

Woodlands

Football Club



Members Handbook

2010/11 Season



www.woodlandsfc.org.uk

This handbook contains 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.

A handwritten signature in black ink, appearing to read 'A.M. Rose'.

A.M. Rose, Club Chairman, Sept 2010.

CONTENTS

1. INTRODUCTION	3
1.1 The Club.....	3
1.2 Charter Standard and Woodlands FC Operating Philosophy.....	3
2. SEASON OBJECTIVES	4
2.1 2009/2010 Season	4
2.2 2010/2011 Season	4
3 CLUB STRUCTURE	5
3.1 Organisation and Family Tree.....	5
3.2 Club Committee.....	5
3.3 Roles and Responsibilities	6
3.4.1 Woodlands FC Club Positions - Executive Roles:	6
3.4.2. Woodlands FC Club Positions - Non-Executive Roles	7
3.4.3. Woodlands FC Team Positions.....	8
4. CLUB FUNDING AND SPONSORSHIP.....	9
5. INSURANCE	9
6. PUBLICITY	10
7. TEAM EQUIPMENT.....	10
8. WEBSITE	11
8.1 Content.....	11
8.2 Forum Rules.....	11
9. CODES OF CONDUCT:.....	12
9.1 Code of Conduct for Coaches.....	12
9.2 Code of Conduct for Players	13
9.3 Code of Conduct for Parents / Spectators	14
9.4 Code of Conduct for Team Officials.....	15
10. CLUB CONSTITUTION	16
10.11 Club Finances	19
10.12 Dissolution.....	20
10.13 Disciplinary Procedure	20

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, with the continued support and backing of Woodlands Community School at Allestree, the club was formed. Since then the club has expanded and now has several age groups from our Future Stars who are aged five upwards, through to our Ladies team which is open age.

We currently have over ninety girls involved across the age groups with the vast majority competing at league level. For the forthcoming 2010/2011 season the teams will be competing in the Nottinghamshire Girls and Ladies League, the Warwickshire League for the under 16's and the Derbyshire Girls and Ladies League for the open age Ladies team.

Following team launch and a period of establishment it is the intention that all teams are self-sustaining with regard to funding, and rely on local companies for sponsorship supplemented by fund raising activities, details of which can be seen on our website.

1.2 Charter Standard and Woodlands FC Operating Philosophy

Above all, the club seeks 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.

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 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, CRB checking of individuals; formation of accounts etc.

Compliance with the Charter standard requirements is a mandatory requirement for teams operating as part of the Woodlands FC, and failure to achieve this standard may result in individual team 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. The club fully supports and endorses the Respect programme and requires that all club staff parents and players follow the guidelines.

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 the four age group teams into one united football club.

2. SEASON OBJECTIVES

2.1 2009/2010 Season

During the 2009/10 season, the club 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 on 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 most teams now operate under the club colours. .

2.2 2010/2011 Season

For the 2010/2011 season the club has the following objectives:

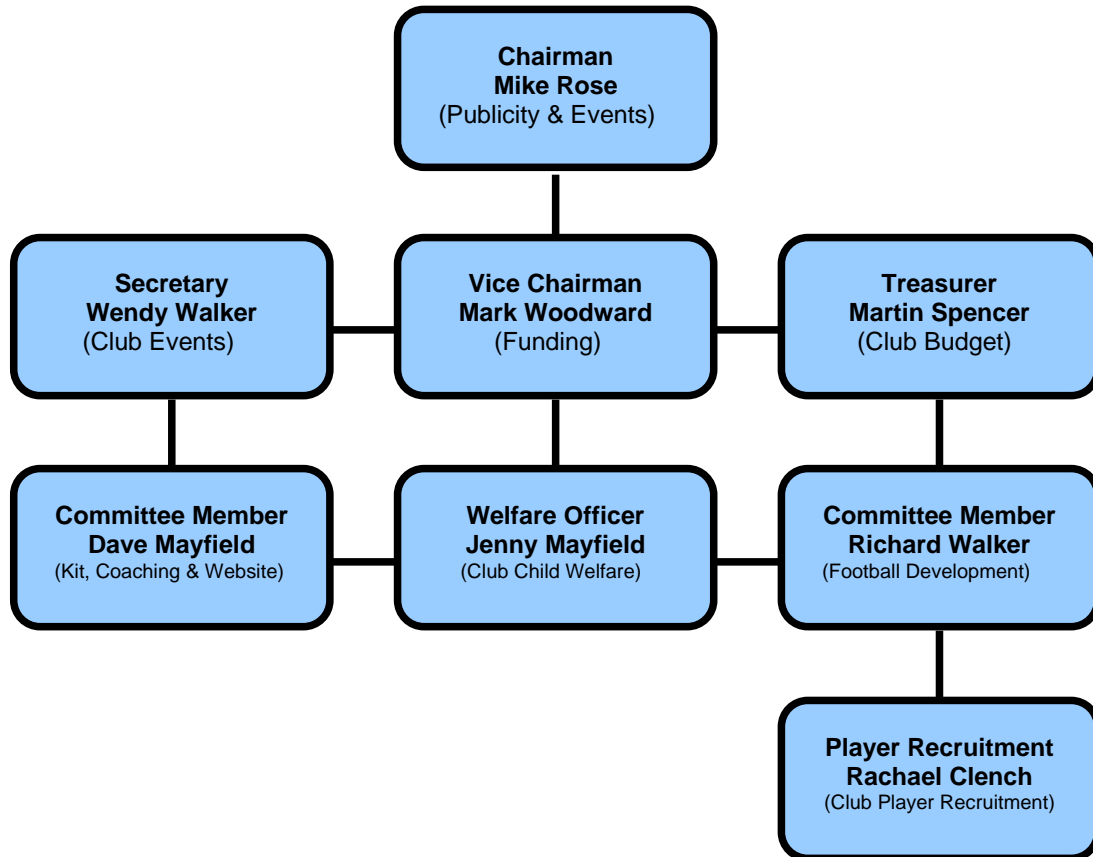
- Development of the future stars and the formation of our fledgling U8s teams.
- Continued support for the Under 9 as they look to complete their first season.
- Extension of the club infrastructure with wider involvement and shared load.
- Development of skill levels with specialist skills training.
- 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 Roles and Responsibilities

3.4.1 Woodlands FC Club Positions - Executive Roles:

Chairman – Publicity and Events

- 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 – Funding and Sponsorship

- Support to Chairman, deputising as necessary
- Advice to Committee regarding policy and strategy
- Procure relevant funding for the club

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 – Richard Walker – Football Development

Committee – Dave Mayfield – Kit, Coaching and Website

3.4.2. Woodlands FC Club Positions - Non-Executive Roles

Child Welfare Officer – Jenny Mayfield

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

Club Website Administrator – Mark Woodward

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

Player Recruitment – Rachel Clench

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

Woodlands School Liaison Officer – Richard Walker

- The point of Interface between Woodlands FC and Woodlands School

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 make a nominal 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. Beyond the nominal team contribution to cover the above mentioned, it is the committees intention that the committee also be self-funding, to leave the maximum revenue within each team for the benefit of the players.

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. 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 newspapers, such as the Belper News or Derby Telegraph etc.

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

Over the last couple of league seasons each of the clubs age groups has been actively trying to raise funds etc. to purchase the clubs standard match day kit. Before the start of the 2010/11 season, all of our teams now have at least a common Home or Away kit with most teams now having both.

It is believed that the most effective way to coordinate the move towards a common club format would be to appoint a club kit manager. For the 2010 / 2011 season Dave Mayfield has offered to fulfil this role and the Committee has accepted this offer. Team managers are requested to coordinate purchase of new kit by liaising with Dave.

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.

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 should 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 too 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.

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.

10. CLUB CONSTITUTION

10.1 Name

The club shall be called **Woodlands FC**

10.2 Objects

The objects of the Club shall be to promote 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, elected at the Annual General Meeting, and Club founding members, Richard Walker, Wendy Walker and David Mayfield.

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 Charity, 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.

END