



EAGLESCLIFFE ELEMENTIS JUNIOR FC

CLUB POLICIES AND RULES

1. The Club Policies and Rules

- 1.1 These policies and rules (the “Club Rules”) are to be read in conjunction with the Club Constitution and both form a binding agreement between each member of the Club. In the event of any conflict between the Club Rules and the Club Constitution, the Club Constitution will take priority.
- 1.2 The Club Rules shall remain in force and effect unless and until amended by the Club Committee. Any such amendment shall only take place by a majority decision of a properly constituted Club Committee meeting.

2. Club Ethos

To be an inclusive club which promotes, encourages and develops sportsmanship, teamwork, life skills and all aspects of football excellence in a safe, professional and fun environment.

3. Club Colours

- 3.1 Each Team strip shall consist of a blue home shirt, a yellow away shirt, royal blue shorts and royal blue socks. Goalkeeper shirts shall be any suitable colour other than yellow or black.
- 3.2 The Club Committee will determine authorised suppliers and manufacturers of Club kit each season. Any Team wishing to source team kits from any other suppliers must ensure that they are of the same kit manufacturer as authorised by the Club Committee and seek approval from the Club Committee for such kit to be purchased.

4. Club Policies

- 4.1 The Club will adopt, publish and comply with all of the FA’s Codes of Conduct including for Players, Coaches, Match Officials and Spectators along with Child Protection and Safeguarding Policies.
- 4.2 The Club will maintain and publish an Equal Opportunities Policy, Data Protection Policy and Anti Bullying Policy.

5. Membership Subscriptions

- 5.1 The Committee will set such membership subscription amounts and for such membership categories as it deems are appropriate on an annual basis.
- 5.2 All subscription payments must be paid by electronic bank payments direct into the Club bank account.
- 5.3 Fees are not repayable.
- 5.4 Only members who are registered with both league and club are eligible to play league/cup matches.
- 5.5 Conditional membership applies to temporary membership of players during tournaments or friendlies and those players who do not wish to play league matches but enjoy training sessions with those teams registered to the Club. All conditional membership is to be registered for insurance purposes and submitted to the Club secretary.
- 5.6 In the event of any family having more than 1 child as a member of the Club, the second (and any further) child will benefit from a 50% reduction in their membership subscriptions.



- 5.7 In the event of any member failing to pay subscriptions of 2 months or more their membership shall be suspended and they won't be permitted to train and/or participate in any matches and/or tournaments and/or any other Club activities until all payments are brought up to date. If any member has special circumstances which prevent payment then they are to inform their manager immediately. It shall then be the discretion of the Club Committee to the postponement or reduction of any payments.

7. Club Teams

- 7.1 The Committee of the Club will appoint the following positions for each team within the Club:

- Team Manager
- Manager's Assistant (if required)
- Coaches (if required)

The roles and responsibilities of each official are defined in Annex A

- 7.2 The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.
- 7.3 The Club will supply each Team with a reasonable amount of equipment, including first aid kit, training balls, match ball, cones and bibs. In the event of the Team requiring additional equipment the Club Committee will decide whether it is reasonable to provide it.
- 7.4 Team Managers may from time to time enter their team into tournaments and other competitions. The Club will pay the cost of each Team entering up to three tournaments per year, subject to a total cost limit of £150 per Team.

8. Team Manager / Assistant / Coaches ("Coaches")

- 8.1 Before any coaching contact with any team, all Coaches must ensure that they:
- 8.1.1 hold a valid enhanced DBS check, to be completed by the Club Welfare Officer or Committee member. No parent and/or other individual is permitted to enter the field of play or training session without holding a valid enhanced DBS check;
 - 8.1.2 completed the FA's Playmaker course;
 - 8.1.3 completed the FA's first aid course;
 - 8.1.4 completed the FA's safeguarding course.
- 8.2 Upon completion of the above courses and whilst being a Coach within a Club Team, the Coach shall benefit from a 50% reduction in membership subscriptions for his/her children in the Club.
- 8.3 By the end of the first season of being a Coach with a Team, the Coach shall ensure that they complete the FA's Introduction to Coaching Football course (or equivalent qualification). Upon completion of the Introduction to Coaching Football Course, the Coach shall benefit from a 100% reduction in membership subscriptions for his/her children in the Club.
- 8.4 The Club will reimburse the Coach the cost of the above courses, upon production of receipts for the courses. Members who leave the Club within 2 years of receiving their coaching qualifications will be expected to reimburse the Club subject to a sliding scale as follows. Leaving within six months, repay all fees; within one year, repay 75%; within 18 months 50%; within 24 months 25%. Exceptions to this may be agreed at the discretion of the Club Committee.
- 8.5 In the event of the Coach failing to complete the above courses within 12 months of becoming a Coach within a Team, the Coach shall be responsible to pay 100% subscriptions and any reduction shall end until the courses are completed.



- 8.6 All Coaches must ensure that they maintain up to date enhanced DBS, safeguarding and first aid courses at all time that they are coaching.
- 8.7 In the event of a Coach qualifying for or holding a higher coaching qualification than the Introduction to Coaching Football qualification he/she shall be entitled to be paid an honorarium for services to the Club in such amount as agreed and decided upon by the Club committee.

9 Fines / Administration Charges & Discipline

- 9.1 The Team Manager shall be responsible for the payment of all fines as a result of a Team's failure to fulfil a fixture and/or return a match result, unless the Club Committee decide otherwise.
- 9.2 Fines and administration fees incurred by an individual player as a result of disciplinary action will be charged to the parent/guardian of the player concerned.
- 9.3 Failure to pay fines shall be subject to the Club's disciplinary procedure and could ultimately lead to suspension and/or expulsion from the Club.
- 9.4 Where the conduct of any Team, or player or players from that team, is deemed to have contravened the spirit of the Club, the Club Committee will have the option to subject it to the Club's disciplinary procedure and impose such sanctions as are deemed appropriate to include (but not limited to) fines, bans and expulsion of player(s) or team(s) from the Club. The following is intended as a guideline for the type of behaviour that is deemed to contravene the spirit of the Club:

- Violent behaviour towards another Club player (Internal)
- Violent behaviour towards another Player (External)
- Red Card
- Yellow Card
- Persistent foul play
- Persistent Non-Attendance on Training and/or Match Days

10 Resignation & Expulsion

- 10.1 Resignation
A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee dues is not paid as per rule 6.6 shall be deemed to have resigned.
- 10.2 Expulsion
10.2.1 Only the Club Committee shall have the power to expel a member when it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
10.2.2 In the event of a Team Manager seeking to expel a member they must seek the appropriate approval of such expulsion from the Club Committee.
- 10.3 A member of the club who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

11. Grievance and Disciplinary Procedure

- 11.1 Grievance Procedure
In the event that any member feels that he or she has suffered discrimination in any way or that the club policies, rules or Codes of Conduct have been broken, they should follow the procedures below:
- 11.1.1 They should report the matter to the Club secretary or another member of the Committee. The report should include:
- i) Details of what, when, and where the occurrence took place.



- ii) Any witness statement and names.
 - iii) Names of any others who have been treated in a similar way.
 - iv) Details of any former complaints made about the incident, date, when and to whom made.
 - v) A preference for a solution to the incident.
- 11.1.2 The Club will convene a Disciplinary Panel of no less than 3 committee members to include the Club Welfare Officer to sit for any hearings that are required. The Disciplinary Panel will have the power to warn as to future conduct, suspend or remove from membership, any person found to have broken the Club's policies or Codes of Conduct.
- 11.1.3 The member shall have the right to appeal to a panel consisting of the Chairman and two other committee members who were not involved in the earlier hearing(s).

11.2 Disciplinary Procedure

Any person found to have broken the Club's policies or Codes of Conduct will be subject to a disciplinary procedure. A Disciplinary Panel of no less than 3 committee members will be convened to hear the case.

The member shall have the right to appeal to a panel consisting of the Chairman and two other committee members who were not involved in the earlier hearing(s).

APPENDIX 1

Roles and Responsibilities

As with all roles in a voluntary organisation responsibilities are always to use 'best endeavours'.

Committee

- Responsible to the members of the club
- To ensure that those elected remain competent in their role
- To ensure the infrastructure and operation of the club remains in line with current policy

Chairman

- Responsible to the Committee
- To provide leadership to the Club.
- To respond to all communications in a timely manner.
- To ensure the club operates within the constitution and rules of the Club.
- To chair committee meetings and ensure these are held in line with the Club's rules
- To ensure committee members perform effectively within their remit.
- To ensure the AGM and any extraordinary meetings are called and held appropriately.

Vice Chairman

- Responsible to the Chairman
- To provide direct support to the Chairman.
- To fulfil the responsibilities of the Chairman in their absence.

Secretary



- Responsible to the Committee
- To be the focal point of correspondence for the club.
- Ensure the FA's Health Check and accreditation is completed and maintained
- To maintain the register of members
- To maintain the minutes of meetings

Assistant Secretary

- Responsible to the Secretary
- To provide direct support to the Secretary.
- To fulfil the responsibilities of the Secretary in their absence.

Treasurer

- Responsible to the Committee
- To manage and administer the finances of the Club.
- To create annual income and expenditure sheets and balance sheets.
- To create and maintain a cash book covering a minimum of two years.
- To ensure all payments and fines are paid on time and recorded.
- To support all fundraising and sponsorship opportunities.
- To report to the Committee on all financial issues.
- To give a projected likely financial cost of any planned developments by the club or other changes to service delivery.
- To provide financial information to the members when required.

Club Welfare Officer

- Responsible to the Committee
- To ensure all relevant members have the required DBS checks and attend Safeguarding courses.
- To investigate any child protection issues raised within the Club.
- To recommend any changes to rules regarding welfare.

Football Development Officer

- Responsible to the Committee
- To provide coaching direction to the Club
- To ensure a development squad is maintained and is sustainable.
- In the absence of a 'certified coach' co-ordinate cover for teams.

Team Managers

- Responsible to the Committee
- Work within the Club and FA's Child protection policies and ensure their coaches do likewise.
- Ensure all coaches are DBS checked before any contact with the Team.
- Ensure there is always a 'certified coach' (ie a coach with DBS check and has completed the Introduction to Football Coaching Course) at every match and training session.
- Notify the Football Development Officer of players required for their Team.
- Arrange and deliver planned training sessions to develop all players within the Team.
- Arrange and co-ordinate with opposition teams and the Team all friendly and matchday fixtures and to ensure that all available players have equal opportunity to play in all matches.



- Ensure any subscriptions are paid into the Club account when advised by the Treasurer to do so. NOTE players whose fees to the Club are in arrears by more than two months are classed as having resigned from the Club and the Committee reserves the right to report this to the League.
- To attend Manager's meetings regularly or delegate a representative to attend on their behalf.
- To ensure all information from the Committee is effectively communicated to the players and parents and otherwise disseminated to members within the Team.
- Ensure timely match results are digitally entered to the Matchday app and completed fully and accurately.
- Attend such courses as required in order to maintain and develop skills to promote sporting achievement within Club members.
- Ensure players and their parents plus potential spectators are made aware of their obligations under the Codes of Conducts for players and parents/spectators.
- Notify the Club Welfare Officer and Treasurer when any player leaves the Team, and the reason for that. In the event of a player being asked to leave the Team to seek prior authorisation for such action from the Club Welfare Officer.
- Ensure all the rules and regulations laid down by the Club are adhered to by their players, coaches and supporters.

Communications Officer

- Responsible to the Committee
- Monitor and update the Club's social media channels
- Monitor and control the Club's advertisements/publicity

Fixtures Officer

- Responsible to the Committee
- Co-ordinate all Teams' fixtures and allocate pitches accordingly

Referees Officer

- Responsible to the Committee
- Co-ordinate, maintain and arrange referees for all Teams' fixtures

Disciplinary Panel

- Responsible to the members of the Club
- To ensure complaints and any contravention of the Club Constitution and Club Rules are determined by just and impartial resolutions.

Player / Parent

- Responsible to all other members of the Club
- To ensure compliance and respect to the Club's ethos, constitution and rules including the FA Codes of Conduct