

# Woodlands

## Football Club



## Members Handbook 2020/2021 season



[www.woodlandsfc.org.uk](http://www.woodlandsfc.org.uk)

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This handbook is published for the 2020/2021 season and outlines guidelines and policies relating to Woodlands FC and the teams operating under the Woodlands FC banner. Contents will be reviewed and updated by the executive Committee on an annual basis, or more frequently as necessary. For clarity on any aspect not covered please contact the Club Chairman.

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# **1. INTRODUCTION**

## **1.1 The Club**

Woodlands FC was founded early in 2007 by the management team of an existing Derbyshire based girls football team, and with the continued support and backing of Woodlands Community School at Allestree. Since then the club has expanded and now has several age groups ranging from the Future Stars who are 5 years old through to the Ladies team which is 16+ and plays out of the Rolls Royce Leisure Facility.

We currently have over one two hundred girls involved across the age groups with the vast majority competing at league level. For the forthcoming 2020/2021 season the teams will be competing in the Nottinghamshire girls league, Derbyshire Girls an Ladies League and the East Midlands Women's Regional Football Premier League.

All the teams are self funding, and rely on local companies for sponsorship supplemented by fund raising activities and parental subs, details of which can be seen on our website.

## **1.2 Charter Standard and Woodlands FC Operating Philosophy**

Above all, the club seeks a safe and professional enjoyment of sport for all involved, with particular notice that many involved are young children and at this time all players are female. The safe custody of those in our care is of paramount importance to us as a club.

The FA charter standard is considered to be the benchmark of good practice for operating children's Football teams, and Woodlands FC operates to this high standard.

The Club Committee wish to continue to operate the club, achieving the high standards of the charter standard and this places obligations on teams playing under the umbrella of the Woodlands FC with regard to the management structure, DBS checking of individuals; formation of accounts etc and FA Coaching Levels being implemented across all age ranges.

Compliance with the Charter standard requirements is now mandatory for teams operating as part of the Woodlands FC, and failure to achieve this standard may result in individual teams membership of Woodlands FC being reviewed. The club Committee will provide assistance and guidance to Charter standard requirements through the Club Secretary.

The Club Committee wishes Woodlands FC to be regarded as a benchmark of good practice for safe and professional enjoyment of sport for all involved, and seeks to present a consistent and professional image to the world.

Recognising the diverse nature of the teams currently operating under the Woodlands FC banner, the Committee seeks to encourage open and effective communication between all involved to knit all the age group teams, into one united football club.

To that effect it is now seen as useful to publish a member's handbook to provide guidelines and policies, leading to that united football club.

## 1.3 Health & Safety Policy

Woodlands Football Club is committed to providing a safe working, coaching, teaching and learning environment for all its members. Responsibility for health and safety ultimately lies with the Club Committee and Team Managers. However, all members have a legal responsibility, as stated under Section 7 of the Health and Safety at Work Act 1974, to do everything practicable to prevent an accident or injury to themselves and to fellow members. The Team Managers are responsible for ensuring this information is fully understood by their team and their members.

Woodlands Football Club aims to promote health and safety, so far as reasonably practicable, by ensuring:

- The provision and maintenance of safe equipment that poses no risk to health
- The provision of relevant information to members, personnel and any related third parties, including instruction, training and supervision, as is necessary to ensure health and safety
- Maintenance of safe environments, including a means of access in a condition that is safe and without risk to health
- The club is required to carry out risk assessments of its facilities and check pitches before use for obvious dangers i.e. broken glass, cans etc.
- The club will ensure that each team has a trained First Aider present at training sessions and matches along with a fully stocked First Aid Kit.
- The club will ensure procedures are in place to deal with administering First Aid and medical treatment and that all coaches are aware of these procedures.
- The club will ensure procedures are in place for dealing with and reporting accidents and incidents and that all coaches are aware of these procedures
- The club will establish guidelines for transporting club members to and from football activities
- The club will ensure that registration forms are completed for each club member showing emergency contact a medical information and is signed by a parent/guardian
- The club will ensure that managers are aware that all such registration forms be available at training sessions and matches
- No child or young person will be treated in any way in a situation where the child or young person is on his/her own. Another adult should always be present
- The club recognises that treatment of an injured player will require physical contact and is acceptable and necessary to administer First Aid effectively.
- The club will ensure that coaches/First Aiders are aware of good and poor practice or possible abuse that may arise within a First Aid context.
- Progressive identification and assessment of all risk, taking measures to eliminate or control it
- Compliance with statutory regulation on health and safety and welfare of candidates, personnel and any related third parties
- The health and safety and welfare of vulnerable candidates is addressed through positive action
- All required and appropriately qualified members of personnel are given training to identify and control potentially hazardous situations/environments
- Effective measures are in place to deal with emergencies.
- The club has public and civil liability insurance and follows the expectations of the insurance policy
- The club is aware of the need to have knowledge of procedures relating to Health and Safety of its hired facilities
- 

This list is not exhaustive and represents general principles followed by Woodlands Football Club in respect of health and safety.

## First Aid

The nominated/appointed individuals(s) are:

### First-aiders

- Ladies Manager – Dave Mayfield
- Ladies Reserves Manager – Mark Webster
- U17's Manager – Charles Mosley
- U16's Manager – Maria Bennett
- U15's BS Manager – Andy Macpherson
- U15's WS Manager – Ben Bellemy
- U14's Manager – Simon Allsop
- U13's Manager – Gaz Bott
- U12's Manager – Dan Brentnall
- U11's Manager – Alexis Pugh
- Future Stars Manager – Rachel Clench

All confirmed nominees are appropriately qualified first-aiders, holding current first-aid certificates. Therefore, one of the first-aiders listed above must be contacted in the event of an incident occurring, to administer any first aid required. It is important that all issues where a first-aider has been involved are recorded in the necessary incident logbook(s) which accompany the first-aid box(es).

Whenever members are present, first-aiders are required to be on site at all times.

The first aid box(es) are located:

With the Team Managers & Coaches

Nominated first aiders are also provided with appropriate first-aid equipment.

*A defibrillator is located on the side of the garage where WFC store their kits and equipment*

## Risk Assessment Procedures

Team managers & coaches must ensure that suitable and sufficient control measures are in place to reduce identified risks when they are delivering any component of club activities. Any information a Manager/Coach has identified in relation to risk should be shared with/distributed to other members of the Club Committee. All members required to conduct risk assessments will be given the appropriate training and/or will be made aware of what is expected of them in advance.

## **2. SEASON OBJECTIVES**

### **2.1 2019/2020 Season (Previous Season)**

During the 2019/20 season, the club will be focussed on consolidating the teams into one club since many, train separately and do not have contact with each other. Several events were organised specifically to have all the teams together; a collective photo shoot, the club awards night, and a play at Pride Park event.

It is believed there is now a general awareness of the overall size of the club and that the objective was effectively achieved, in parallel with this, all the teams now operate under the club colours and we would like this to be recognised and continued going forward.

### **2.2 2020/2021 Season**

For the 2020/2021 season the club has the following objectives:

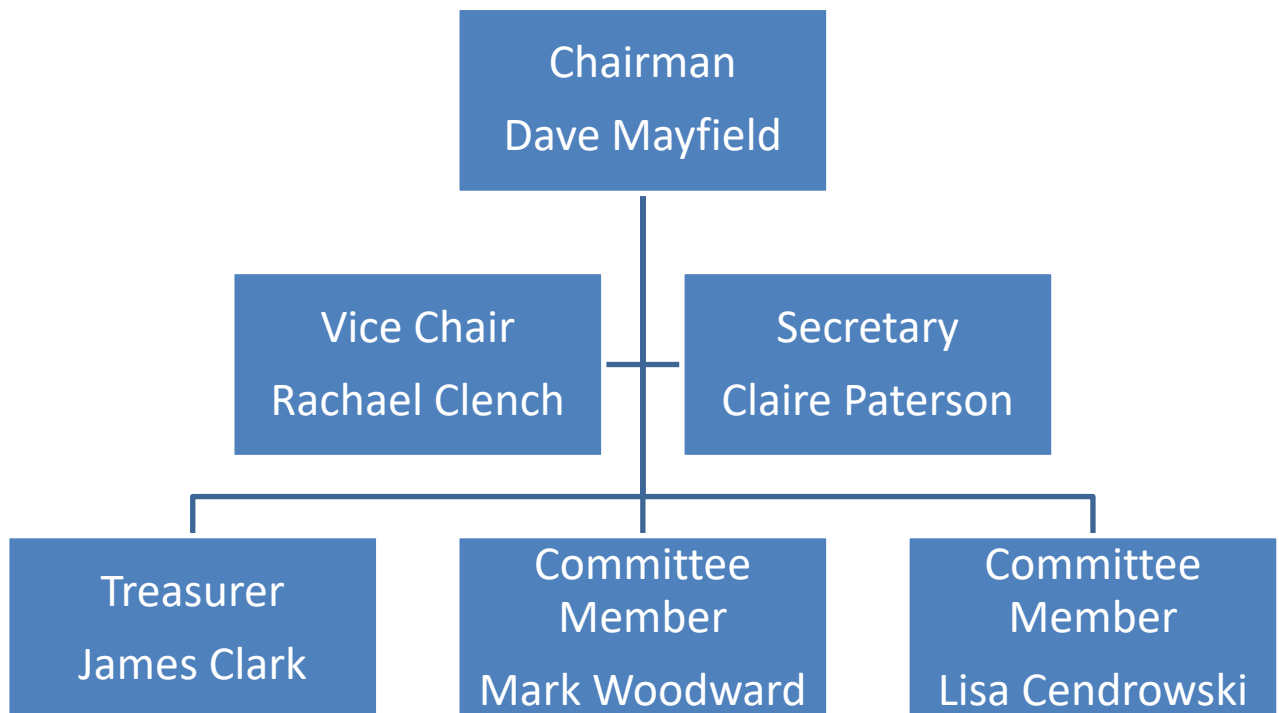
- Development of the future stars and formation of fledgling U8 and U9 teams.
- Extension of the club infrastructure with wider involvement and shared load.
- Development & funding of players who wish to become referees and or coaches.
- Individual team objectives as agreed at the AGM.

### 3 CLUB STRUCTURE

#### 3.1 Organisation and Family Tree

The Club is administered by a Club Committee, comprising members elected on an annual basis, and founder members of the club, and is responsible for determining overall club strategy and policies.

#### 3.2 Club Committee



### **3.3 Working Group**

Day to day club and team activities and inter team liaison are delivered and managed through the club working group, comprising Club Committee members and team managers. The Working group will meet and / or be in contact regularly to ensure a meaningful and positive flow exchange of information between all involved.

The working group will consist of:

- Chairman – Dave Mayfield
- Vice Chair – Rachel Clench
- Secretary – Claire Paterson
- Treasurer – James Clark
- Committee – Mark Woodward
- Committee – Lisa Cendrowski
- Child Welfare Officer – Jenny Mayfield
- Ladies Manager – Dave Mayfield
- Ladies Reserves Manager – Mark Webster
- U17's Manager – Charles Mosley
- U16's Manager – Maria Bennett
- U15's BS Manager – Andy Macpherson
- U15's WS Manager – Ben Bellemy
- U14's Manager – Simon Allsop
- U13's Manager – Gaz Bott
- U12's Manager – Dan Brentnall
- U11's Alexis Pugh
- Future Stars Manager – Rachel Clench



## **3.4 Roles and Responsibilities**

### **3.4.1 Woodlands FC Club Positions - Executive Roles:**

#### **Chairman – Club Overview**

- Chair Committee meetings and AGM
- Agree agenda for meetings and AGM
- Coordination and direction to Club Committee
- Coordination and direction on policy issues.
- Resolution of disputes

#### **Vice Chairman – Sponsorship and New Player Introduction**

- Support to Chairman, deputising as necessary
- Advice to Committee regarding policy and strategy
- Representing the club at outside meetings when requested by the chairman

#### **Club Secretary – Events**

- Affiliating the club to the County Football Association
- Charter standard registration
- Registering players to the league
- Organising the club AGM and other club meetings
- Minutes of club committee meetings and publication to members

#### **Club Treasurer - Budget**

- Review of individual team accounts – quarterly
- Maintain and administer overall club accounts
- Regular reporting club financial position to Committee
- Presentation of year end accounts to Committee at AGM

#### **Committee – Mark Woodward – Procuring Grants and Funding**

**Committee –Claire Paterson – Lease with DCFC and Organise Presentation Evening.**

### **3.4.2. Woodlands FC Club Positions - Non-Executive Roles**

#### **Child Welfare Officer – Jenny Mayfield**

- Applications for Club and Team DBS checks
- Monitoring of DBS requirements

#### **Club Website Administrator – Mark Woodward**

- Responsible for form and function of the Woodlands FC website and forum.

#### **Club Development Officer – Rachael Clench**

- Recruitment of players
- Identification and support of parent volunteers for team management

#### **Woodlands School Liaison Officer – Mark Woodward**

- The point of Interface between Woodlands FC and Woodlands School

#### **Woodlands FC Kit Coordinator – Dave Mayfield**

- Lease with TAG and order kits etc

### **3.4.3. Woodlands FC Team Positions**

#### **Team Manager**

- Attending league meetings
- Affiliating team to the league
- Organising and booking match facilities (Woodlands school facilities arranged via designated officer).
- All team management issues
- Coordination of matches with opposition team management
- Collecting subscriptions from players
- Administering team funds – with quarterly report to Club Treasurer
- Purchase and distribution of kit – coordinated with Club Kit Coordinator
- Publicity of team events – coordinated with Club Publicity Coordinator
- Reporting of results as required by the league, in a timely manner
- Reporting of results on Woodlands FC club website, in a timely manner

#### **Team Coach**

- Management of training activities
- Guidance to players and team management on player issues.

#### **Team Representative**

- Interface between club and team on day to day issues.

#### **Additional coach(s)**

- Support to Team Coach
- Specific skill set training as designated

Team roles and responsibilities may be shared / reallocated within each team as necessary for their unique circumstances.

## **4. CLUB FUNDING AND SPONSORSHIP**

Individual teams within the club are self funding through sponsorship, fund raising and subscriptions from members. Teams are responsible for their own operating costs. In addition, teams will contribute to the Woodlands FC Committee who will administer shared items on their behalf. Shared items consist of FA affiliation; Website and forum operating costs; certain approved Committee member expenses incurred performing duties for all teams, etc.

As a club we actively encourage all teams to pursue sponsorship and fund raising opportunities within the local business community.

The Committee seeks a consistent approach to funding to reinforce the professional image of the club. Teams are requested to advise the Committee regarding current and potential sponsorship arrangements; the Committee reserves the right to reject sponsorship from companies or individuals which conflict with the club and its policies.

Individual team sponsorship is generally used for team equipment or kit which will carry the sponsor's logo or details, however sponsorship may also be used to fund an event or presentation night trophies etc and this is left to the discretion of the team manager with agreement from their sponsor.

Team managers need to note that it is a requirement of charter standard club management that external activities (i.e. other than training sessions, friendly and league football matches) need to be properly managed and will most likely need a risk assessment to be carried out ([Click Here For Risk Assessment Form](#)). The Club Committee can provide advice and guidance through the Club Secretary, who must be informed of events in advance, ideally through the regular working group meetings.

Teams are encouraged to make arrangements for members and officials to be trained as appropriate .e.g. coaching courses appropriate to the team "age". Teams will make provision to recover fees paid should coaches move on with 12 months.

## **5. INSURANCE**

The Club is affiliated to the Derbyshire FA (by the Club Committee) as part of the annual fee payable by each age group to the Club. As part of this affiliation all members are covered by insurance to at a minimum level of cover of as arranged by the County FA, for training and matches. Policy details are available for inspection from the Club Secretary.

This insurance is considered by the Club Committee to be a suitable minimum level, however team managers attention is drawn to the fact that it does not cover such as long term illness or loss of earnings for players or coaching staff, and team managers are encouraged to arrange such additional cover as may be necessary for the unique circumstances of their team.

Insurance cover for other than training and matches, e.g. fundraising, needs to be checked with the Club Secretary.

## **6. PUBLICITY**

As part of our efforts to raise the profile of the Club within the area, the Club Committee actively encourages team managers to provide match reports and articles about their teams for publication in local news papers, such as the Belper News or Derby Telegraph etc, whilst ensuring a current match report is always present on the clubs forum for everyone to view their progress.

The Club Committee seeks a consistent approach to publicity to reinforce the professional image of the club, for guidance contact the Club Chairman.

## **7. TEAM EQUIPMENT**

The teams within Woodlands FC always used to have a divergence in kit, as a result of each team's unique history. The Committee aspired to have a recognisable and common Woodlands FC team kit across all the age groups. All the teams within Woodlands FC now have the common team kit and colours and are very recognisable when playing home, away or at tournaments etc.

It is believed that consolidation of the orders from each team through a common supplier, as far as possible, should also result in advantageous terms and our chosen supplier is now TAG.

It is not the intent of the club to impose additional costs on teams within Woodlands FC, the Committee seeks an ordered transition to a common format as situations allow.

Where an age group wishes to enter two or more teams in a particular league, they will be differentiated through the use of colours: e.g. Woodlands FC Black Socks, White Socks or Green Socks for clarity to the league.

All playing kit and team equipment remains the property of Woodlands FC. Players (or their parents / guardians as appropriate) accept responsibility for any items of kit whilst in their possession and must return equipment to the Club when requested. An additional charge may be payable if any items are lost or damaged.

## **8. WEBSITE**

### **8.1 Content**

The Club has its own website which is regularly updated with news and information. Here you will be able to find details about the Club such as contact details, recent and upcoming events, league tables and fixtures etc.

There is also an area dedicated to each team which will detail all the information you will need to know about them, including maps to where they play and train as well as links to match reports and other useful information.

The website also incorporates a 'Forum' area. This is designed for you to interact with other members of the Club. Here you will find areas related to your team, Club social activities, fixtures, match reports or just general discussions. This forum is governed by several moderators and the rules below must be adhered to at all times.

### **8.2 Forum Rules**

When you register you are required to give a small amount of information, much of which is optional, anything you do give must be considered as becoming public information.

The club's teams cover a wide age range in club membership, ranging from young children to adults, users must bear this in mind when posting. Users will not use this forum to post any material which is vulgar, defamatory, inaccurate, harassing, hateful, threatening, invading of others privacy, racially or sexually oriented, discriminatory in any way, or in violation of any laws. Users also agree not to post any copyrighted material that is not owned by the user or the administrator of the forums. The posting of links to such as Youtube or Photobucket may cause website functional difficulties and is not allowed without prior agreement of the website administrator.

It is not intended that the forum be used for publication of team or club accounts (these are available to members on request through the club treasurer).

Users remain solely responsible for the content of their messages, and the club accepts no responsibility for accuracy or content of postings. By using the forum, users agree to indemnify and hold harmless the club and its agents with respect to any claim based upon any post they may make. The club also reserves the right to make available user information in the event of a complaint or legal action arising from any message posted by a user. Although messages posted are not the responsibility of the club, the Committee does reserve the right to remove unsuitable content. If you do find any posts are objectionable then please contact a Committee member.

By registering to use the forum users agree to abide by the above rules and policies.

## 8.3 FA Guidelines for Social Media

We would ask that you as a parent/carer to be aware of the following best practice promoted within football:

- Ensure you are aware of how coaches, managers and other members of the club or league should communicate with your son/daughter.
- Show an interest in the communications between the club, you and your daughter. Open communication about club and league activities/issues often mean concerns are picked up early and issues can be resolved easily.
- Familiarise yourself with The FAs guidance for clubs in relation to websites, text messaging and social networking sites.
- Familiarise yourself with the social networking sites your child is using. Did you know children U13 are not supposed to use Facebook. 13-17 year olds are given different 'set up' security features within Facebook so please ensure that they are set up correctly using their real DOB and haven't bypassed this.
- If you are not getting copied into club/team text messages or emails raise this with the club and ask that you are added into these communications immediately.
- Know who your club welfare officer is and how to contact them if you have any concerns about the content of club/league web pages or in relation to the welfare of your son/daughter.
- Ensure you tell your child to tell someone they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication.
- Remember as a member of a club you are responsible for and need to abide by club protocol/policy and FA Rules and Regulations regarding comments that you place online about the league, club, players, managers and/or match officials.
- Look at the guidance offered by the Child Exploitation Online Protection (CEOP) centre; they provide guidance for parents/ carers, children and young people. They also provide the most up to date guidance for online environments.
- The FA Respect Codes of Conduct give guidance on appropriate behaviour which can be related equally to match day, training and online environments  
<http://www.thefa.com/Leagues/Respect/CodesofConduct>.
- If your daughter receives images or messages which are offensive, threatening, or unsuitable please copy and save them elsewhere or print them off before removing or destroying them. They may be needed as evidence by the Club Welfare Officer or other agencies involved in the protection of children online.

## **9. CODES OF CONDUCT:**

### **9.1 Code of Conduct for Coaches**

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



## **9.2 Code of Conduct for Players**

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship, and time wasting.
- Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.

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

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

### **9.2.2 Respect for the Laws of the Game and competition rules**

- Know and abide by the Laws, rules and spirit of the game.
- Accept success and failure, victory and defeat, equally.
- Resist any temptation to take banned substances or use banned techniques.

### **9.2.3 Respect towards Opponents**

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

### **9.2.4 Respect towards the Match Officials**

- Accept the decision of the Match Official without protest.
- Avoid words or actions which may mislead a Match Official.
- Show due respect towards Match Officials.

### **9.2.5 Respect towards Team Officials**

- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- Show due respect towards the Team Officials of the opposition.

### **9.2.6 Obligations towards the Supporters**

- Show due respect to the interests of supporters.

## **9.3 Code of Conduct for Parents / Spectators**

Parents and / or spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators

This Club will ensure that parents / spectators within the Club are always positive and encouraging towards all of the children not just their own, and will encourage parents and / or spectators to:

- Applaud the opposition as well as you own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.
- Give due respect to club equipment to prevent damage

**It is a requirement of membership of Woodlands FC that Parents / Spectators / Coaches and Team Officials within the Club agree and adhere to the Club's Code of Conduct and Child Protection Policy.**

## **9.4 Code of Conduct for Team Officials**

### **9.4.1 Obligations towards the Game**

- Set a positive example for others, particularly young players and supporters.
- Promote and develop their own team having regard to the interest of the Players, Supporters and reputation of the national game.
- Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- Avoid all forms of gamesmanship.
- Show due respect to Match Officials and others involved in the game.
- Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- Not use or tolerate inappropriate language.

### **9.4.2 Obligations towards the Team**

- Make every effort to develop the sporting, technical and tactical levels of the Club/team, and to obtain the best results by the team, using all permitted means.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Show due respect to the interests of players, coaches and other officials, at their own Club/team and others.

### **9.4.3 Obligations towards the Supporters**

- Show due respect to the interests of supporters.

### **9.4.4 Respect towards the Match Officials**

- Accept the decisions of the Match Official without protest.
- Avoid words or actions, which may mislead a Match Official.
- Show due respect towards Match Officials.

## **9.5 Anti -Bullying Policy**

We are committed to providing a caring, friendly and safe environment for all our members, so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Woodlands Football Club. If bullying does occur, all club members and parents/carers should be able to tell their club about this and know that incidents will be dealt with promptly and effectively by the club. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer Jenny Mayfield or any committee member. Woodlands Football Club is committed to playing its part to teach players to treat each other with respect.

Everybody has the right to be treated with respect and no one deserves to be a victim of bullying. Individuals who are bullying need to learn different ways of behaving. Woodlands Football Club recognises its responsibility to respond promptly and effectively to issues of bullying.

## **10. CLUB CONSTITUTION**

### **10.1 Name**

The club shall be called **Woodlands FC**

### **10.2 Objectives**

The objectives of the Club shall be to promote a safe and professional enjoyment of sport for all involved, to provide facilities, to promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

### **10.3 Status of Rules**

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

### **10.4 Rules and Regulations**

**10.4.1** The members of the Club shall so 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 Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), The Derbyshire Football Association to which the Club is affiliated and Competitions in which the Club participates, for the time being in force.

**10.4.2** The Club will abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

### **10.5 Club Membership**

**10.5.1** The members of the Club from time to time shall be those players (or their parent / guardian if under 16) listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

**10.5.2** Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

**10.5.3** In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

**10.5.4** The FA and Parent County Association shall be given access to the Membership Register on demand.

## **10.6 Annual / Monthly Membership Fee**

**10.6.1** The fee payable by each member shall be determined from time to time by the respective team management and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership at a time as required by their respective team management. Fees shall not be repayable.

**10.6.2** It is strongly recommended by the Club Committee that teams charge a reduced annual / monthly rate of membership for players not entered into league competitions, or attending solely for training or development.

**10.6.3** Individual team management shall have the authority to levy further subscriptions as are reasonably necessary to fulfill the objectives of their team.

## **10.7 Resignation and Expulsion**

**10.7.1** A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

**10.7.2** The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

**10.7.3** A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

## **10.8 Club Committee**

**10.8.1** The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer and Secretary, and committee members as elected at the Annual General Meeting.

**10.8.2** Each elected Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Committee member at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Vice Chairman. The quorum for the transaction of business of the Club Committee shall be three.

**10.8.3** Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

**10.8.4** Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

**10.8.5** An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

**10.8.6** Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

**10.8.7** The position of a Club Committee member shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football Club.

## **10.9 Annual and Extraordinary General Meetings**

**10.9.1** An AGM shall be held in each year shortly before the season commences to:

- 10.9.1.1** receive a report of the activities of the Club over the previous year;
- 10.9.1.2** receive a report of the Club's finances over the previous year;
- 10.9.1.3** elect the members of the Club Committee; and
- 10.9.1.4** consider any other business.

**10.9.2** Nominations for election of members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

**10.9.3** An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

**10.9.4** The Secretary give notice to members the date of a General Meeting via the website forum (whether an AGM or an EGM) one month before the meeting, and of the agenda and resolutions to be proposed at least 14 days before the meeting.

**10.9.5** The quorum for a General Meeting shall be three.

**10.9.6** The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

**10.9.7** The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## **10.10 Club Teams**

At the AGM the Club Committee shall confirm the Team Manager to be responsible for each of the Club's football teams. The appointed Team Manager shall be responsible for managing the affairs of the team. The appointed manager shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

## **10.11 Club Finances**

**10.11.1** A separate account shall be maintained with respect to Club funds. Expenditure shall be enabled by the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club funds except when authorized by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and held for the Club Account. The committee shall at all times aim to minimize the financial burden of committee activities on team finances.

**10.11.2** The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

**10.11.3** The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

**10.11.4** The Club may also in connection with the sports purposes of the Club:

**10.11.4.1** sell and supply food, drink and related sports clothing and equipment;

**10.11.4.2** employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

**10.11.4.3** pay for reasonable hospitality for guests; and

**10.11.4.4** indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

**10.11.6** The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

**10.11.7** The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be approved by members at a general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.



## **10.12 Dissolution**

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

**10.12.2** The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

**10.12.3** Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

## **10.13 Disciplinary Procedure**

Any complaint about a member or official of the Club will be dealt with as follows:

**10.13.1** If the complaint is about a parent or player, the initial responsibility for resolving the complaint lies with the Team Manager. He/she should make written notes about the complaint (including dates) and speak to the individuals concerned about their behavior/actions. He/she should also make written notes about the outcome of this discussion. If appropriate, the Child Protection Officer should be informed of the complaint and the actions taken to resolve it. Managers are encouraged to seek help from the CPO or Committee whenever necessary.

**10.13.2** If the complaint is about a Team or Club Official this will become the responsibility of the Committee. The Chairman, Vice-Chairman or Secretary (or alternative members as necessary) will make written notes about the complaint and speak to the person concerned, involving the Child Protection Officer if appropriate. Written notes will also be taken about the outcome of this discussion.

**10.13.3** If the case is deemed to be particularly serious or the inappropriate behaviour/actions continue after the initial complaint, this will be addressed by requesting that all parties involved attend a meeting with a Disciplinary sub-Committee consisting of 3 Committee members (plus the Child Protection Officer, if appropriate). All parties will be asked to provide written statements before the meeting. The Disciplinary sub-Committee may choose from the following:

**10.13.3.1.** The complaint may be dismissed after reviewing the facts

**10.13.3.2.** Individuals from either party may be warned in writing about their conduct and told to avoid any repetition.

**10.13.3.3.** The Disciplinary sub-Committee may recommend to the main Committee that the individuals concerned should be expelled from the Club and then informed of this in writing if agreed.

**10.13.3.4.** If the individual(s) wish to appeal, they must do so in writing to the Chairman or Vice-Chairman within 14 days of receiving the decision of the Disciplinary sub Committee. They will be invited to put their case to the full Committee which will then make a final and binding decision.

The Club reserves the right to seek advice from either the Derbyshire F.A. or the Police on any matter, which may in course lead to further actions or charges being pursued.

## CLUB CONTACTS:

Role	Name	Telephone	E-mail for Woodlands use
<b>Club Executive Roles</b>			
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Secretary	Claire Paterson	07771 664617	clairepaterson@woodlandsfc.org.uk
Treasurer	James Clark	07986 874726	Jamesnatasha.clark@googlemail.com
Child Welfare Officer	Jenny Mayfield	07948 383619	jen.mayfield@woodlandsfc.org.uk
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Committee Member	Lisa Cendrowski	07568443457	Lisa.cendrowski123@gmail.com
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<b>Future Stars</b>			
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