

Tingley Athletic FC Constitution

1. Title

1.1 The Club shall be called Tingley Athletic Football Club, hereafter to be referred to as "the Club".

The club will consist of three sections:

1. A boys junior section, which will be known as Tingley Athletic Juniors FC
2. A girls junior section, which will be known as Tingley Athletic Girls FC
3. A men's open age section, which will be known as Ardsley Celtic AFC

All sections will be affiliated to the West Riding County FA under the names listed above for each section.

2. Objects

- 2.1 To foster and promote Football at all levels, to encourage participation from all parts of society, and all ages from Junior through to Senior providing opportunities for recreation and competition as well as providing social activities for its members.
- 2.2 To be a true Community Club.

3. Status of Rules

3.1 The rules (the Club Rules) form a binding agreement between each member and each section of the Club.

4. Rules & Regulations

- 4.1 The Club through its sections shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- 4.2 The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes Conduct and the Equal Opportunities and Anti-Discrimination Policy (See Appendices).
- 4.3 The club and its assets may not be sold, or transferred to any private individual, private or public organisation and will always remain a non-profit making organisation, owned by its members and operated for its members.
- 4.4 The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

5. Club Membership

- 5.1 The members of the Club shall be those persons listed in the register of members (the Membership Register), which shall be maintained by the Club Secretary.
- 5.2 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, relation or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of Football as a particular sport.
- 5.3 There shall be 4 categories of membership available, these are:
 1. Full Member (Parents or Guardians of Junior Members, Open Age players over the age of 18). Full members will be entitled to vote at AGM and SGMs on the basis of one vote per member or junior member. The Full member/s is/are responsible for and who has been registered with the club and paid the required registration fee.
 2. Junior Member (Registered players up to the under 18's age group). Junior members are not entitled to vote.
 3. Social Member (Members of the Social Committee). Social members are not entitled to vote.

4. Life Member (Member who has given service to the club deemed to be worthy of a life membership. Life membership can be awarded by the Club Board at the AGM). Life members are not entitled to vote.
- 5.4 In the event of a member's resignation or expulsion, his/her name shall be removed from the Membership Register, on leaving for whatever reason, a member will have no right of claim to any of the clubs property or assets and all such property and assets must be returned to the club.
- 5.5 The Football Association and the parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee & Subscription

- 6.1 An annual fee payable by each member shall be determined from time to time by the Club Board. Any fee/s shall be payable on a successful application based on the schedule of payments down in the application form for membership by each member. Fees shall not be repayable except in exceptional circumstances as agreed by the Club Board Committee.
- 6.2 The Club Board shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation & Expulsion

- 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 Board or their respective Section Committee of their resignation. A member whose annual membership fee or further subscription is more than 3 months in arrears shall be deemed to have resigned.
- 7.2 The Club Board shall have the power to suspend or expel any member found to be in breach of club rules. Members may appeal against any decision or penalty imposed by the committee according to the appeals procedure as outlined in section 7.4.
- 7.3 A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
- 7.4 All appeals are to be lodged with the Secretary of the Club in writing within 14 days of any decision being given by the Club. The Club's management committee will then sit and hear the appeal within 14 days of receipt of the appeal. The decision that the management committee arrives at is final and no further appeal can be made.

8. Club Structure

- 8.1 The club will have a Club Board comprising the club officers as listed below and up to three representatives from each section. The club will have two sections, a junior section and a senior section each with its own officers. The sections will hold monthly meetings and report to the monthly board meeting. The Club Board officers shall be as follows:

- President - Non-Executive Officer – Honorary position
- Club Chairperson - Executive Officer
- Club Secretary - Executive Officer
- Club Treasurer - Executive Officer
- Facilities Manager - Officer
- Social/Fundraising Secretary - Officer
- Football Development Officer - Officer
- Up to three representatives from each section all of whom become Officers

- 8.2 The Club Board comprising of the Club Officers and Full Members of the Club shall control the affairs of the club. The Club Board shall meet at agreed intervals and not less that four times per year.

The duties of the Club Board shall be:

- To control the affairs of the Club on behalf of the Members.
- To keep accurate accounts of the finances of the Club though the Club Treasurer. These should be

available for reasonable inspection by members and should be audited before each Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club Cheques: two from the Chairperson, Treasurer, Secretary and one other board officer to be appointed annually.

- To co-opt additional members to the Board as the Board feels this is necessary. Co-opted members shall not be entitled to an additional casting vote.
- To make decisions on the basis of a simple majority vote. In the case of equal votes, the Club Chairperson shall be entitled to an additional casting vote.

The board will be responsible for running the club and the clubs strategic operation as well as being the point of contact for all external bodies.

8.3 Both the junior and senior sections of the club will each have its own committee who's officers shall be as follows:

- Section Chairperson - Section Officers
- Section Secretary - Section Officers
- Section Treasurer - Section Officers

The duties of the Section Committees shall be:

- To control the affairs of the Section on behalf of and for the benefit of the Members within the constitution of the Club.
- To keep accurate accounts of the finances of the Section through the Section Treasurer. These should be made available to the Club Treasurer for inspection and for producing the club accounts. Each section will be granted a budget at the start of each season. Each section will make a budget request for the forthcoming year to the Club Board. Budgets will be debated and agreed at the Club Board monthly meeting. Any expenditure outside of the agreed budget or amendments to the contents of the section budgets must first be agreed by Club Board and the Club Board monthly meeting.
- To co-opt additional members to the Section Committee as the Section Committee feels this is necessary. Co-opted members shall not be entitled to an additional casting vote.
- Each section committee will be responsible for the day-to-day operation of that section reporting back to the board.
- Any amendments to the roles of the section committee and its officers must first be proposed to the Club Board and approval gained.
- The Section Committees must inform the Club Board of any financial or operational matters or events arising that could effect the Club, any other Section or its membership immediately.

9. Election of Club Board Section Executive Officers And Officers

- 9.1 All officers for the Club Board shall be elected at the Annual or Special General Meeting of the Club, from, and by, Voting Members of the Club.
- 9.2 All Officers both for the Club Board and the Section Committees are elected for a period of one year, but may be re-elected to the same office or another office the following year.
- 9.3 Persons holding an Executive position/s on a Section Committee may not be elected to an Executive position on the Club Board except in exceptional circumstance where no other suitable candidate volunteers or can be found.
- 9.4 Persons holding an Executive position/s on the Club Board may not be elected to an Executive position on a Section Committee except in exceptional circumstance where no other suitable candidate volunteers or can be found.

10. Annual & Special General Meetings

10.1 Twenty-one (21) clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member via all or any one of the following:-

1. Posted to the members home address

2. Via their age group manager
3. Posted to the club's notice board
4. Posted on the club's website

Members must advise the Club Secretary in writing of any business to be moved at the Annual General Meeting at least fourteen (14) days before the meeting. The Club Secretary shall circulate or give notice of the agenda for the meeting to Members not less than seven (7) days before the meeting via all or any one of the following:-

1. Posted to the members home address
2. Via their age group manager
3. Posted to the club's notice board
4. Posted on the club's website.

10.2 The business of the Annual General Meeting shall be to:

- Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- Receive the audited accounts for the year from the Club Treasurer.
- Receive the annual report of the committee from the Club Chairperson.
- Receive the annual report of the committee from the Club Secretary.
- Elect an auditor.
- Elect the Executive Officers and Officers of the Club Board.
- Review Section registration fees and subscription rates and agree them for the forthcoming year.
- Agree spending budgets for each Section for the coming season.
- Transact such other business received in writing by the Club Secretary from Section Secretaries Fourteen [14] days prior to the meeting and included on the agenda.

10.3 Nomination of candidates for election of Executive Officers and Officers shall be made in writing to the Club Secretary at least 14 days in advance of the Annual or Special General meeting date. Nominations can only be made by Full Members and/or Club/Section Officers and Executive Officers must be seconded by the same.

10.4 The Club Secretary shall inform the Sections Secretaries at least 7 days in advance of any nominations made for election of Executive Officers and Officers of the club.

10.5 At all General Meetings the chair will be taken by the Club Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

10.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members and Club/Section Officers and Executive Officers attending the meeting. In the event of equal votes, the Club Chairperson shall be entitled to an additional casting vote.

10.7 A quorum for a Meeting shall be 5 Full members including 1 from the Club Chairperson, Club Secretary or Club Treasurer and 1 Club Officer representing each section of the club.

10.8 Each Full member of the Club shall be entitled to one vote at any General Meeting (AGM/SGMs).

10.9 A Special General Meeting (SGM) may be called at any time by the Club Board or Section Committees and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

11. Alterations to the Constitution

11.1 Any proposed alterations to the Club Constitution may only be considered at an Annual General Meeting or at a Special General Meeting, convened with the required written notice of the proposal. Any Alteration or amendment must be proposed by a Full Member, Executive Officer or Officer and must be seconded by the same. Such alterations shall be passed if supported by straight majority in favour of those Full Members, Executive Officers and Officers present at the meeting, assuming that a quorum has been achieved. Where a situation arises that the vote is equal for and against, the Club Chairperson has the deciding vote.

11.2 There are various appendices to the Club Constitution, comprising club policies and guidelines, these do not form part of the core Constitution and may therefore be amended at Club board meetings as required to facilitate day to day management and operations.

12. Club Teams

- 12.1 At its first section meeting for each section following each AGM, the Section Committee for that section shall appoint a Club member to be responsible for each of the Section's football teams. The appointed members shall be responsible for managing the affairs of the team within the agreed constitution of the Club.
- 12.2 At the last section meeting prior to an AGM a written report on the activities of the team including financial details covering all income and expenditure for the season just completed and a projection for the coming season shall be presented to the Section Committee.
- 12.3 Team Managers appointed to be responsible for a team are acting on behalf of the Club and should always act in the Club's and members best interests and adhere to the Club's Code Of Conduct. Each team is seen as part of the Club as a whole and should be operated as such.
- 12.4 All financial transactions including income and expenditure shall be reported to the Section Treasurer without exception so they can be recorded in the Section's accounts. All monies raised by whatsoever means for Tingley Athletic, one of its Sections, teams or members is to be recorded by the Section Treasurer. In exceptional circumstances a Member or Club Officer may request permission from the Club Board to retain funds to be raised for a special event.
- 12.5 Club Board and Section Committee Executive Officers and Officers have the right to attend all Club, Section and Age Group, Team and League meetings. As such organisers of meetings must send an invitation to the Officers of the Section and Club giving reasonable notice (not less than 5 days, except in exceptional circumstances).
- 12.6 Any proposals for club, section or team social events organised to raise funds for the Club, any of its sections and/or age groups teams or members must be reported in advance to the appropriate Section Committee for approval prior to organising the event.

13. Club Finances

- 13.1 A bank account shall be opened and maintained in the name of the Club (the Club Account). All monies payable to the Club shall be received by the Club Treasurer and deposited in the Club Account.
- 13.2 Each section shall operate its own bank account under the control of the section Treasurer.
- 13.3 All income and expenditure will be reported through the appropriate Section Treasurer and to the Club Treasurer.
- 13.4 The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- 13.5 Where a Team, Age Group or Section disband ALL funds shall be returned to the Club Treasurer.
- 13.6 The Club Board shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club, on production of an invoice or receipt.
- 13.7 Each Section Committee shall have power to authorise the payment of remuneration and expenses to any member of the Section and to any other person or persons for services rendered to that Section, that falls within the agreed budget. Any over payments that do not fall under the Section Committees agreed budget must first be approved from the Club Board. Section Officers, and Club Members must not enter into agreements financial or otherwise with any organisation or individual internal or external to the Club that does not have approval from the Club Board in the Sections agreed budget or separate approval has been obtained or are outside the stated duties of the Section Committee.
- 13.8 The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- 13.9 The Club Property, other than the Club Account, shall be vested in not less than two and no more than four Trustees, one of whom shall be the Club Treasurer and two of whom shall be the Section Secretaries of the junior and men's open age section, who shall deal with the Club Property as directed by decisions of the

Club Board and entry in the minute book shall be conclusive evidence of such a decision.

- 13.10 On their removal or resignation a Trustee shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Trustee or the existing Trustees as directed by the Club Board Committee. On the death of a Trustee, any Club Property vested in them shall vest automatically in the surviving Trustees. If there is only one surviving Trustee, a Special General Meeting shall be convened as soon as possible to appoint another Trustee.
- 13.11 The Trustees shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

14. Dissolution

- 14.1 If at any Club Board meeting a resolution is passed calling for the dissolution of the Club or any Club Section, the Club Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 14.2 If at that Special General Meeting, the resolution is carried by a straight majority of the Voting Members present at the meeting, the Board shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. In the event of a hung vote the Club Chairperson has the deciding vote.
- 14.3 In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
- A registered charitable organisation(s)
 - Another club which is a registered CASC
 - The sports national governing body for use by them for related community sports
- 14.4 If at any Club or Section meetings a resolution is passed calling for the dissolution of an Age Group or Team, the Section Secretary shall immediately convene a Section Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 14.5 If at that Section Meeting, the resolution is carried by a straight majority of the Voting Members present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Age Group or Team and discharge all debts and liabilities of the Club. After which all remaining property, assets and funds shall be returned to the Club. In the event of a hung vote the Section Chairperson has the deciding vote.

Constitution Appendices

Appendix A – Code Of Conduct For Football

A Code of Conduct for Football

Football is the national game. All those involved with the game at every level and whether as a player, official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

Community

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters.

Football is committed to appropriate consultation.

Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

Football rejects the use of violence of any nature by anyone involved in the game.

Fairness

Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

Football is committed to the principle of playing to win consistent with Fair Play.

Appendix B – Code Of Conduct For Coaches

Code of Conduct for Coaches

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications. It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The F.A. Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

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

Appendix C – Code Of Conduct For Players

Code of Conduct for Players

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is

fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Obligations towards the game

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

Obligations towards your own team

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

Respect for the Laws of the Game and competition rules

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

Respect towards Opponents

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

Respect towards the Match Officials

- A player should
 1. Accept the decision of the Match Official without protest.
 2. Avoid words or actions which may mislead a Match Official.
 3. Show due respect towards Match Officials.

Respect towards Team Officials

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

Obligations towards the Supporters

- A player should
 1. Show due respect to the interests of supporters.

Appendix D – Code Of Conduct For Club/Team Officials

Code Of Conduct For Club/Team Officials

This Code applies to all team / club officials (although some items may not apply to all officials).

Obligations towards the Game

- The team official should
 1. Set a positive example for others, particularly young players and supporters.
 2. Promote and develop his/her own team having regard to the interest of the Players, Supporters and reputation of the national game.
 3. 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.

4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for 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.
7. Not use or tolerate inappropriate language.

Obligations towards the Team

- The team official should
 1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
 2. Give priority to the interests of the team over individual interests.
 3. Resist all illegal or unsporting influences, including banned substances and techniques.
 4. Promote ethical principles.
 5. Show due respect for the interests of the players, coaches and officials, their own club/team and others.

Obligations towards the Supporters

- The team official should
 1. Show due respect for the interests of supporters.

Respect towards the Match Officials

- The team official should
 1. Accept the decisions of the Match Official without protest.
 2. Avoid words or actions which may mislead a Match Official.
 3. Show due respect towards Match Officials.

Appendix E – Code Of Conduct For Parents/Spectators

Code Of Conduct For Parents/Spectators

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents/spectators that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.

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

- Other players
- Officials
- Managers
- Spectators

Ensure that parents/spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents/spectators to:

- Applaud the opposition as well as your own team
- Avoid coaching the child during the game.
- Not shout and scream except in support and to offer encouragement to the player/s.
- 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

Ensure that parents/spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy.

Appendix F – Anti-Discrimination & Equal Opportunities Policies

Anti-Discrimination & Equal Opportunities Policies

As the governing body of the game, The Football Association is responsible for setting standards and values to apply

throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

The following policies should be at the heart of your club's activities.

Anti Discrimination Policy For Clubs

Tingley Athletic Juniors Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Tingley Athletic Juniors Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

1. The advertisement for volunteers
2. The selection of candidates for volunteers
3. Courses
4. External coaching and education activities and awards
5. Football development activities
6. Selection for teams
7. Appointments to honorary positions

Tingley Athletic Juniors Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Tingley Athletic Juniors Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

Equal Opportunities Policy for Clubs

Tingley Athletic Juniors Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

1. Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others
2. Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others
3. Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex
4. Victimisation of an individual
5. Harassment of an individual, by virtue of discrimination
6. Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible

Tingley Athletic Juniors Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement

permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Appendix G – Goalpost Safety Guidelines

Goalpost Safety Guidelines

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
 - Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward
 - It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
 - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
 - Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
3. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.
4. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. Guidelines to prevent toppling:
 1. Manufacturer's guide-lines in assembling goalposts.
 2. Before use, adults should:
 - ensure each goal is anchored securely in its place
 - exert a significant downward force on the cross bar
 - exert a significant backward force on both upright posts
 - exert a significant forward force on both upright posts

These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, you should note that The F.A. and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.

Appendix H – Club Complaints Procedure

Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of a Section Committee or the Club's Management Board.

Your report should include:

 - Details of what, when, and where the occurrence took place.
 - Any witness statement and names.
 - Names of any others who have been treated in a similar way.
 - Details of any former complaints made about the incident, date, when and to whom made.
 - A preference for a solution to the incident.
2. The Club's Management Board will sit for any hearings that are requested.
3. The Club's Management Board will have the power to:

- Warn as to future conduct
- Suspend from membership
- Remove from membership any person found to have broken the Club's Policies or Codes of Conduct

Appendix I – Child Protection Policy

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

2 The key principles of The FA child protection policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents or carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Tingley Athletic Football Club recognises that this is the responsibility of every adult involved in our club.

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

4 We endorse and adopt The FA's child protection and best practice guidelines for recruiting volunteers and will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Tingley Athletic Football Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Tingley Athletic Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people. It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5 Tingley Athletic Football Club supports The FA's whistle blowing policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. Tingley Athletic Football Club encourages everyone to know about it and utilise it if necessary.

6 Tingley Athletic Football Club has appointed a Club Protection Officer (CPO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA. The CPO is the first point of contact for all club members and parents or

guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

7 We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CPO, a member of the committee or, in cases of serious bullying contact the CFA CPO.

8 Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Tingley Athletic Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the CFA in more serious circumstances. All prospective members will be informed of these codes.

9 Further advice on child protection matters can be obtained from:

- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook
- The Football Association/NSPCC Child Protection
- 24-Hour Helpline 0808 800 5000
- www.TheFA.com/Goal
- The FA child protection team 0207 745 4649