office before making the payments. The Club must maintain detailed records to support the payment of any expenses. The expense claim form must be signed by the player and authorised for payment by an officer of the Club”.*
- **Travelling Expenses:** The Club Treasurer shall pay the agreed amount for each individual First Team player’s reasonable travelling expenses, as advised by the HMRC, from the Football Clubs Seasonal Playing Budget on a monthly basis, one month in arrears and directly via BACS into the Club First Team players bank account as notified to the Club Treasurer.
 - **HMRC Statement** *“A non-contract player that is playing for the love of the game and is not employed to play for the Club (i.e., is not profiting from playing) may be reimbursed travelling expenses for travelling to and from matches and training without incurring PAYE and NI. Payments must be made in accordance with HMRC rates known as Approved Mileage Allowance Payments. The rates can vary in each tax year”.*
“If a player (contract or non-contract) is considered to be an employee of the Club then reimbursement of travel costs is taxable if they relate to travel to and from the Club’s home ground or training ground. In contrast, reimbursement of travel costs for journeys to an away ground (i.e., not the employee’s normal place of work) are not subject to PAYE.

In either case detailed records of payments must be maintained by the Club to meet HMRC requirements”.



Club Rule 4.8 – REMUNERATION AND EXPENSES:

The duly elected Club officers of the Club Management Committee shall have the power to authorise the payment of incidental expenses and reasonable travel expenses to any Club officer, Club member and/ or to any other person or persons in connection with the main purposes of the Football Club. On production of the original receipts issued for such purposes, (no receipt = no reimbursement), the Club Treasurer shall have the authority to reimburse the individual(s) by bank transfer for agreed incidental expenses and reasonable travel expenses for goods and services incurred by them in the name of the Football Club. The Football Club may also in connection with the sports related purposes of the Football Club;

- sell and supply food, drink and related sports clothing and equipment.
- employ and remunerate persons for providing goods and services, on fair terms set by the Club Management Committee without the person concerned being present.
- pay for reasonable hospitality for visiting teams and officials, and
- pay for reasonable hospitality for match day, match ball and man-of-match Club sponsors.

Club Rule 4.9 – DISCIPLINARY ADMINISTRATION CHARGES AND FINES:

The County FA shall issue a Charge against the Football Club at any time during the playing season in relation to cautionable or sending-off offences committed by Club players of the Football Club.

- **Caution Offences:** (The application of a yellow  card).
 - The Club Secretary shall upon receiving a County FA report that a Referee has cautioned a Club player for a violation of the Laws of the Game inform the Club player in question that the caution has been administered and recorded.
 - The Club Treasurer shall on behalf of a Club player pay to the County FA the Discipline administration charge/ fine imposed within the required timescale of the date on the electronic notification. The full amount of the County FA Discipline administration charge/fine along with any additional Club punishment fine not reimbursed to the Club Treasurer within fourteen (14) days of the offence shall result in that Club player being automatically suspended from all Football Club activities until such fine is paid in full.
- **Dismissal Offences:** (The application of a red  card).
 - The Club Secretary shall upon receiving a County FA report that a Referee has dismissed a Club player from the field of play for misconduct inform the Club player in question of the offered punishment and the appropriate fine along with the dates of suspension.
 - The Club Treasurer shall on behalf of a Club player pay the County FA the Discipline administration charge/ fine imposed within the required timescale of the date of the electronic notification. The full amount of the County FA Discipline administration charge/ fine along with any additional Club punishment fine not reimbursed to the Club Treasurer within fourteen (14) days of the offence shall result in the Club player being automatically suspended from all Football Club activities until such fine is paid in full.

Club Rule 4.10 – ACCOUNTING RECORDS:

The Club Treasurer shall be responsible for maintaining proper accounting records, ensuring that all income is collected, recorded then deposited into the Club Account(s) in the name of the Football Club. The Club Treasurer shall issue receipts for all monies received and shall also ensure that payment of all membership, affiliation, competition fees and/ or fines are paid by the set date, as additional fines may be imposed for late payment. The Club Treasurer shall keep proper accounting records for recording the fact and nature of all income and expenditure so as to disclose with reasonable accuracy, at any time, including the Club Property, the current financial situation of the Football Club.

Club Rule 4.11 – BOOK OF ACCOUNTS:

The Club Treasurer shall keep an electronic “**Book of Accounts**” in which shall be carefully entered all income and expenditure details from the preceding year (**1st June to 31st May**). The Club Treasurer shall be responsible to keep such book which shall enable them to prepare and present to the Annual Members Meeting (AGM) each year a duly audited balance sheet and where necessary accompanying financial statements for consideration and approval by the current fully paid-up Club

members present in person and voting. A Book of Accounts and all accounting records shall be retained by the Football Club for a minimum of six (6) years, not including the current seasonal year (**1st June to 31st May**), and these must be available for production to the County FA whenever required.

Club Rule 4.12 – AUDITED ACCOUNTS:

The Club electronic “Book of Accounts” shall be audited annually by the Auditor or Independent Examiner of the Football Club appointed at the Annual Members Meeting (AGM). The date of such completion as fixed by the duly elected Club officers of the Club Management Committee shall be on or before **1st June** in each particular year. The Auditor or Independent Examiner shall report to the Club members if, in their opinion, the “**Annual Summary of Club Final Accounts**” is not consistent with any income or expenditure financial statements or if they have NOT received all the information and/ or explanations they require for the completion of the audit or examination of the final accounts.

Club Rule 4.13 – JUNIOR AND YOUTH TEAM ACCOUNTS:

All Club Junior and Youth Team managers must keep accurate financial records for their individual teams of all financial transactions, income and expenditure, and each manager shall work closely with the Club Treasurer on a monthly basis to ensure all accounts are in good standing. The Club Treasurer shall work with all Club Youth Team managers to ensure that all team accounts are balanced with no monies in arrears. Any financial records along with relevant receipts must be handed to the Club Treasurer for inspection within seven (7) days of a request, if at any time required. Failure to comply, or discrepancies in such financial records, shall be dealt with as considered appropriate at the discretion of the Club Management Committee.

Club Rule 4.14 – FINANCIAL REVIEW/ REPORT:

At each Club Finance Group meeting the Club Treasurer shall present a review of the current financial situation of the Football Club for discussion with the other Club officers. At each monthly Club Management Committee meeting the Club Treasurer shall then present a report of the current financial situation of the Football Club, unless a full financial statement is requested beforehand by the duly elected Club officers of the Club Management Committee.

Club Rule 4.15 – IRREGULARITIES:

Where a duly elected Club officer of the Club Management Committee or a Club member suspects that fraud, theft, corruption or other financial irregularity has taken place within the Football Club they should immediately inform a duly elected Club officer of the Club Management Committee. Where the Club officer or Club member feels that this compromises them in any way or that the alleged irregularity concerns another duly elected Club officer of the Club Management Committee the approach shall be made to the Club Chairperson. Any information received shall be treated as strictly confidential.

Club Rule 4.16 – INVESTIGATION:

Where a duly elected Club officer of the Club Management Committee or Club member is suspected of fraud, theft, corruption or other financial irregularity they shall be subject to immediate investigation and where a Police investigation is instigated this shall be separate from any internal process. The approach the duly elected Club officers of the Club Management Committee shall take in addressing any alleged irregularity shall be comprehensive, balanced and fair and in conjunction with the Club’s Disciplinary Policy and Procedures.

- **Investigation Report:** Following investigation by the duly elected Club officers of the Club Management Committee and invoking of the Club’s Disciplinary Policy and Procedures (**Addendum 7**) is considered necessary, any information received shall form part of the investigation report. The Club officer(s) or Club member(s) concerned shall be required to submit a signed statement of fact and may be required to appear as a witness in any subsequent formal hearing. ALL Club officers and Club members have a duty to protect the Club Property.

Club Rule 4.17 – INDEMNITY AND EXCLUSION OF LIABILITY:

Subject to paragraphs (2) and (3) below, every duly elected Club officer of the Club Management Committee shall be entitled to be indemnified, to the greatest extent permitted by law, out of the assets of the Football Club against any and all losses, liability, expenses or legal claims which they

may sustain or incur in or in connection with the execution of their roles and responsibilities whether negligently or otherwise.

- Notwithstanding the foregoing paragraph (1), a duly elected Club officer of the Club Management Committee shall not be entitled to be indemnified out of the assets of the Football Club against any losses, liability, expenses or legal claims which arise from any fraud or criminal conduct on the part of such Club officer.
- If the indemnity provided in paragraph (1) above shall be adjudged by any court or regulatory authority or agency of competent jurisdiction to be void and unenforceable in relation to any matter then such indemnity shall nevertheless apply, and the Club officers shall procure (by amendment of this Club Rule or otherwise) that such indemnity shall apply, to the greatest extent permitted by relevant law with such modifications or conditions as may be necessary to ensure its validity.
- Where any Club member suffers loss and has an enforceable unconditional right to payment by way of indemnification under paragraph (1) above (an "Indemnity Claim") and any other Club member has a right to receive payment on any other basis or has another unsecured claim over the assets of the Club (a "Club member claim"), the assets of the Football Club shall be applied (and each Club officer (or any other person holding assets of the Football Club for and on behalf of the Club members) shall procure that such assets are applied) in satisfying such Indemnity claim in priority to any Club Members claim.
- To the greatest extent permitted by law, no duly elected Club officer of the Club Management Committee shall in any way be liable to the Football Club or to any Club member for any loss, damage or misfortune, which may happen to or be incurred by the Football Club or any Club officer (howsoever caused) arising from the execution of the roles and responsibilities of their office, or as the case may be, their role as team manager (whether negligently or otherwise) other than in circumstances where such Club officer is guilty of fraud or criminal conduct.

Club Rule 4.18 – DISSOLUTION:

A resolution to dissolve the Football Club shall only be proposed at the Annual Members Meeting (AGM) or an Extraordinary Members Meeting (EGM) and shall be carried by a majority of at least two-thirds (2/3rds) of current fully paid-up Club members present in person and voting, that resolution shall be confirmed and passed by the Club Chairperson. The duly elected Club officers of the Club Management Committee shall immediately, or at such future date as specified in such resolution, be responsible for the winding up of the Football Club. Any remaining property after the discharge of the debts and liabilities of the Football Club shall be transferred to another not-for-profit local community amateur football club, the County FA or The FA for distribution by them to association football related organisations.

SECTION 5 – GENERAL MEMBERS MEETINGS:

Club Rule 5.1 – ANNUAL MEMBERS MEETING (AGM):

The Football Club shall hold a Club member meeting in every calendar year as its Annual Members Meeting (AGM) which shall be held not earlier than **1st June** and not later than **30th June** of any particular seasonal year as agreed by the duly elected Club officers of the Club Management Committee. A "**Notice of Meeting**" shall be emailed, posted on the Club website, circulated on social media channels, published in the local newspaper or otherwise made aware to the Club members at least fourteen (14) calendar days' in advance of the Annual Members Meeting (AGM). The Club President or (if absent) the Club Chairperson shall preside at the Annual Members Meeting (AGM) and their position on all points of procedure shall be final and binding.

Club Rule 5.2 – NOMINATION PROCESS:

The Football Club shall present its list of Club officer nominees for the Club Management Committee to the fully paid-up Club members at the Annual Members Meeting (AGM) and it shall be in the order of the positions as listed in the Club Constitution. All the current duly elected Club officers shall be eligible for re-election to the Club Management Committee without nomination but all other candidates must be known to the Club Management Committee prior to the AGM so that they may contact the candidates in preparation for the elections. The duly elected Club officers of the Club Management

Committee shall meet prior to the AGM to review the list of nominees and any eligible Club member whose name is not included in the list of nominees may be nominated from the floor at an AGM provided that the interested candidate has completed a nominee package prior to the AGM. The nominee package shall include;

- nomination paper (**Addendum 9**) with a proposer and two (2) seconders.
- confirmation of having completed an approved background check.
- a signed consent form stating willingness to serve if elected, and
- the completed nominee package must be delivered to and received by the Club Secretary, or Club Chairperson prior to an AGM.

Club Rule 5.3 – METHOD OF ELECTION:

All the duly elected Club officers of the Club Management Committee shall retire from office together at the end of the Annual Members Meeting (AGM) next after the date on which they came into office but they may be re-elected or re-appointed. The method of election of all the vacated Club Management Committee positions shall be by way of a proposer and two (2) seconders for all positions to be voted on Club members during the election of the Club Management Committee. All previously duly elected Club officers shall be eligible for re-election to the Club Management Committee without nomination but where there is more than one (1) nomination for a post the Club member receiving the highest number of votes shall be elected. In the event of there being no nomination in accordance with the foregoing for any post, nominations may be received from the floor at the Annual Members Meeting (AGM) provided the potential candidate has completed the required documentation.

Club Rule 5.4 – PROPOSAL(S) FOR CLUB RULES:

The duly elected Club officers of the Club Management Committee shall make, amend and publish the Club Rules for the obligations of all current fully paid-up Club members and any proposal to alter, amend or introduce a new rule shall be adopted at the Annual Members Meeting (AGM) or at an Extraordinary Members Meeting (EGM) convened solely for that purpose. Proposed amendment(s), addition(s) or new rule(s) as approved in writing by the County FA shall be presented to the fully paid-up Club members at the Annual Members Meeting (AGM) by the duly elected Club officers of the Club Management Committee.

Club Rule 5.5 – VOTING ON THE CLUB RULES:

Any proposed amendment(s) or addition(s), as approved in writing by the County FA, shall be put to the vote at the Annual Members Meeting (AGM) and shall be decided upon by a show of valid membership cards as issued to the fully paid-up Club members. Every fully paid-up Club member who is present in person shall have one (1) vote, and there shall be no right for a Club member to vote by proxy or to represent more than one (1) Club member. All proposed amendment(s), addition(s) or new rule(s) shall be passed by a simple majority but in the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

Club Rule 5.6 – EXTRAORDINARY MEMBERS MEETINGS (EGM):

An Extraordinary Members Meeting (EGM), (also called a Special General Meeting or Emergency General Meeting), may be called from time to time during the seasonal year (**1st June to 31st May**) in accordance with the published Club Rules should a vacancy occur to a Club Management Committee post or to make, vary or revoke a Club Rule. Upon a written receipt submitted to the Club Secretary stating the proposed item(s) of business a “**Notice of Meeting**” shall be circulated to all current fully paid-up Club members at least fourteen (14) days before the meeting is to be held. Only the business set out in the official notice of the Extraordinary Members Meeting (EGM) shall be considered. The Club Management Committee shall have the power to elect a successor to fill any vacant position(s) to maintain the efficient operation of the Football Club and to decide on the Club Rule(s) to be amended, added or deleted (rescinded) to benefit the running of the Football Club and to recommend the changes to the County FA for approval.

Club Rule 5.7 – VOTING AT EXTRAORDINARY MEMBERS MEETINGS:

Every current fully paid-up Club member who is present at the Extraordinary Members Meeting (EGM) shall have one (1) vote and there shall be no right for a Club member to vote by proxy, a resolution put to the vote shall be decided upon by a show of valid membership cards as issued to the fully paid-up Club members. In the event of an equality of votes the Chairperson of the meeting shall have a

casting vote. A declaration by the Chairperson that a resolution has been carried or not carried, unanimously or by a particular majority, an entry to that effect in the Minutes of the Meeting shall be conclusive evidence of the votes in favour of or against such resolution.

Club Rule 5.8 – OPEN COMMUNITY MEETINGS:

The Football Club shall hold three (3) Club Open Community meetings each seasonal year (**1st June to 31st May**) during the months of **September, December and March** with both duly elected Club officers of the Club Management Committee and appointed Club Team officials in attendance. These meetings shall be open to all current fully paid-up Club members, associate members, sponsors and any interested individual(s) or group(s) who may feel able to contribute legitimate views and raise legitimate concerns on all aspects of the Football Club in the knowledge that these shall be listened to and where appropriate, acted upon positively. All matters of a confidential nature shall be addressed by the Club officers of the Club Management Committee in private.

SECTION 6 – CLUB MANAGEMENT COMMITTEE:

Club Rule 6.1 – LEADERSHIP:

The duly elected Club officers of the Club Management Committee shall be responsible for providing overall strategic leadership for the Football Club to establish a constitution, rules, regulations and policies and procedures. This shall include development and implementation of a strategic plan to advance the Football Club's main aims and objectives and to promote goals, long term sustainability and growth for the Football Club. The Club Management Committee position provides the leadership, management and vision necessary to ensure that the Football Club has the correct operational controls, administrative and reporting procedures, and people systems in place to effectively grow the Football Club and to ensure financial strength and operating efficiency.

Club Rule 6.2 – ROLES AND RESPONSIBILITIES:

The Club Management Committee shall conduct the business of the Football Club through the duly elected Club officers, Committee's and appointed Working Groups as required on such terms and conditions as it believes appropriate and shall be empowered to undertake to do all things which are necessary for and incidental to the attainment of the main aims and objectives of the Football Club. Save as provided for in the Rules and Regulations of the FA, the County FA and any applicable Competition(s) the Club Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the published Club Rules.

Club Rule 6.3 – AMBASSADORS:

The duly elected Club officers of the Club Management Committee shall control the Football Club with the Club Ambassadors the life president(s), life vice-president(s) and sports chaplain taking an advisory role to provide knowledge, experience, leadership and guidance to all the duly elected Club officers for the benefit of the Football Club. The Club Ambassadors shall comprise of the following nominated honorary positions;

- **Life President(s):** A duly elected Club officer of the Club Management Committee in recognition of their contribution and commitment to the Football Club shall be eligible at the first meeting of the Club Management Committee immediately after the Annual Members Meeting (AGM) to be appointed as a Club Life President. The Life President(s) shall be invited to hold this post by the Club Management Committee and they shall be entitled to hold office from the date of appointment until resignation, expulsion or death. The Club Life President(s) as Ambassadors of the Football Club shall be entitled to receive official notices of meetings, to attend, speak and vote at all meetings of the Club Management Committee. The Club Life President(s) shall have such rights and privileges as the Club Management Committee shall from time to time prescribe.
- **Life Vice-President(s):** A duly elected Club officer of the Club Management Committee in recognition of their contribution and commitment to the Football Club shall be eligible at the first meeting of the Club Management Committee immediately after the Annual Members Meeting (AGM) to be appointed as a Club Life Vice-President. The Club Life Vice-

President(s) shall be invited to hold this post by the Club Management Committee and they shall be entitled to hold office from the date of appointment until resignation, expulsion or death. Club Life Vice-President(s) as Ambassadors of the Football Club shall be entitled to receive official notices of meetings, to attend, speak and vote at all meetings of the Club Management Committee. The Club Vice-President(s) shall have such rights and privileges as the Club Management Committee shall from time to time prescribe.

- **Club Sports Chaplain:** The role of the Club Sports Chaplain is a confidential, low-key role, however there are many times when the work of the Club's Sports Chaplain is crucial in supporting players, management, supporters and the wider local community through difficult and demanding times in their lives. The Club Sports Chaplain may be used in informal situations as a listening ear, friend or counsellor because of their underlying spiritual dimension along with the promise of confidentiality, trustworthiness and neutrality. The Club Sports Chaplain as an Ambassador of the Football Club shall be entitled to receive official notices of meetings, to attend, speak and vote at all meetings of the Club Management Committee. The Clubs Sports Chaplain shall have such rights and privileges as the Club Management Committee shall from time to time prescribe.

Club Rule 6.4 – OFFICERS:

To operate effectively and efficiently the Club Management Committee shall comprise of duly elected Club officers who shall be elected from current fully paid-up Club members at the Annual Members Meeting (AGM). Each Club officer who must be eighteen (18) years of age or older shall hold office from the date of their appointment until such date of the next Annual Members Meeting (AGM) or unless otherwise resolved at an Extraordinary Members Meeting (EGM) convened for such purpose during the seasonal year (**1st June to 31st May**). The duly elected Club officers of the Club Management Committee, who shall be voluntary (non-paid), shall comprise the following elected appointments;

Senior Club officers;

- Club President.
- Club Chairperson.
- Club Vice Chairperson.
- Club Secretary.
- Club Treasurer.

Club Officers;

- Club Welfare Officer.
- Club Development and Facilities Project Manager.
- Club Football Development Director.
- Club Senior Male Teams Coordinator.
- Club Female Teams Coordinator.
- Club Junior Development and Youth Competitive Mixed Teams Coordinator.
- Club Marketing and Promotions Administrator (Webmaster).
- Club Sponsorship Coordinator.
- Club Fundraising Programme and Social Events Organiser.
- Club Seasonal Membership Secretary.
- Clubhouse Manager.

Club Rule 6.5 – CO-OPTION:

The duly elected Club officers of the Club Management Committee shall have the power to co-opt a current fully paid-up Club member onto the committee as and when a vacancy arises between the Annual Members Meetings (AGM). Any fully paid-up Club member may propose or second a nomination for a co-opted Club officer and each co-opted Club officer shall hold office from the date of their appointment until such date of the next Annual Members Meeting (AGM) or unless otherwise resolved at an Extraordinary Members Meeting (EGM) convened for such purpose. Nominations for a co-opted Club officer shall be made in writing and must be sent together with the names of a proposer and two (2) seconders to the Club Secretary. In the event of a vacancy occurring and no written nominations are received the post shall remain vacant and the Club Management Committee shall be under no obligation to appoint a replacement.

Club Rule 6.6 – APPOINTMENTS:

The duly elected Club officers of the Club Management Committee may also elect Club members to the committee in order to share the key responsibilities and workload and who shall be responsible for the operation of the Football Club within their specific area of responsibility. Successful applicants shall take up their positions on the completion of the selection process and on the completion of the online course “FA Safeguarding for Committee Members”. The duly elected Club officers shall have a duty to manage the affairs of the Football Club according to their roles and responsibilities and in keeping with good management practice as defined in the Football Club “**Committee Roles and Responsibilities**” (*Addendum 10*).

Club Rule 6.7 – WORKING GROUPS:

Subject to such directions as may be given by the Club Chairperson, the duly elected Club officers of the Club Management Committee shall appoint Working Groups of the Football Club, consisting wholly or partly of Club officers or Club officers and Club members or Club members and Club associate members. Every effort shall be made to match the needs and requirements of the Working Groups and the skills, knowledge and interests of prospective Club officers. The Team Leaders of the Working Groups shall be responsible for a particular project(s) convening meeting, chairing discussions, and facilitating the processes of meeting the main aims and objectives. The Club Management Committee may appoint Working Groups from time to time for such purposes as specified by the Club Management Committee and the Team Leader for each Working Group shall be appointed by the Club Management Committee.

Club Rule 6.8 – LIFE MEMBERSHIP:

A duly elected Club officer or Club member who has, in the Club Management Committee's opinion, provided exceptional and distinguished service to the Football Club, shall be eligible to be nominated by the duly elected Club officers of the Club Management Committee as a Life member. The process for bestowing Life Membership shall be made as follows;

- nomination by a duly elected Club officer of the Club Management Committee at a monthly Club Management Committee meeting, then
- election by a majority of the club members at the Annual Members Meeting (AGM) meeting by secret ballot.

Life members of the Football Club shall be entitled to remain in post for the rest of their lives without the need to be re-elected. The Life members of the Football Club shall be entitled to receive official notices of meetings, to attend, speak and vote at the Annual Members Meeting (AGM) and at any Extraordinary Members Meeting (EGM). Life members shall have such rights and privileges as the Club Management Committee shall from time to time prescribe.

SECTION 7 – VACANCIES AND REMOVALS:

Club Rule 7.1 – OFFICER VACANCY:

The office of a duly elected Club officer of the Club Management Committee shall be vacated;

- upon resignation in writing.
- if they become of unsound mind or otherwise incapable of performing the role and responsibilities of the position held.
- if convicted of a criminal offence.
- if found guilty of behaviour detrimental to the Football Club, and
- if absent from three (3) consecutive meetings of the Football Club Committee without satisfactory reason.

The Club Management Committee may, as deemed necessary, combine or split the role and responsibilities of the committee, and elect Club officers to fill these positions as circumstances dictate. Should a vacancy occur on the Club Management Committee, the duly elected Club officers of the Club Management Committee entitled to vote may elect a successor at an Extraordinary Members Meeting (EGM) to fill the position(s) held by the removed Club officer(s) for the remainder of their term being filled.

Club Rule 7.2 – RESIGNATION OF CLUB OFFICER(S):

From time to time, it may be necessary to replace an existing duly elected Club officer of the Club Management Committee due to resignation, illness, or other reason during a term of office. In the first instance the Club Management Committee to benefit the efficient running of the Football Club may replace a Club officer on a temporary basis until such time as an Extraordinary Members Meeting (EGM) can be arranged. Resignation of a duly elected Club officer should be made in writing to the Club Secretary but can also be accepted by action or deed. The interpretation of 'action' or 'deed' is at the discretion of the most senior Club officer present or by a majority vote. In extreme circumstances Club officers can be removed from post as a result of a 'Vote of No-Confidence' at the Annual Members Meeting (AGM) or at an Extraordinary Members Meeting (EGM).

Club Rule 7.3 – VOTES OF NO-CONFIDENCE:

Any fully paid-up Club member of the Football Club can request a vote of No-Confidence in any duly elected Club officer of the Club Management Committee at an Extraordinary Members Meeting (EGM). For the vote to take place a minimum of five (5) current fully paid-up Club members must submit a request for a vote of No-Confidence in writing to the Club Secretary. Upon receipt of such a request, the Club Secretary is obliged to call an Extraordinary Members Meeting (EGM), whereupon both sides of the case are put forward and the vote of No-Confidence itself shall take place. A vote of No-Confidence shall be considered passed when a two-thirds (2/3rds) majority of all balloted fully paid-up Club members present in person vote.

Club Rule 7.4 – NOTICE TO REMOVE:

If an official "**Notice to Remove**" is sent by electronic formats, notice shall be deemed as given at the time when the official notice is sent or forwarded to the email address on file, with the sent or forwarded email being kept in an electronic file, for reference of dates and times the email was sent. A duly elected Club officer of the Club Management Committee may be removed from office and relieved of all roles and responsibilities for good and sufficient cause at an Extraordinary Members Meeting (EGM) provided notification to remove such Club officer has been given in the Notice of Meeting to the current fully paid-up Club members. No duly elected Club officer of the Club Management Committee shall be removed for arbitrary reasons but may be removed if;

- The duly elected Club officer of the Club Management Committee is unable to perform the role and responsibilities expected of the position due to, but not limited to, any of the following reasons;
 - fails the online FA Disclosure and Barring Service (DBS) enhanced check.
 - becomes incapable of performing the business of the Football Club.
 - demonstrates a lack of competence or an unwillingness to carry out the responsibilities of the post that is consistent with the good operation of the Football Club.
 - is absent from three (3) consecutive Club Meetings without satisfactory reason, and
 - becomes, or is discovered to be, an undischarged bankrupt.

- The duly elected Club officer of the Club Management Committee has compromised the integrity of the Football Club due to, but not limited to, any of the following reasons;
 - has been found guilty of an offence under the Club **Safeguarding Policy and Procedures (Addendum 3)**.
 - has been found guilty of gross misconduct under the Club **Disciplinary and Appeals Policy and Procedures (Addendum 7)**.
 - has failed to properly account for monies and/ or club property belonging to the Football Club, or
 - has been found guilty of a criminal offence regardless of whether or not the offence directly affected the Football Club.

Club Rule 7.5 – REMOVAL OF CLUB OFFICER:

A duly elected Club officer of the Club Management Committee may be removed from holding office and relieved of all roles and responsibilities by the Club Management Committee for good and sufficient cause and confirmed by a two-thirds (2/3rds) majority of voting Club officers present in person, provided the "**Notice to Remove**" such Club officer has been given to all the duly elected Club officers of the Club Management Committee. If the Club Management Committee removes such a Club officer, the Club Management Committee may appoint a successor to fill the post(s) for the remainder of the term being filled. Upon a vote of No-Confidence being passed, the position will be considered vacant with immediate effect, and the Club Chairperson must organise an election to fill the vacancy. In this event, it is permissible for seven (7) days' notice to be given. If a duly elected

Club officer of the Club Management Committee is removed at an Extraordinary Members Meeting (EGM), the Club officers voting may elect a successor to fill the post(s) for the remainder of the term being filled.

Club Rule 7.6 – REMOVAL OF CHAIRPERSON:

In the event that two-thirds (2/3rds) of the Club Management Committee express a vote of No-Confidence in the Club Chairperson for good and sufficient cause at a Club Management Committee meeting, the Club Chairperson shall be considered removed from office with immediate effect. The Vice Chairperson shall immediately call an election, inviting any appropriate candidates to stand in this election and whoever receives the most votes shall be elected to the position of Club Chairperson with immediate effect.

Club Rule 7.7 – VACANT CHAIR:

Where the Club Chairperson has died or has ceased to hold office due to illness, resignation, other reason or where they have been unable to perform their role and responsibilities as Club Chairperson during a term of office, a nominated Club officer shall act as Club Chairperson until a new Club Chairperson is appointed or the existing Club Chairperson resumes their role and responsibilities, as the case may be and references to the Club Chairperson in the published Club Rules shall, so long as there is no Club Chairperson able to perform those duties, be taken to include references to the Club officer.

SECTION 8 – MANAGEMENT COMMITTEE MEETINGS:

Club Rule 8.1 – ORDINARY CLUB MEETINGS:

The duly elected Club officers of the Club Management Committee shall hold ordinary scheduled Club Management Committee Meetings on a monthly basis (the **first Monday of each month**) or as often as is deemed necessary to deal with Football Club business as it arises. Agenda items from Club officers are required to be sent to the Club Secretary no later than seven (7) calendar days before the meeting in order that all documentation to facilitate the meeting together with a meeting agenda can be sent to Club officers no later than three (3) calendar days before the meeting. In exceptional circumstances documentation may be distributed outside these timescales subject to the agreement of the Club Chairperson.

Club Rule 8.2 – ATTENDANCE AT CLUB MEETINGS:

A duly elected Club officer of the Club Management Committee not attending three (3) consecutive scheduled monthly Club Management Committee meetings shall have their position declared vacant unless such absences are excused by the Club Management Committee. A vote of 'No-Confidence' by the Club Management Committee shall be taken upon the first meeting following the second consecutive absence. Should the vote of 'No-Confidence' pass, their position shall then be filled by a selection approved by the majority of the Club Management Committee until the next Annual Members Meeting (AGM).

Club Rule 8.3 – QUORUM AT CLUB MEETINGS:

There shall be a quorum when at least one-third (1/3rd) of the whole number of the duly elected Club officers of the Club Management Committee, (the minimum number of Club officers required to be in attendance), who must be present in person which will allow them to conduct the official business of the Football Club.

Club Rule 8.4 – VOTING AT CLUB MEETINGS:

Each duly elected Club officer of the Club Management Committee shall be entitled to one (1) vote and a simple majority of a show of hands by Club officers in attendance shall be used to determine the outcome of the items being voted on at a Club Management Committee meeting. Eligibility to vote must meet the following criteria that the Club officer must have attended the last three (3) consecutive Club Management Committee meetings. In the event of a tie the vote shall be postponed for one (1) month. The Club officers may decide, if they so wish, that the voting should be held by paper ballot.

Club Rule 8.5 – MINUTES OF CLUB MEETINGS:

The Club Secretary of the Club Management Committee meetings shall keep a full record of proceedings at every Club Management Committee meeting and these shall be recorded in a “Minute Book” and any minutes of any meeting, signed by the Club Chairperson of such meeting shall be sufficient evidence, without any further proof, of the facts therein stated. The Minute Book containing the recorded minutes of each meeting of the Club Management Committee shall be made available for inspection to current fully paid-up Club members at the Annual Members Meeting (AGM).

Club Rule 8.6 – URGENT ITEMS:

The Chair of the Club Management Committee meeting may take urgent items subject to the issue having arisen since the dispatch of the agenda for the meeting and with the agreement of the duly elected Club officers of the Club Management Committee. The need for the item to be considered prior to the next scheduled meeting must be clear, transparent and be explained to the duly elected Club officers of the Club Management Committee and recorded in the minutes of the meeting.

Club Rule 8.7 – MANAGING CONFLICT OF INTEREST:

Managing a conflict of interest is the key to minimising organisational risk, embarrassment, or criticism of the Club Management Committee or the duly elected Club officer(s) involved. Identification of a potential conflict is paramount and it is often the case that a Club officer may have a pre-existing conflict and only realise this when the matter is raised in a Club Management Committee meeting. This does not matter, so long as when a Club officer recognises that a potential conflict exists, they immediately bring it to the attention of the committee or as soon as practical at other times. If a duly elected Club officer believes that a conflict of interest will or is likely to arise, then it is their responsibility to withdraw from any business or discussion regarding that issue. It is always best to err on the side of caution and there are several steps to take if this situation arises;

- acknowledge the conflict at the beginning of the discussion with as much or as little detail as is relevant.
- ask that the acknowledgement of the conflict of interest and the withdrawal from participation in the discussion be recorded in the minutes.
- leave the room or area in which the discussion is being held, asking to be informed when the time is right to return, and
- on returning to the discussion, the individual may be informed of the decision, and that should be noted in the minutes.

Club Rule 8.8 – CONFIDENTIALITY DECLARATION:

It shall be the policy of the Football Club that each duly elected Club officer shall keep confidential any and all information relating to discussions at Club Management Committee meetings, including any and all documentation, i.e., correspondence, reports, etc., unless compelled by legal process to disclose such information, or as otherwise agreed by the Club Management Committee. While Club officers are free to discuss actions adopted by the Club Management Committee, disclosing or distributing any information concerning the discussion of such items during the Club Management Committee meeting is prohibited. In particular, Club officers shall not;

- disclose to any member of the public any confidential information acquired by virtue of their position on the Club Management Committee.
- use any confidential information acquired by virtue of their position on the Club Management Committee for their personal financial or other benefit or for that of any other person.
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Club Management Committee.
- make statements to the media in the name of the Football Club except as specified in the Football Club Communications Policy and Procedures, or
- permit any unauthorised person to inspect or have access to any confidential documentation or other information.

Club Rule 8.9 – GUEST(S) AT CLUB MEETINGS:

The duly elected Club officers of the Club Management Committee shall decide from time to time whether any invited guests shall be permitted to attend any or all of its Club meetings. Where appropriate the invited guests shall be admitted subject to their undertaking to maintain confidentiality. Club members are asked to contact the Club Chairperson or a duly elected Club officer of the Club

Management Committee to report their particular interests to attend any particular Club meeting. The Guest(s) shall be introduced at the start of the meeting and asked to sit in an area apart from the voting Club officers, allowing the Club officers to sit together, converse and vote. Interference with the progress of a Club Management Committee meeting by a Guest will not be permitted and any Guest who attempts to impede the business of the meeting shall be instructed by the Chair of the Club meeting to leave. In such circumstances, the Guest(s) shall exit the meeting immediately.

SECTION 9 – CLUB STANDARDS OF BEHAVIOUR:

Club Rule 9.1 – CLUB OFFICERS:

The Football Club fully expects all duly elected Club officers of the Club Management Committee to comply with the following Club Standards of Behaviour without exception, being a positive representative of the Football Club at all times. As a Club officer they shall have a responsibility to promote high standards of appropriate conduct and behaviour within the game of association football and if they fail to comply with the standards set forth in this best behaviour protocol, Club disciplinary sanctions shall be taken by the Football Club. The Club officers of the Club Management Committee shall also in addition be aware of and give support to the “FA Respect Code of Conduct for Coaches, Team Managers and Club officials” as shall be in place from time to time.

➤ **Respect for the Laws of the Game and Competition Rules:**

A Club officer shall;

- know and abide by the laws, rules and spirit of the game of association football, and all relevant League and Cup competition rules, and
- always promote the positive aspects of the sport (i.e., 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.

➤ **Obligations towards Club members:**

A Club officer shall;

- foster, support, promote and develop the Football Club in every way without discrimination of any form, and shall at all times act in the best interests of the Football Club.
- demand the highest standards in financial and administrative procedures, be committed to fairness in their dealings and to conduct all business in a professional manner.
- be transparent at all times and to listen to any concerns or complaints that Club members may have about any aspect of the Football Club.
- respect the confidentiality appropriate to matter and/ or issues of a sensitive nature.
- commit the time to attend Football Club meetings and be diligent in preparation for, and participation in, discussions at such meetings.
- avoid conflict of interests in accepting and carrying out any business for the Football Club, and if a conflict of interest arise, will disclose the conflict and abstain or withdraw from the affected business as appropriate.
- not make any statement on behalf of the Football Club or act to represent the Football Club in any official capacity through any social media platform, unless authorised to do so by the Club Management Committee.
- ensure that the Football Club becomes an important part of the local community of Great Yarmouth and the surrounding areas, and
- show courtesy, respect and conduct in a sporting manner towards all persons involved in the game of association football irrespective of the final result.

Club Rule 9.2 – CLUB TEAM OFFICIALS:

The Football Club fully expects all Managers, Assistant Managers, Coaching staff and Medical Personnel as appointed Club Team officials or other individuals in a position of influence on Club players to comply with the following Club Standards of Behaviour without exception, being a positive representative of the Football Club at all times. As a Club member they shall have a responsibility to promote high standards of appropriate conduct and behaviour within the game of association football and if they fail to comply with the standards set forth in this best behaviour protocol, Club disciplinary sanctions shall be taken by the Football Club. The appointed Club Team officials shall also in addition

be aware of and give support to the “FA Respect Code of Conduct for Coaches, Team Managers and Club officials” as shall be in place from time to time.

- **Respect for the Laws of the Game and Competition Rules:**
 - A Club Team official shall;**
 - know and abide by the laws, rules and spirit of the game of association football, and all relevant competition rules, and
 - always promote the positive aspects of the sport (i.e., 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.

- **Obligations towards the Football Club:**
 - A Club Team official shall;**
 - consistently display high standards of behaviour and appearance and must not use or tolerate foul and abusive language or inappropriate behaviour.
 - co-operate fully with other specialists (other team officials, coaches, sports scientists, doctors and physiotherapists) in the best interest of the Club players.
 - put winning and losing in perspective, accept success and failure, victory and defeat, equally, and
 - acknowledge that the Football Club has clear actions it shall take regarding repeated or serious misconduct at club level but also understand the possibility of more serious sanctions which may be imposed by the County FA or a League.

- **Obligations towards Club players:**
 - A Club Team official shall;**
 - develop an appropriate working relationship with each Club player based on mutual trust and respect and guide Club players to accept responsibility for their own behaviour and performance.
 - at the outset, clarify with the Club players (and, where appropriate, the parents/ guardians/ carers) exactly what is expected of them and also what they are entitled to expect from them.
 - respect the rights, dignity and worth of each and every Club player treat each equally, and place the wellbeing and safety of each Club player above all other considerations.
 - make every effort to develop the sporting, technical and tactical levels of the Club players, and to obtain the best results by the Club team, using all permitted means.
 - ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the Club players.
 - be aware of any medical condition or regular medication a Club player uses and abide by the medical advice concerning an injured Club player.

- **Respect towards Match officials:**
 - A Club Team official shall;**
 - be aware of the Football Clubs zero-tolerance approach with regard to the abuse or assault made towards a Match official.
 - accept the decisions of Match officials without protest.
 - avoid all forms of gamesmanship which may mislead Match officials, and
 - show due respect toward Match officials before, during and after a game.

- **Obligations towards Club supporters:**
 - A Club Team official shall;**
 - show due respect to the interest of all Club supporters.

Club Rule 9.3 – CLUB PLAYERS:

The Football Club fully expects all registered Club Senior, Youth and Junior players, to comply with the following Club Standards of Behaviour, (if applicable), without exception and shall be subject to Club disciplinary sanctions for not complying. As a Club member they shall have a responsibility to promote high standards of appropriate conduct and behaviour within the game of association football and if they fail to comply with the standards set forth in this best behaviour protocol, Club disciplinary sanctions shall be taken by the Football Club. The Club players shall also in addition be aware of and give support to the “FA’s Respect Code of Conduct for Adult Players/ Young Players” as shall be in place from time to time.

- **Respect for the Laws of the Game and Competition Rules:**
 - A Club player shall;**
 - abide by the laws of the game, and competition rules and participate within the spirit of the game of association football, and
 - resist any temptation to take banned substances or use banned techniques.

- **Obligations towards the Football Club:**
 - A Club player shall;**
 - attend at all games and training sessions which shall be compulsory, players may only be excused in an emergency situation or due to work commitments but must inform the appropriate Club Team Official.
 - inform the Club Team Official of any absences from a game and/ or training session and any absences in which the Club Team Official was not informed and/ or the reason for the absence is not satisfactory it shall result in a Club fine.
 - treat all Club property which shall include playing kit(s), footballs and sports equipment with due care and respect, (i.e., the cutting of playing kit socks shall not be acceptable) all players shall be responsible for any such damage.
 - play at the highest level requested by the Football Club, (this is one (1) club not individual teams), and the Club player shall be required to register for all eligible Club teams to ensure appropriate Club player development.
 - make every effort to develop and improve their own sporting abilities in terms of skills, technique, tactics and fitness and to give maximum effort and strive for the best possible performance.
 - in training respect and listen to the Coaching staff and respect each other and do not get involved in any behaviour that disrupts the session or affects others, set a positive example to other Club players.
 - be punctual and arrive for games on time and in a condition suitable for playing, any Club players considered to be in less than a fit state (i.e., under the influence of drugs or alcohol) shall not be considered for selection.
 - notify the Club Medical personnel in advance of any medical problems (injuries, pain or discomfort) in a timely fashion, when such problems may limit their ability to participate in Football Club activities.
 - be responsible for the prompt reimbursement to the Football Club of any disciplinary fines / charges they receive resulting from a sin bin, yellow card caution or red card sending off during a game, and
 - acknowledge that the Football Club has clear actions it shall take regarding repeated or serious misconduct at club level but also understand the possibility of more serious sanctions which may be imposed by the County FA or a League.

- **Obligations towards the Club team:**
 - A Club player shall;**
 - resist any influence which might, or might be seen to, bring into question their commitment to the Club team winning.
 - confirm their match availability via a return text message inside of the time frame quoted on the text from the appointed Club Team officials.
 - while sitting on the bench during a game, watch the game, support their teammates and give only positive comments to those on the field of play.
 - not use foul and abusive language or inappropriate behaviour towards teammates and/ or appointed Team officials, and
 - win without boasting and lose without excuses.

- **Respect towards Match officials:**
 - A Club player shall;**
 - be aware of the Football Clubs zero-tolerance approach with regard to the abuse or assault made towards a Match official.
 - always treat Match officials the same way that they would want to be treated by showing due respect, dignity and good sportsmanship at all times.
 - accept the decisions of the Match officials without protest, harassment of Match officials by Club players shall not be tolerated.
 - avoid words or actions which may mislead Match officials, and

- show due respect toward Match officials before, during and after a game.
- **Respect towards opponents:**
A Club player shall;
 - safeguard the physical fitness of opponents, avoid reckless play and violence, and offer assistance to an injured opponent.
 - treat opponents with due respect at all times, irrespective of the result of the game, and
 - accept success and failure, victory and defeat, equally.
- **Obligations towards Club supporters:**
A Club player shall;
 - show due respect to the interests of all Club supporters.

Club Rule 9.4 – CLUB SUPPORTERS:

The Football Club fully expects all Parents/ Guardians, Family members, Carers and Volunteers, which shall also include all persons purporting to be supporters of the Football Club, to comply with the following Club Standards of Behaviour without exception, being a positive representative of the Football Club at all times. As Club supporters they shall have a responsibility to promote high standards of appropriate conduct and behaviour within the game of association football and if they fail to comply with the standards set forth in this best behaviour protocol, Club disciplinary sanctions shall be taken by the Football Club. Any person purporting to be a supporter of the Football Club shall also in addition be aware of and give support to “*The FA’s Respect programme for spectators and parents/ carers*” to ensure the game can be enjoyed in a safe and positive environment, as shall be in place from time to time.

- **Obligations towards the Football Club:**
A Club supporter shall;
 - at all times conduct themselves in an orderly fashion and are expected to maintain a positive sportsmanship approach towards all players, officials, coaches, and other individuals before, during, and after a game.
 - at all times refrain from using abusive, obscene, provocative, threatening or violent behaviour, conduct or language whilst in attendance at a Football Club activity.
 - not get involved in any matter of dispute with any opposition team officials or with other Club supporters or spectators watching,
 - do whatever can be done, by word and example, to encourage adherence to these Club Standards of Behaviours by those Club supporters or spectators who have greater difficulty adhering to them, and
 - acknowledge that the Football Club has clear actions it shall take regarding repeated or serious misconduct at club level but also understand the possibility of more serious sanctions which may be imposed by the County FA or a League.
- **Obligations towards Club Team officials:**
A Club supporter shall;
 - allow the Club coaches to be the sole source of instructions during a game this ensures that the potential for player confusion is reduced, and
 - show appreciation and respect for all appointed Club Team officials win, lose or draw, without them Club players could not participate.
- **Obligations towards all Club players:**
A Club supporter shall;
 - be responsible solely for ensuring that the Club player gets to the game or activity in plenty of time, they shall also be solely responsible for getting the Club player home safely.
 - cheer on a Club player and the Club team, but DO NOT COACH THEM, a Club player learns best by making their own playing decisions.
 - let the Club coaches coach as they spend their time teaching skills and strategy during training sessions and they let the players play with occasional calm instructions, and
 - respect every Club player on the pitch, including the opposition players and be encouraged to applaud good play from both teams.
- **Respect towards Match officials:**

A Club supporter shall;

- be aware of the Football Clubs zero-tolerance approach with regard to the abuse or assault made towards a Match official.
- refrain to the greatest extent possible from disagreeing publicly with the Match Officials' decisions, remembering that loud or persistent disagreement can undermine their ability to monitor and control the game, if Club supporters are seen to question decisions how are the Club players going to accept such decisions? and
- show due respect toward Match officials before, during and after a game.

Club Rule 9.5 – ZERO TOLERANCE POLICY:

ZERO TOLERANCE shall be a policy of giving the most severe punishment possible to any duly elected Club officer, appointed Club Team official, registered Club player, a Club supporter or any person purporting to be supporter of the Football Club who commits abuse or assault made towards a Match official. This zero-tolerance approach shall be designed to foster good sportsmanship, provide a friendly and safe environment, and support the development of Match officials, many of whom may be relatively young and inexperienced. Failure to respect the authority of the Match officials, sets a bad example for everyone else involved in the game of association football, especially the Club players and can rapidly lead to a hostile, negative environment where playing the game is no longer the focus of the activity. This policy is not intended to suggest that Match officials are always correct, clearly Match officials do and will continue to make mistakes. This is particularly true with respect to the youth Match officials who are learning how to officiate games and are sometimes asked to Referee games at a higher level than they may be comfortable with. When mistakes are made by Match officials, there are proper procedures for the Football Club to report its concerns regarding the quality of the match officiating.

➤ **Abuse of a Match official;**

- Abuse of a Match official is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a Match official or a Match official's property or equipment.
- Abuse of a Match official includes, but is not limited to the following acts committed upon a Match official: using foul or abusive language toward a Match official that implies or threatens physical harm; damage to or destruction a Match official's physical property; or spitting at (but not on) a Match official.

➤ **Assault of a Match official;**

- Assault of a Match official is an intentional act of physical violence at or upon a Match official. (For purposes of this Policy, "intentional act" shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant).
- Assault of a Match official includes, but is not limited to the following acts committed upon a Match official: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a Referee; head butting; the act of kicking or throwing any object at a Match official that could inflict injury; damaging a Match officials uniform or personal property, i.e., car, equipment, etc. as well as menacing or stalking.
- In a case where the alleged incident is of a physical nature the Match official involved should immediately inform the County FA and the local police service and file a formal complaint.

Note: Unacceptable improper behaviour shall NOT be tolerated and anyone found guilty of exhibiting hostile, negative, sarcastic or otherwise ill-intended behaviour toward a Match official shall be dealt with under the Clubs **Disciplinary and Appeals Policy and Procedures (Addendum 7)**. Appropriate Football Club sanctions for improper behaviour shall be established quickly and enforced without exception with the possibility of further sanctions being implemented by the County FA in more serious circumstances.

Club Rule 9.6 – INTERNAL COMPLAINTS PROCEDURE:

In the event that any Club member feels that they have suffered discrimination in any way or that the published Club Rules, Policies and Procedures or Standards of Behaviour have been broken they should follow the procedures below and report the matter to the Club Secretary, the Club Welfare Officer or another duly elected Club officer of the Club Management Committee. The report should include;

- details of what, when and where the occurrence took place.
- any witness names and statement(s).
- 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, and
- a preference for a solution to the incident.

Complaints can be submitted in the first instance to the Club Secretary or the Club Welfare Officer. Alternatively, where the issue relates to a technical aspect, the concern can also be submitted to the appropriate age group appointed Club Team officials. The following options can be considered;

- all complaints must be submitted in writing to the Club Secretary.
- complaints can be directed to the Club Welfare Officer.
- complaints can be directed to the Club Management Committee
- if an individual is unhappy with the outcome of their original complaint, they can appeal to the Club Management Committee.
- the outcome of an appeal to the Club Management Committee is final, and
- individuals have the right to seek guidance from the County FA where they feel they have been unfairly treated by decision(s) of the Club Management Committee.

Club Rule 9.7 – MALICIOUS COMPLAINTS:

Whilst the Football Club does not wish to deter Club members who wish to make genuine complaints, it should be noted that vindictive or vexatious complaints shall be viewed very seriously and shall be dealt with under the Clubs **Disciplinary and Appeals Policy and Procedures (Addendum 7)**. Equally unacceptable is the threat of making an unfounded complaint of discrimination or harassment.

Club Rule 9.8 – DISCIPLINARY PROCEDURE:

Behaviour by any Club member which shall include all persons purporting to be supporters of the Football Club in contravention or violation of the published Club Rules, Policies or Standards of Behaviour and/ or deemed inappropriate by the Club Management Committee shall be dealt with under the Clubs Disciplinary and Appeals Policy and Procedures (**Addendum 7**). This shall result in Club disciplinary sanctions which may include but not limited to such sanctions or actions as deemed necessary under the given circumstances. It shall be essential that the Football Club is fair and consistent and the Club Management Committee shall have the power to;

- issue a verbal warning as to future conduct.
- remove from the remainder of the Football Club activity.
- issue a written letter of reprimand as to future conduct.
- exclusion from a specified number of Football Club activities.
- suspend from membership for a definite period of time from the date of the offense.
- extend the Club disciplinary sanctions to include family members, or
- permanently remove from membership of the Football Club.

SECTION 10 – TEAM APPOINTMENTS AND REQUIREMENTS:

Club Rule 10.1 – SENIOR TEAM MANAGER(S):

The duly elected Club officers of the Club Management Committee shall each seasonal year (**1st June to 31st May**) at their first Club Management Committee Meeting following each Annual Members Meeting (AGM) appoint a suitable individual(s) to be responsible for each Club Senior team affairs and this decision shall be ratified by the remaining Club officers of the Club Management Committee. All subsequent appointments and renewal of appointments for Club Senior Team Manager(s), Assistant managers, Club Coaching staff and Club Medical personnel hereinafter referred to as the “**Club Team officials**” shall be screened and approved by a Selection Panel of Club officers of the Club Management Committee prior to any appointment.

Club Rule 10.2 – JUNIOR AND YOUTH TEAM MANAGER(S):

The duly elected Club officers of the Club Management Committee shall each seasonal year (**1st June to 31st May**) at their first Club Management Committee Meeting following each Annual Members Meeting (AGM) appoint a suitable individual(s) to be responsible for each Club Junior and

Youth Team affairs and this decision shall be ratified by the remaining Club officers of the Club Management Committee. All subsequent appointments and renewal of appointments for Club Junior and Youth Team Manager(s), Assistant managers, Club Coaching staff and Club Medical personnel hereinafter referred to as the “**Club Team officials**” shall be screened and approved by a Selection Panel of Club officers of the Club Management Committee prior to any appointment.

Club Rule 10.3 – SELECTION PANEL(S):

The duly elected Club officers of the Club Management Committee shall appoint Selection Panels, (a Working Group), responsible for the appointment and screening of all appointed Club Senior, Junior and Youth Team officials to supervise the running of the Clubs team(s). Each Selection Panel shall consist of three (3) duly elected Club officers of the Club Management Committee and may co-opt other Club officers as required to assure there is balance where one (1) or more of the Selection Panels may have some direct interest in a particular individual’s selection for a particular team due to family or other close connections. The appointed Club First Team manager(s) shall be included on the Selection Panel for the appointment and screening of all appointed Club Senior Team officials.

Club Rule 10.4 – SCREENING PROGRAMME:

The Football Club shall implement a screening programme focusing on being proactive rather than being reactive. No appointed Club Team official subjected to a background check should feel that their integrity is being questioned since the policy is to screen all duly elected Club officers and Club Team officials who may find themselves in high-risk situations before they are appointed. References and an FA Disclosure and Barring Service (DBS) online enhanced check, at the individual’s expense, shall only be conducted when an applicant is first accepted to a high or medium risk post however all duly elected Club officers and appointed Club Team officials shall ultimately be screened in some form, and screening will be in compliance with the Club Health and Safety Policy and Procedures. (*Addendum 1*).

Club Rule 10.5 – TEAM MANAGEMENT CHECKLIST:

The Club Team Manager(s) and Assistant managers by accepting their appointment shall on behalf of the Football Club undertake to abide by the published Club Rules and it shall be mandatory for all Club Team Managers and Assistant managers to have current possession of the following qualifications;

- the FA Level 1 Certificate in Coaching Football (minimum).
- the FA Emergency Aid Certificate or related qualification (mandatory).
- the FA Disclosure and Barring Service (DBS) in-date enhanced Certificate (mandatory), and
- the FA Safeguarding Children Course Certificate (mandatory).

Note: All qualifications shall be recorded onto a “**Club Information Sheet**” and substantiated with copies of all the relevant certificates which shall be retained by the Club Secretary. The Club Management Committee may use its discretion to disregard this rule if a non-qualified Club Team Manager secures the services of a Level 1 qualified Club Team official to take training sessions and assist with team affairs.

Club Rule 10.6 – COACHING STAFF CHECKLIST:

The Club Coaching Coordinator shall provide Club coaches with training and support programmes and co-ordinate the coaching programme throughout the Football Club. All Club coaches shall be required to have current possession of coaching qualifications appropriate to the age and ability of the Club Senior players they are coaching;

- the FA Level 1 Certificate in Coaching Football (minimum).
- the FA Level 2 Certificate in Coaching Football (desirable).
- the FA Level 3 (UEFA ‘B’) Certificate in Coaching Football (desirable).
- membership of the FA Licensed Coaches Club (desirable).
- the FA Emergency Aid Certificate or related qualification (minimum).
- the FA Disclosure and Barring Service (DBS) in-date enhanced Certificate (mandatory), and
- the FA Safeguarding Children Course Certificate (mandatory).

Note: All qualifications shall be recorded onto a “**Club Information Sheet**” and substantiated with copies of all the relevant certificates which shall be retained by the Club Secretary.

Club Rule 10.7 – MEDICAL PERSONNEL CHECKLIST:

The duly elected Club officers of the Club Management Committee shall appoint Club Medical personnel to each Club team and shall inform all such Club Medical person(s) or Club Sports Therapist(s) of ongoing training and support programmes. The Club Medical person(s) or Sports Therapist(s) shall be required to have current possession of the following essential FA qualifications;

- the FA Emergency Aid Certificate or related qualification (minimum).
- the FA Level 2 Certificate in the Treatment and Management of Injury in Football (desirable).
- the FA Level 3 Certificate in the Treatment and Management of Injury in Football (desirable).
- the FA Disclosure and Barring Service (DBS) in-date enhanced Certificate (mandatory), and
- the FA Safeguarding Children Course Certificate (mandatory).

Note: All qualifications shall be recorded onto a “**Club Information Sheet**” and substantiated with copies of all the relevant certificates which shall be retained by the Club Secretary.

Club Rule 10.8 – JUNIOR AND YOUTH TEAM MANAGEMENT CHECKLIST:

The Youth Team Manager(s) and/ or Coaches by accepting their appointment shall on behalf of the Football Club undertake to abide by the foregoing published Club Rules and it shall be mandatory for all Youth Team Managers and/ or Coaches to have current possession of the following qualifications;

- the FA Level 1 Certificate in Coaching Football (minimum).
- the FA Emergency Aid Certificate or related qualification (mandatory).
- the FA Disclosure and Barring Service (DBS) in-date enhanced Certificate (mandatory), and
- the FA Safeguarding Children Course Certificate (mandatory).

Note: All qualifications shall be recorded onto a “**Club Information Sheet**” and substantiated with copies of all the relevant certificates which shall be retained by the Club Youth Secretary. The Club Management Committee may use its discretion to disregard this rule if a non-qualified Youth Team Manager secures the services of a Level 1 qualified Club member to take training sessions and assist with team affairs.

SECTION 11 – TEAM MANAGEMENT AND ADMINISTRATION:

Club Rule 11.1 – ROLE AND RESPONSIBILITIES:

The duly elected Club officers of the Club Management Committee shall appoint Club Team manager(s) to take responsibility for all aspects of managing a Club team, including administration, conduct, coaching and fitness. The Club Team Manager(s) assumes all team internal and external managerial responsibilities.

- **Internal responsibilities;**
 - to uphold the published Club rules within the Club team.
 - to maintain discipline of Club players both on and off the field of play while representing the Football Club.
 - to develop the sporting, technical and tactical levels of the Club players.
 - to maintain a safe and positive coaching environment for all Club players.
 - to report all accidents/incidents, and
 - to communicate team information to the Club players including fixtures, coaching/ training sessions, travelling arrangements, etc.
- **External responsibilities;**
 - to recruit eligible players for that particular Club team.
 - to ensure the eligibility of all registered Club players.
 - to represent the Club team at Club Management Committee Meetings, and
 - to encourage Club players to display appropriate standards of behaviour and sportsmanship.

Club Rule 11.2 – PLAYERS DETAILS AND RECORDS:

Club Team Managers shall be responsible for maintaining records of those in attendance at matches, training sessions and other Football Club activities. After attending a maximum of two (2) trial training sessions, all Club players are required to have e-mailed their intentions to register – (to Club Secretary), completed a “**Club Seasonal Membership Application Form**” (**Addendum 11**) – (to Club Membership Secretary), completed a “**Player Medical Information Form**” (**Addendum 12**) – (to Medical Personnel) and to have paid the appropriate Club Registration and Club Seasonal

Membership fees before the Club player represents the Football Club in any match, or within fourteen (14) days.

Club Rule 11.3 – MONTHLY TEAM MEETINGS:

All appointed Club Team officials must share information, respect and trust each other, fully communicate with each other, and think of the Football Club first and not themselves. Club Team officials must also acquaint themselves with and adhere to the relevant competition rules governing the eligibility of Club players that are permitted to play in the competitions(s) as competed in by the Club team(s). The appointed Club Team official's meetings shall be conducted in a positive environment and only one (1) Club Team official shall speak at any one (1) time.

Club Rule 11.4 – KIT AND EQUIPMENT:

The Club Team Managers shall be responsible for the safekeeping, availability and cleaning as appropriate of all Club property which shall include various items of Club team playing kit and sports equipment. Requests for replacement of any such Club property shall be made to the Club Treasurer, who may refer the matter to the Club Management Committee, as deemed necessary. Club players shall not be permitted to make any unauthorised alterations without permission to any part of the playing kit issued for a match, for any offence(s) committed it shall result in the entire Club team being fined.

Club Rule 11.5 – INCIDENTAL EXPENSES:

All approved incidental expenses incurred by appointed Club Team officials shall be reimbursed by the Football Club and these shall include reasonable travel expenses (petrol money), kit washing (where no volunteer can be found) and first aid kit refills. Approval of all other proposed incidental expenses by the appointed Club Team officials must be obtained in advance from the Club Treasurer, who may refer the matter to the Club Management Committee, as deemed necessary.

Club Rule 11.6 – FURTHER QUALIFICATIONS:

The Football Club recognises that all its appointed Club Team officials are key to the quality and standard of football played by the Club team(s) and the attitude and behaviour of the Club players in their charge. The health, safety, welfare and moral education of the Club players are a first priority, even before their Club team's sporting achievements. To promote better team management, coaching and fitness of its Club teams the Football Club shall actively seek to promote better qualification and development of its appointed Club Team officials and it shall be imperative that they all hold recognised FA qualifications or are working towards becoming qualified. Such courses are generally available through the County FA and include;

- the FA Level 1 – Certificate in Coaching Football.
- the FA Level 2 – Certificate in Coaching Football.
- the FA Level 3 (UEFA 'B') – Certificate in Coaching Football.
- the FA Goalkeeping Coaching Award – Level 1.
- the FA Safeguarding Children in Football Course.
- the FA Emergency Aid Course.
- the FA Level 2 Treatment and Management of Injury.
- the FA Level 3 Treatment and Management of Injury.
- the FA Club Welfare Officers Course.

Note: Once qualified an appointed Club Team official shall be encouraged to undertake continued development in their skills base by taking other relevant training courses or joining appropriate organisations such as the "*FA Coaches Association*".

Club Rule 11.7 – REPAYMENT AGREEMENT:

Football related training courses can be an invaluable investment for both the Football Club and a Club member, the Club member spends their time learning new skills and widening their knowledge and the Football Club benefits from an individual who can play a more significant role in the Football Club. Knowledge can be a dangerous thing and, armed with new skills a Club member is more attractive acquisition for another football club and the Football Club loses both the individual together with the training investment. The Football Club cannot stop a Club member from leaving the Football Club however the duly elected Club officers of the Club Management Committee shall take measures to recoup the investment made in these Club members. The Football Club shall have a written "**Repayment Agreement**" (**Addendum 13**) to claim back the expenditure on training course costs

upon the event of a Club member resigning from the Football Club. The Club member shall repay all, or a proportion of the expenditure the Football Club have invested should the Club member choose to leave the Football Club after completing the training course. The Club member only has to pay the training course costs back if they leave within two (2) years of completing the training course. The Club member shall agree to make repayment of such training course costs as follows;

- 100% repayment if the Club member resigns within three (3) months after completion.
- 50% repayment if the Club member resigns within twelve (12) months after completion.
- 25% repayment if the Club member resigns within twenty-four (24) months after completion, or
- After twenty-four (24) months, no repayment shall be due.

Club Rule 11.8 – CONFLICT RESOLUTION:

The Club Dispute Resolution Policy and Procedures (**Addendum 6**) is a Club Policy for resolving a dispute within a Club team to ensure all conflicts, problems, concerns and violations are properly and fairly addressed. A Club player can submit a concern or conflict for which they request a satisfactory resolution. The Club player should refer to the following line of authority for resolving all disputes within a Club team;

1. Club Team Manager.
2. Club Welfare Officer.
3. Club Management Committee.

Until a decision has been rendered by the current level of authority, a Club player should not approach the next level of authority in this conflict resolution process. A decision by any authority level should not take more than seven (7) days but all Club authorities will work with the complainant to address the matter with a timely decision. The Club Secretary shall be the point of contact for communications with the Club Management Committee. All such requests for a decision should be documented in communications between the individual and club authorities listed to ensure proper procedures have been followed.

Club Rule 11.9 – REMOVAL FROM OFFICE:

The duly elected Club officers of the Club Management Committee shall at any time remove from office any appointed Club Team official who in their opinion is guilty of conduct rendering them unsuitable to hold such position. The Club Management Committee reserves the right to terminate such appointments in the event of failure in their performance of their appointed role and responsibilities. If vacated during the seasonal year (**1st June to 31st May**), the Club Management Committee may appoint a suitable replacement at its own discretion.

SECTION 12 – SENIOR PLAYER RECRUITMENT:

Club Rule 12.1 – CLUB REGISTRATION FEES:

The duly elected Club officers of the Club Management Committee shall set the Senior players Club Registration fees for the forthcoming playing season (July - April) and the fees shall be announced at a meeting held one (1) month before the due date for registration. The Club Registration fees shall be based on the levels of annual expenditure for the Football Club i.e., FA membership, County FA membership, League affiliation fees, Medical Insurance policy, Pitch fees, Training facilities, Qualified Coaching staff and equipment, Physio, First Aid kits, Match official fees, Away game travel, Playing kits (i.e., home shirt, away shirt, shorts and socks) and any other Football Club football related costs (i.e., equipment repair and/or replacement) as determined by the Club Management Committee.

Club Rule 12.2 – CLUB REGISTRATION FEE STRUCTURE:

The duly elected Club officers of the Club Management Committee shall determine the Club Registration fee for Club Senior players for any particular playing season (**1st July to 30th April**) prior to the renewal date each year. All Club Registration fees for Club Senior players shall be payable from **1st July** in each particular year and each Club Senior player shall be required to pay the relevant Club Registration fee in full (or deposit and first instalment) before their registration form

is officially registered with the relevant League(s) in which the team(s) is/are playing by the Club Secretary.

- **Club First/ Reserve Team(s):** All Club Senior players shall be required to pay a set Club Registration fee for a single player, this shall be payable in one (1) full payment of the set amount if paid on registration day or the full amount payable in ten (10) prearranged monthly instalments, (payment period July M01 to April M10), and the date payable shall be stated on the Registration Day.
- **Club Veterans Team:** All Club Veteran team players shall be required to pay a set Club Registration fee for a single player, this shall be payable in one (1) full payment of the set amount if paid on registration day or the full amount payable in ten (10) prearranged monthly instalments, (payment period July M01 to April M10), and the date payable shall be stated on the Registration Day.
- **Club Women's Team:** All Club Women's team players shall be required to pay a set Club Registration fee for a single player, this shall be payable in one (1) full payment of the set amount if paid on registration day or the full amount payable in ten (10) equal prearranged monthly instalments, (payment period July M01 to April M10), and the date payable shall be as stated on the Registration Day.

Club Rule 12.3 – COLLECTION OF CLUB REGISTRATION FEES:

The Club Registration fee shall be set by the duly elected Club officers of the Club Management Committee prior to the commencement of the forthcoming playing season and are due at the time of player registration, the Registration Day shall be held on the first Saturday of the month of July in each year.

- Payment of the Club Registration fee for Senior players shall be by Bank transfer, Direct Debit or by BACS, cash payments shall only be accepted on the stated Registration Day.

Club Rule 12.4 – LATE CLUB REGISTRATION:

Any individual player on joining the Football Club part way through the playing season (August M02 to April M10) shall pay a reduced Club Registration fee for the remaining portion of the playing season which shall be calculated by the month of registration as follows,

- A player registered during month of August = Nine (9) instalments shall be payable,
- A player registered during month of September = Eight (8) instalments shall be payable,
- A player registered during month of October = Seven (7) instalments shall be payable,
- A player registered during month of November = Six (6) instalments shall be payable,
- A player registered during month of December = Five (5) instalments shall be payable,
- A player registered during month of January = Four (4) instalments shall be payable,
- A player registered during month of February = Three (3) instalments shall be payable,
- A player registered during month of March = Two (2) instalments shall be payable,
- A player registered during month of April = One (1) instalment shall be payable.

Club Rule 12.5 – FAILURE TO PAY:

The failure of any Club Senior player to pay the set Club Registration fee/ instalments by the due dates as previously agreed shall result in the automatic suspension of that Club Senior player from all Football Club activities and they shall not be able to participate in any further Football Club activities until such Club Registration fee/ instalments have been paid in full with an additional administrative charge of £5.

Club Rule 12.6 – REFUND POLICY:



Should a Club Senior player elect to leave the Football Club prior to the end of the playing season, absolutely no refunds shall be provided to a Club Senior player who are paying the full amount of the Club Registration fee by previously agreed instalments, all instalments paid to date are deemed non-refundable.

- Refunds to a Club Senior player for any Club Registration fee paid in one (1) full payment of the set amount on the Registration Day shall only be reimbursed under exceptional circumstances, (i.e., long term injury or illness), as agreed by the Club Management Committee.

- All requests for a refund shall be reviewed on a case-by-case basis and if such a refund is agreed a refund for the remaining portion of the playing season shall be calculated by the month that the player leaves the Football Club.

Club Rule 12.7 – DISCIPLINARY SANCTIONS:

Any Club Senior player who is guilty of committing a foul or misconduct that is deemed by the Referee to warrant a disciplinary sanction (caution or dismissal) shall incur a County FA Discipline administration charge(s)/ fine(s). Unlike fouls, misconduct may occur at any time, including when the ball is out of play, during half-time and before and after the game, and both Club Senior players and substitutes may be sanctioned for misconduct. A foul or misconduct shall result in the Club Senior player either receiving a caution (indicated by a yellow card) or being dismissed (sent off) from the field of play (indicated by a red card). A dismissed Club player cannot be replaced their team shall be required to play the remainder of the game with one less player, (A second caution also results in the player being dismissed). The Referee has considerable discretion in applying the Laws of the Game in particular, the offence of unsporting behaviour may be used to deal with most events that violate the spirit of the game, even if they are not listed as specific offences.

- **Caution Offences:** (The application of a yellow  card). The Club Treasurer shall on behalf of the Club player pay to the County FA the Discipline administration charge/fine imposed within the required timescale of the date on the electronic notification.
- **Dismissal Offences:** (The application of a red  card). The Club Treasurer shall on behalf of the Club Senior player pay the County FA the Discipline administration charge/fine imposed within the required timescale of the date of the electronic notification.

Club Rule 12.8 – REPAYMENT POLICY:

Time Limits and Directions: The responsibility for the full repayment of all County FA Disciplinary administration charge/ fines and/ or additional Club punishment fines issued rests solely with the Club Senior players who shall make full repayment at the earliest possible opportunity or within fourteen (14) days of the offence. The full amount of the County FA Discipline administration charge/fine along with any additional Club punishment fine **not** reimbursed to the Club Treasurer within fourteen (14) days of the offence shall result in that Club player being automatically suspended from all Football Club activities until such fine is paid in full.

Note: First Team players shall have the full amount of all fines incurred deducted directly from their incidental and travel expenses payments prior to them receiving such a payment.

SECTION 13 – JUNIOR AND YOUTH PLAYER RECRUITMENT:

Club Rule 13.1 – CLUB REGISTRATION FEES:

The duly elected Club officers of the Club Management Committee shall set the Junior and Youth players Club Registration fees for the forthcoming season (July M01 to April M10) and the fees shall be announced at a meeting held one (1) month before the due date for registration. The Club Registration fees shall be structured across the two (2) stated age groups based on the levels of annual expenditure for the Football Club i.e., FA membership, League affiliation fees, Medical Insurance policy, Pitch fees, Training facilities, Qualified Coaching staff and equipment, First Aiders, First Aid kits, Match officials, Playing kits (i.e., home shirt, away shirt, shorts and socks) and any other Football Club football related costs (i.e., equipment repair and/ or replacement) as determined by the Club Management Committee.

Club Rule 13.2 – CLUB REGISTRATION FEE STRUCTURE:

The duly elected Club officers of the Club Management Committee shall determine the Club Registration fee for Club Junior and Youth players for any particular playing season (**1st July to 30th April**) prior to the renewal date each year. All Club Registration fees for Club Junior and Youth players shall be payable from **1st July** in each particular year and each Club Junior and Youth player shall be required to pay the relevant Club Registration fee in full (or deposit and first instalment) before their registration form is officially registered with the relevant League(s) in which the team(s) is/are playing by the Club Secretary.

- **Mini Bloaters – (U5 to U6 Introduction football):** All Club Mini Bloaters shall be required to pay a set Weekly fee for a single player, this shall be payable in weekly instalments as specified on the day of their attendance.
- **Junior Players – (U7 to U11 Development football):** All Club Junior players shall be required to pay a set Club Registration fee for a single player, this may be payable in one (1) full payment of the set amount if paid on Registration Day or the full amount payable in ten (10) prearranged monthly instalments, payment period July to April, as specified on the Registration Day. Any family having more than one child as a Junior and/or Youth player of the Football Club shall only pay half of the set Club Registration fee for each additional child.
- **Youth Players – (U12 to U18 Competitive football):** All Club Youth players shall be required to pay a set Club Registration fee for a single player, this may be payable in one (1) full payment of the set amount if paid on Registration Day or the full amount payable in ten (10) prearranged monthly instalments, payment period July to April, as specified on the Registration Day. Any family having more than one child as a Junior and/or Youth player of the Football Club shall only pay half of the set Club Registration fee for each additional child.

Club Rule 13.3 – COLLECTION OF CLUB REGISTRATION FEES:

The Club Registration fees for Junior and Youth team players shall be set by the Club Management Committee prior to the commencement of the forthcoming playing season and are due at the time of player registration, the Registration Day shall be held on the first Saturday of the month of July in each year.

- Payment of the Club Registration Fee shall be by Bank transfer, Direct Debit or by BACS, cash payments shall only be accepted on the stated Registration Day.
- Should any parent/ guardian have difficulty paying the full amount of the Club Registration fee on the actual Registration Day, then they should contact the Club Treasurer in order to arrange payment by instalments in line with the Football Club's guidelines. The first payment must be made on the stated Registration Day.
- Each family is obligated to the full financial commitment, regardless of the choice made and each individual Club Team Managers must ensure that all their Club Junior or Youth players pay their arranged instalments by the due dates (i.e., First day of each month).

Club Rule 13.4 – LATE CLUB REGISTRATION:

Any individual player on joining the Football Club part way through the playing season (August M02 to April M10) shall pay a reduced Club Registration fee for the remaining portion of the playing season which shall be calculated by the month of registration as follows,

- A player registered during month of August = Nine (9) instalments shall be payable,
- A player registered during month of September = Eight (8) instalments shall be payable,
- A player registered during month of October = Seven (7) instalments shall be payable,
- A player registered during month of November = Six (6) instalments shall be payable,
- A player registered during month of December = Five (5) instalments shall be payable,
- A player registered during month of January = Four (4) instalments shall be payable,
- A player registered during month of February = Three (3) instalments shall be payable,
- A player registered during month of March = Two (2) instalments shall be payable,
- A player registered during month of April = One (1) instalment shall be payable.

Club Rule 13.5 – FAILURE TO PAY:

The failure of any Club Junior or Youth player to pay the set Club Registration fee by the due dates as previously agreed shall result in the automatic suspension of that Club Junior or Youth player from all Football Club activities and they shall not be able to participate in any Football Club activities until such Club Registration fee has been paid in full with an additional administrative charge of £5.

Club Rule 13.6 – REFUND POLICY:

Should a Club Junior or Youth player elect to leave the Football Club prior to the end of the playing season, absolutely no refunds shall be provided to a parent/guardian who are paying the full amount of the Club Registration fee by previously agreed instalments, all instalments paid to date are deemed non-returnable.

- Refunds to a parent/ guardian for any Club Registration fee paid in one (1) full amount payment on the Registration Day shall only be reimbursed under exceptional circumstances, (i.e., long term injury or illness), as agreed by the Club Management Committee.
- All requests for a refund shall be reviewed on a case-by-case basis and if a refund is agreed a refund for the remaining portion of the playing season shall be calculated by the month that the player leaves the Football Club.

Club Rule 13.7 – FINANCIAL ASSISTANCE:

The Football Club shall be committed to ensuring that no young player shall be denied a playing opportunity based solely upon financial requirements. The Football Club shall establish a “Financial Assistance Programme” to support disadvantaged families. All applications for Financial Assistance “**Financial Assistance Application and Agreement Form**” (**Addendum 14**) must be received before or at the time of registration and all applications shall be kept confidential. All applicants for financial assistance shall be required to provide proof of need as funds are limited and the amount of an individual award shall be determined by the number of qualified applicants and the total amount of funds available. Financial assistance is only awarded on the Club Registration fee and does not include any other Club team specific additional expenditure.


Club Rule 13.8 – RECRUITMENT AND RETENTION:

The following recruitment and retention programme shall be incorporated within the main aims and objectives of the Football club;

- **Recruitment:** It shall not be a Football Club policy to illegally approach other football clubs’ players with the idea of signing them for the Football Club, if players from other football clubs approach the Football Club, then they shall be accepted in line with the above criteria.
- **Retention:** It shall be the policy of the Football Club to encourage young players to join the Football Club in line with the above criteria. Once a Club member of the Football Club, Club players shall be encouraged to play a full part in Football Club activities by attending both training and social events. If a Club player indicates a wish to leave the Football Club, it shall be the duty of the relevant Club Team manager to establish any reasons for unrest and to report these to the Club Management Committee.
- **Attracting Players:**
The Football Club shall actively attempt to attract Club players under the above criteria by:
 - Liaising on a regular basis with local schools. This will be done by personal contact with staff, posters, information sheets about the Football Club, direct contact with pupils (with the schools’ permission) and appeals through school newsletters. The Football Club shall endeavour to foster good relationships with local schools and to use school facilities wherever and whenever possible.
 - Regular articles in the media and local promotional outlets, including appeals for players and staff.
 - Posters placed in Great Yarmouth and the surrounding areas at strategic points.
 - Word of mouth and personal contact with existing Club players who may be aware of other players who wish to join the Football Club.

Club Rule 13.9 – DISCIPLINARY SANCTIONS:

Any Club Junior/ Youth player who is guilty of committing a foul or misconduct that is deemed by the Referee to warrant a disciplinary sanction (caution or dismissal) shall incur a County FA Discipline administration charge(s)/ fine(s). Unlike fouls, misconduct may occur at any time, including when the ball is out of play, during half-time and before and after the game, and both Club Junior/ Youth players and substitutes may be sanctioned for misconduct. A foul or misconduct shall result in the Club Junior/ Youth player either receiving a caution (indicated by a yellow card) or being dismissed (sent off) from the field of play (indicated by a red card). A dismissed Club player cannot be replaced their team shall be required to play the remainder of the game with one less player, (A second caution also results in the player being dismissed). The Referee has considerable discretion in applying the Laws of the Game in particular, the offence of unsporting behaviour may be used to deal with most events that violate the spirit of the game, even if they are not listed as specific offences.

- **Caution Offences:** (The application of a yellow  card). The Club Treasurer shall on behalf of the Club Junior/ Youth player pay to the County FA the Discipline administration charge/ fine imposed within the required timescale of the date on the electronic notification.

- **Dismissal Offences:** (The application of a red ■ card). The Club Treasurer shall on behalf of the Junior/ Youth Club player pay the County FA the Discipline administration charge/fine imposed within the required timescale of the date of the electronic notification.

Club Rule 12.8 – REPAYMENT POLICY:

Time Limits and Directions: The responsibility for the full repayment of all County FA Disciplinary administration charge/ fines and/ or additional Club punishment fines issued rests solely with the Club Junior/ Youth players parents or guardians who shall make full repayment at the earliest possible opportunity or within fourteen (14) days of the offence. The full amount of the County FA Discipline administration charge/ fine along with any additional Club punishment fine **not** reimbursed to the Club Treasurer within fourteen (14) days of the offence shall result in that Club player being automatically suspended from all Football Club activities until such fine is paid in full.

SECTION 14 – CLUB SEASONAL MEMBERSHIP:

Club Rule 14.1 – ELIGIBILITY FOR MEMBERSHIP:

Club Seasonal Membership shall be open to all without discrimination, except as a necessary consequence of the requirements of the game of association football and any fees shall be set at a level that shall not pose a significant obstacle to membership or use of the Football Clubs sporting facilities. The classes of membership shall be playing and non-playing members, who shall exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Football Club are carried out in accordance with the Rules and Regulations of the FA, County FA to which the Football Club is affiliated and League and Cup competitions in which the Football Club participates, for the time being in force. Membership for all is only for the current financial year and shall extend from **1st June** in each particular year until **31st May** the following year and only after the Club “**Seasonal Membership Application Form**” (*Addendum 12*) is completed and accepted, and fees are paid in full.

Club Rule 14.2 – PLAYING MEMBERSHIP:

- **Club Senior players** – one (1) individual registered Club Senior player over the age of eighteen (18) on the date of their admission to membership of the Football Club who shall be afforded all rights of Membership, including the right to attend and speak at Members or Open Community Meetings of the Football Club and shall be entitled to one (1) vote. Membership shall cease when the Club Senior player leaves the Football Club or can be revoked by the Club Management Committee in conjunction with the published Club Rules.
- **Club Youth players – (Competitive U12-U17) Membership** – one (1) individual registered Club Youth player aged twelve (12) to sixteen (16) years old on the date of their admission to membership of the Football Club who shall be afforded all rights of Membership but shall NOT be entitled to attend and speak at Members or Open Community Meetings of the Football Club and shall NOT be entitled to vote. Membership shall cease when the player leaves the Football Club or can be revoked by the Club Management Committee in conjunction with the published Club Rules.
- **Club Junior players – (Development U7-U11) Membership** – one (1) individual registered Club Junior player aged seven (7) to eleven (11) years old on the date of their admission to membership of the Club Football Club who shall be afforded all rights of Membership but shall NOT be entitled to attend and speak at Members or Open Community Meetings of the Football Club and shall NOT be entitled to vote. Membership shall cease when the player leaves the Football Club or can be revoked by the Club Management Committee in conjunction with the published Club Rules.

Club Rule 14.3 – NON-PLAYING MEMBERSHIP:

- **Full Membership** – one (1) individual fully paid-up duly elected Club officer / appointed Team official who has undergone the FA Disclosure and Barring Service (DBS) enhanced

online check on the date of their admission to membership of the Football Club shall be afforded all rights of Membership, including the right to attend and speak at Members or Open Community Meetings of the Football Club and shall be entitled to one (1) vote. Membership shall cease on written resignation of membership to the Club Secretary, or on removal in conjunction with the Clubs Rules.

- **Adult Associate Membership** – one (1) individual fully paid-up parent/ legal guardian of a registered Club player or individual purporting to be a supporter of the Football Club over the age of eighteen on the date of their admission to membership of the Football Club shall be afforded all rights of Membership, including the right to attend and speak at Members or Open Community Meetings of the Football Club and shall be entitled to one (1) vote. Membership shall cease on written resignation of membership to the Club Secretary, or on removal in conjunction with the Clubs Rules.
- **Youth Associate Membership** – one (1) individual purporting to be a supporter of the Football Club under the age of eighteen (U18) on the date of their admission to membership of the Football Club shall be afforded all rights of Membership but shall **NOT** be entitled to attend and speak at Members or Open Community Meetings of the Football Club and shall **NOT** be entitled to vote. Membership shall cease on written resignation of membership to the Club Youth Secretary, or on removal in conjunction with the Clubs Rules.
- **Life Membership** – one (1) individual who the Club Management Committee has awarded free life membership shall be afforded all rights of Membership, including the right to attend and speak at Members or Open Community Meetings of the Football Club and shall be entitled to one (1) vote. Membership shall cease on written resignation of membership to the Club Secretary, on removal in conjunction with the Clubs Rules or on death.
- **Honorary Membership** – the Club sponsors in the current financial year (**1st June to 31st May**) who shall be afforded all rights of Membership, including the right to attend and speak at Open Community Meetings of the Football Club but shall **NOT** be entitled to vote.

Club Rule 14.4 – TERMS AND CONDITIONS:

All Club members shall be bound by the contents of the published Club Rules and such agreement shall be deemed to have been accepted at the time of annual membership unless such membership takes place at a later time, in which case acceptance is assumed at that time. Each Club member on admission to the Football Club shall be informed of the relevant “*FA Respect Code of Conduct*” and the Club Standards of Behaviour and shall be deemed to have given their agreement to these published Club Rules which shall then form a binding agreement between the Football Club and each individual Club member;

- Membership of the Football Club shall be open to all individuals provided they comply with the published Club Rules and any Club Policies and Procedures or Club Standards of Behaviour adopted by the Club Management Committee.
- No individual shall be refused membership on the grounds of ethnicity, nationality, sexual orientation, religion or beliefs, sex, age, impairment or disability.
- All applications for membership shall be accompanied by the appropriate Annual Membership Fee, and
- All fully paid-up Club members shall be able to purchase a copy of the published Club Rules on request to the Club Treasurer:

Club Rule 14.5 – APPLICATION AND RENEWAL:

Any new individual who wishes to become a member of the Football Club shall only become a Club member upon payment of the relevant annual membership fee and completion of the Club “**Membership Application Form**” (**Addendum 12**) delivered to the Club Secretary. Election to membership shall be at the sole discretion of the duly elected Club officers of the Club Management Committee and granted in accordance with the Club Equal Opportunities Policy and Procedures (**Addendum 2**) which shall be in place from time to time. An appeal against refusal may be made to the Club Management Committee in accordance with the Club Dispute Resolution Policy and Procedures (**Addendum 6**) in force from time to time. New Membership and Membership renewal applications shall become effective upon full payment of the relevant annual membership fee. The Club Management Committee shall be entitled to;

- refuse any application for membership on non-discriminatory grounds, where the membership concerned would be prejudicial to the objectives of the Football Club.
- for good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the Club member concerned shall have the right of appeal (**Addendum 7**) before a final decision is made.
- any Club member who fails to pay the relevant annual membership fee by the date required shall be suspended from taking part in any event under the control of the Football Club until such fees are paid, and
- any Club member under suspension shall be barred from taking part in any match or activity under the control of the Football Club.

Club Rule 14.6 – MEMBERSHIP FEES:

The Club Management Committee shall determine the annual membership fee for any particular financial year (**1st June to 31st May**) prior to the annual renewal date each year and these shall be set at such a level that does not pose a significant obstacle to membership or use of facilities. All annual membership fees shall be due on **1st June** and each Club member shall be required to pay the relevant annual membership fee on successful application to the Club Treasurer not later than **31st August** in each particular year, or within fourteen (14) days of joining the Football Club. Successful applications for membership of the Football Club after **30th November** in each particular year shall be eligible for a reduced membership fee, at the rate of 50% of the annual membership fee due, allowing for membership until the end of that financial year. A Club member whose annual membership fee is more than one (1) month in arrears shall be deemed to have resigned from that date. An annual membership fee shall not be refundable in any circumstances.

Club Rule 14.7 – MEMBERSHIP CARDS:

Each individual Club member shall only be issued with one (1) Club Seasonal Membership card which must be produced upon request by a duly elected Club officer of the Club Management Committee or Clubhouse manager and/or bar staff. A valid Club Seasonal Membership card shall be required when voting at an Annual Members Meeting (AGM) or Extraordinary Members Meeting (EGM) and a resolution put to the vote shall be decided upon by a show of valid membership cards as issued to the fully paid-up Club members.

Club Rule 14.8 – MEMBERSHIP REGISTER:

The Club Membership Secretary shall maintain a “**Membership Register**” which shall contain the names and addresses of all Club members and which shall be considered confidential and covered by the relevant data protection regulations. The FA and County FA and other organisations to which the Football Club is affiliated shall be given controlled access to the Membership Register, on demand. No other person or organisation shall be given access to the Membership Register without the express permission of the Club Management Committee.

Club Rule 14.9 – DISCIPLINE OF MEMBER:

The duly elected Club officers of the Club Management Committee may vote to suspend a Club member or Club associate member if the Club Management Committee decides that there is enough evidence to do so before a disciplinary hearing can be held. If the disciplinary hearing comes back that there was no violation then that Club member is free to resume their membership. Any Club member or Club associate member whose membership has been suspended by the Club Management Committee shall lose all rights of membership until such suspension has been overturned.

Club Rule 14.10 – TERMINATION OF MEMBERSHIP:

A Club member shall cease to be a member of the Football Club from the date on which they give written notification to the Chairperson of the Club Management Committee of their resignation. A Club member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned. In the event of a Club members resignation, they shall not be entitled to claim any, or a share of any, of the Club Property and their name/details shall be removed immediately from the Membership Register. Membership of the Football Club shall be deemed to have been terminated;

- if the Club member submits a signed letter of resignation to the Football Club.
- if the Club member is expelled by the Club Management Committee, or

- If the Club member is no longer a registered Club player with the Football Club.

The duly elected Club officers of the Club Management Committee shall have the power to expel any Club member when in the Club Management Committees opinion, it would **not** be in the best interests of the Football Club for them to remain a Club member or whose behaviour acknowledged as unacceptable by the Club Management Committee render them unfit for membership of the Football Club. A Club member who is expelled shall not be entitled to claim any, or a share of any, of the Club Property and their name/ details shall be removed immediately from the Membership Register.

Club Rule 14.11 – WRITTEN NOTICE:

It shall be the duty of the Club Chairperson, if at any time the Club Management Committee shall be of the opinion that the best interests of the Football Club so require, by official notice in writing by e-mail or sent by post to a Club member's address, inform that Club member that their membership of the Football Club has been terminated. No such written notice shall be sent except on a vote of the majority of the Club Management Committee present in person and voting at a properly convened and constituted Member's meeting.

SECTION 15 – DATA PROTECTION:

Club Rule 15.1 – CODE OF PRACTICE:

The Football Club shall make available to its Club members specific and understandable information about its rules and regulations relating to the management of personal information. Upon request, a Club member shall be informed of the existence, use, and disclosure of their personal information, and shall be given access to that information. A Club member shall be entitled to question the accuracy and completeness of their personal information and have it amended as deemed appropriate.

Club Rule 15.2 – INDIVIDUAL CONSENT:

Consent from an individual, for approval to collect, use, and disclose, where appropriate, their personal information, is acknowledged by the Football Club from the fact that the individual signed and completed a membership application form and submitted it for the purpose of membership to the Football Club for a period of one (1) seasonal year (**1st June to 31st May**).

Club Rule 15.3 – PERSONAL AND CONFIDENTIAL INFORMATION:

The Football Club may collect some or all of the personal and confidential information about its Club members, depending on their age and category of participation.

Club Rule 15.4 – DISCLOSURE OF PERSONAL INFORMATION:

The Football Club may disclose personal information it collects to other football organisations and regulatory bodies (i.e., The FA, County FA and League(s)) for the purpose of conducting regular football club business, individuals or companies providing sponsorship, advertising and fundraising activities required to conduct Football Club business.

Club Rule 15.5 – DOCUMENT RETENTION:

The Football Club shall retain all documentation in hardcopy or electronic format for a minimum of six (6) years and all documentation exceeding this timeframe that are particularly non-essential shall be destroyed by means of shredding. All confidential information shall be stored in a secure server and confidential information included in hardcopy documents shall be stored in a locked filing cabinet at the Clubhouse. All new or amended policies shall be printed and signed by the duly elected Club officers of the Club Management Committee in place at the time of the change and filed electronically and/ or hardcopy.

SECTION 16 – MARKETING AND PROMOTIONS:

Club Rule 16.1 – ADMINISTRATOR:

The duly elected Club officers of the Club Management Committee shall appoint a Marketing and Promotions Administrator and the duly elected Club officers of the Club Management Committee may also appoint a Working Group to support the administrator in their work.

Club Rule 16.2 – PUBLICITY:

The more publicity that can be generated for the Football Club then the easier it shall be to attract players of all ages along with potential sponsors to the Football Club. The objective shall be to keep the Football Club in the forefront of public awareness by publishing good practice, innovations and achievements.

Club Rule 16.3 – PUBLIC IMAGE:

The Football Club shall be made up of different categories of Club members and it shall be important to create a unified approach to public relations. The duly elected Club officers of the Club Management Committee shall take an overview of the Football Club as a whole and see how the different components relate to each other.

Club Rule 16.4 – CLUB OFFICIAL WEBSITE:

The Football Club shall have an official website and is another area where the Football Club can generate publicity. The Club official website shall also be useful for notifying Club members of relevant information. The Football Club shall appoint a Webmaster to properly police the Club forum for inappropriate comments being made and for any complaints or derogatory remarks about Match officials or opposition players. Any complaints regarding such should be made through the proper channels in writing to the County FA or League Secretary. In this way people can get a chance to defend themselves, and it also maintains the dignity and respect of the Football Club. Remember all articles and statements to the press or on a club website will be subject to scrutiny by the FA, County FA or League(s).

Club Rule 16.5 – MEDIA RELATIONS:

The Football Club encourages the responsible use of texting and social media. The Football Club shall use all forms of social media in its activities and recognises that Club members may also use texting and social media either as part of their role within the Football Club or in their private lives. A written policy is therefore required for all Club members on the acceptable use of social networking. The purpose of the "Texting and Social Media Safeguarding Policy and Procedures" (**Addendum 5**) is to set out what the Football Club expects from Club members when texting and using social media. It is important to remember that Club members are all honorary representatives for the Football Club and that texting and social media is never private.

SECTION 17 – SPONSORSHIP AND ADVERTISING:

Club Rule 17.1 – SPONSORSHIP COORDINATOR:

The duly elected Club officers of the Club Management Committee shall appoint a Sponsorship Coordinator to maximise the number of local companies supporting the Football Club and to maximise revenue from the sponsorship base and to manage the relationship between the Football Club and local companies to ensure that all sponsors are serviced to a high level and are retained on a long-term basis. The Club Management Committee also in coordination with the Club officer, establish, develop, maintain and oversees all internal and external sponsorship opportunities while also establishing and maintaining local business and football partnerships and relationships.

Club Rule 17.2 – RESPONSIBILITY:

The Sponsorship Coordinator shall manage all sponsorship opportunities so that opportunities are maximised, Club sponsors rewarded and all activity positively coordinated. The Sponsorship Coordinator shall be responsible for the coordination of all sponsorship activities along with the duly elected Club officers of the Club Management Committee to gain a collective view as to what promotional benefits the Football Club does or does not want to offer a potential Club sponsor.

Club Rule 17.3 – SPONSORSHIP PROPOSAL:

The Football Club is very aware that sponsorship is a two-way matter and that Club sponsors should be made welcome and feel part of the Football Club. In return for the valued sponsorship the Football Club shall have a number of promotional benefits that can be offered including; business/ product/ service which shall be promoted by the Football Club at every opportunity and all Club members shall be encouraged to support a Club sponsors business, through in-house advertising, by advertising their business on the Football Clubs Official website and the opportunity to have their logo on the Club leisurewear (based on the level of sponsorship).

Club Rule 17.4 – SPONSORSHIP AGREEMENT:

The Club Chairperson shall oversee the raising of all financial income, primarily through sponsorship by seeking and negotiating any possible signing of a “**Sponsorship Agreement**” (**Addendum 8.1**) with the Football Club which shall be designed to be mutually beneficial but without compromising the Football Clubs independence or integrity. It shall be the intention of the Club Management Committee to ensure that any sponsorship agreement(s) or arrangement(s) is/are not a one-off achievement, but the start of a continuing relationship with a Club sponsor.

Club Rule 17.5 – S.O.S (SUPPORT OUR SPONSORS):

The Football Club shall have the ability to be recognised as one (1) of the top-quality football clubs in the county of Norfolk. Potential Club sponsors shall help the Football Club to achieve this aim and in return the Football Club shall promote a Club sponsor whenever and wherever possible. All Club members must appreciate the fact that to obtain good sponsorship requires more than just putting a Club sponsor’s name on a playing kit, a Club sponsor must also be able to benefit in some way i.e., advertising from any such sponsorship agreement(s) or arrangement(s).

Club Rule 17.6 – PUBLIC AWARENESS:

The Football Club shall at every opportunity promote, stimulate and develop public awareness on behalf of a Club sponsor through publicity (including any photograph(s) on all social media channels, on a local radio station, in the local and regional press, and shall include advertising on home and away playing kit(s), leisurewear and newsletters of the Football Club. Promotion of a Club sponsor(s) business/ product/ service shall also be used in association with the Football Club name whenever possible. All Club members shall also grant their full permission to the Football Club for use of their name(s) and/ or picture(s) in any fundraising sponsorship or advertising for the Football Club.

SECTION 18 – FUNDRAISING PROGRAMME:

Club Rule 18.1 – CERTIFICATE OF REGISTRATION:

Club fundraising is a common and often essential aspect of the Football Clubs viability and can take many forms including activities such as a lottery or a raffle. Before the Football Club can sell lottery or raffle tickets it shall obtain a small society lottery licence, and this certificate shall be obtained through the Licensing Section of the Great Yarmouth Borough Council. There shall be an annual fee to be paid and a duly elected Club officer on behalf of the Football Club shall hold the licence. There may be a police check carried out to determine if that person is a suitable person to hold such a licence in the same way as the licences to sell alcohol are handled.

Club Rule 18.2 – FUNDRAISING AND SOCIAL EVENTS:

The Football Club shall be committed to ensuring transparency and high standards in its fundraising activities and it shall hold various fundraising events and social functions during the seasonal year to raise funds. This shall enable Club members, Club sponsors and individuals connected to the Football Club to get to know one another better and to celebrate club, team and individual achievements. The Football Club regards these as important factors in developing a strong club spirit and all Club members shall be required to fully support these activities. The duly elected Club officers of the Club Management Committee shall issue a notice of forthcoming events, dates and venues during each seasonal year.

Club Rule 18.3 – AWARENESS AND COMMITMENT:

The duly elected Club officers of the Club Management Committee shall ensure that all Club members are made aware of the financial difficulties involved in maintaining a football club on a limited income and that the Football Club cannot rely solely on monies from club seasonal memberships, sponsorship deals or donations. All Club members shall be committed to fully support, promote and accept the responsibility to contribute actively in any of the Football Clubs ongoing fundraising events, schemes or activities “**Fundraising Programme**” (**Addendum 8.3**) intended to ensure the financial and social success of the Football Club as endorsed by the Club Management Committee.

Club Rule 18.4 – GRANTS AND FUNDING APPLICATIONS

External sources of funding have a key part to play in the development of the Football Club and grants are not the same as sponsorship or fundraising as there are usually strict criteria which the Football Club must meet in order to qualify for a grant. Therefore, it is important to complete any application forms correctly with as much detail as has been requested.

- **Sourcing Grants:** The Amateur FA offers access to various schemes and grants to enable football clubs to secure funding, however the majority of funding opportunities are via the UK’s largest sports charity the Football Foundation. The Football Foundation is a unique partnership funded by the FA, Premier League and the Government. The County FA’s Football Development team is there to help with any questions the Football Club may have regarding the Football Foundation and the other funding schemes.
- **Grant Writing and Research:** To be successful, applications should be well-prepared and clearly written. Grant applications must demonstrate that the project is feasible and meets the appropriate policy goals or priorities of the particular grant agency. Although specific criteria may vary with each grant scheme, most grant applications require similar types of information.

Club Rule 18.5 – DONATIONS:

With the support of donations, the Football Club can help to keep the running costs of the Football Club to a reasonable level so as to provide assistance for Club players who would otherwise be unable to participate due to financial constraints. The goal of the Club team(s) is to provide the opportunity to experience the game of association football so that Club players can pass on their passion and skills to the young people in the local community of Great Yarmouth and the surrounding areas. The Football Club shall gratefully accept donations from individuals, families and businesses.

Club Rule 18.6 – NOMINATED CHARITIES:

The Football Club shall be committed to ensuring transparency and high standards in their fundraising activities and it shall each seasonal year nominate two local charities to benefit from much needed revenue raised by the Football Club. The duly elected Club officers of the Club Management Committee shall meet prior to the AGM to select two (2) nominated charities from a list of proposed local charities. The Football Club, on behalf of the two nominated charities, shall at every opportunity promote and stimulate interest within the Football Club to develop public awareness through publicity (including any photograph(s) on all social media channels, on a local radio station and in the local and regional newspapers.

RELATED DOCUMENTS:

Addendum 1: Health and Safety Policy and Procedures – (**1.1 FA Goalpost Safety; 1.2 Club Goalpost Safety; 1.3 Club Good Practice at Fundraising Events; 1.4 Club Incident/ Accident Report Form; 1.5 Medical Emergency Action Plan:**

Addendum 2: Equal Opportunities Policy and Procedures – (*The FA Equal Opportunities and Anti-Discrimination Policy*).

Addendum 3: Safeguarding Policy and Procedures – (*The FA Safeguarding Children Policy and Procedures*).

Addendum 4: Anti Bullying and Harassment Policy and Procedures.

Addendum 5: Social Media Safeguarding Policy and Procedures.

Addendum 6: Dispute Resolution Policy and Procedures – (**6.1** Witness Statement Guidelines).

Addendum 7: Disciplinary and Appeals Policy and Procedures – (**7.1** Disciplinary Action Guidelines):

Addendum 8: Sponsorship and Fundraising Policy and Procedures – (**8.1** Sponsorship Proposals; **8.2** Sponsorship Agreements; **8.3** Fundraising Programme).

Addendum 9: Nomination Paper.

Addendum 10: Management Committee Positions and Role Descriptions.

Addendum 11: Seasonal Membership Application Form.

Addendum 12: Player Medical Information Form.

Addendum 13: Repayment Agreement.

Addendum 14: Financial Assistance Application and Agreement Form.

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Title: Club Constitution and Operating Rules

Author: Kevin Cruickshank

Date Modified: May 2023

Next Review: Apr 2024

DECLARATION:

The foregoing published "Club Rules", formulated in accordance with the written approval of the County FA and adopted by the duly elected Club senior officers of the Club Executive Committee shall apply upon acceptance to membership of the Football Club and shall supersede all previous dated documents.

Date of Adoption:

CLUB SENIOR OFFICERS:

1: Club President:

Signature:

2: Club Chairperson:

Signature:

3: Club Vice Chairperson:

Signature:

4: Club Secretary:

Signature:

5: Club Treasurer:

Signature:

