

Banstead Village Football Club
Constitution and Code of Conduct

Banstead Village Football Club

1. Club identity

1. The purpose of the Club shall be to promote football in a positive and constructive manner, together with other activities, such as social events, allied there to.
2. The Club is a community club and not-for-profit organisation. All surplus income or gains are reinvested into the organisation, and none of the Club's assets are distributed in cash or in kind to members or third parties.
3. If the Club was to be dissolved, any remaining assets would be donated to an organisation or charity with similar aims and objectives and would not be distributed to members.

2. Home ground

The Club's home ground shall be at Garton Recreation Ground Garratts Lane, Banstead SM7 2EA, NESкот, Nescot Sports Ground, Banstead Road, Ewell East, KT17 3DS, or such other place or places as the Officers of the Club shall determine.

3. Rules and Regulations

- i. The Club shall play in accordance with the Rules of the Football Association (F.A.) and Surrey Football Association Ltd. (Surrey F.A.).
- ii. The Club shall be governed by these rules and where any rule of Banstead Village Football Club is in conflict with any rule of the Football Association and Surrey Football Association Ltd, the rules of the Football Association and Surrey Football Association Ltd shall prevail.
- iii. The Club will also abide by the general principles and ethos as laid down in the Football Associations' Charter.

4. Club Colours and Kit

- i. Each team fielded by the Club shall be cleanly, smartly, and uniformly dress in appropriate colours which shall be restricted to Red and Black.
- ii. All shirts, shorts and socks and any other items supplied free by the Club and distributed to Playing Members, shall remain the property of the Club and should be returned in good order to the Managers on demand.
- iii. The wearing of shin pads is compulsory and only studs on boots that comply with Football Association Regulations shall be worn.

5. Membership

- i. Membership of the Club shall be open to all relatives of the players of the Club and such adult relatives shall be called 'Adult Members.'
- ii. Each player who plays for the Club must be a Member and shall be called a Playing Member.
- iii. The Club's fees are made up of two parts; one is a membership (or subscription) fee and the second a football fee.
- iv. A Membership fee (hereinafter called a 'subscription fee') is payable in respect of each football year (which shall be from 1st July to 30th June).
- v. The subscription fee provides membership for one playing member and his/her immediate family for the football year. An additional player from the same family seeking to play for the Club shall have to pay his/her own subscription fee being the same as his/her family playing member.
- vi. The annual subscription may be reduced for any subsequent member of the same family at the discretion of the Committee. All reductions will be agreed in advance by the Committee at the start of each season.
- vii. The annual subscription fee and the football fee may be reduced or paid off in monthly instalments in proven cases of hardship. The Committee will have the final say on what constitutes a hardship case and who qualifies for such a reduction.
- viii. Each player applying for Playing Membership shall complete a form(s) for that purpose, which shall include his/her date of birth, and in the case of Playing Members under 18 years of age, the names of parents and siblings and submit it to the Secretary of the Club who shall maintain records accordingly.
- ix. A person can remain a Member only as long as his/her subscription is paid to the Treasurer, which must be on or before 31st July in each year, and upon payment, shall not be refundable under any circumstances.
- x. No player shall be entitled to play for or participate in the activities of the Club if the subscription fee is not so paid, save where exceptional arrangements have been made with the Officers of the Club in writing.
- xi. The subscription fee shall carry a membership for a Playing Member and his/her parents and/or non-playing brothers and sisters for the whole of the Football Year.
- xii. Each Playing Member shall pay or cause to be paid, a fee in respect of each match and coaching/training session in advance (hereinafter called 'the Football Fee'). The Football Fee shall not be refundable, save at the discretion of the Main Committee.

- xiii. All fees to be paid in one instalment using the Player Registration document on the Website and by a date to be determined by the Club.
- xiv. If any player does play for the Club not having paid his/her Subscription Fee or Football Fee, the fees shall become due and owing for the period in question.
- xv. Any arrears of the monies due to the Club may be the subject of a Notice to Pay, to be issued by the Secretary to the Playing Member or parent, under advice to the Player's Team Manager, which shall have the effect of requiring payment of the specified arrears within 14 days of the date of the Notice.
- xvi. Non-compliance of a Notice to Pay shall lead to an automatic suspension of the Playing Member and his/her family's rights to play/be members of the Club shall be suspended until payment is made.
- xvii. The amount of the Subscription Fee and the Football Fee shall be fixed at the Annual General Meeting or, if appropriate, at an Extraordinary General Meeting called for that purpose.

6. Officers of the Club

- i. The Officers of the Club shall consist of a Chairman, a Secretary, and a Treasurer.
- ii. They shall form a Committee themselves, to be called 'Main Committee,' with a minimum of two further elected members, (a Welfare Officer and Pitch and Referee Secretary) all of whom shall be Adult Members and act in the capacity of committee members.
- iii. The term of office for the Main Committee shall be from the AGM for a period of twelve months or until the next AGM, whichever is sooner.
- iv. The Secretary shall then take up the references and make such enquiries via the FA Standard Charter procedures with a view to ascertaining any impediment to such person being involved with young children and/or the Club's affairs.
- v. The Main Committee shall have the right to co-opt such other persons to their numbers as they may determine.
- vi. The Main Committee shall be empowered to carry into effect all such decisions as may be passed to promote the Club and in particular its primary purpose to promote football, with the emphasis on junior football.
- vii. The Main Committee is empowered to spend monies forming the Club's Funds for the purposes of the Club.
- viii. The Main Committee is authorised to open and maintain a Bank Account with a reputable institution and to maintain such account in credit only. The mandate of such account shall require a minimum of two Officers of the Club to sanction any payment.

- ix. At each committee meeting and AGM, the Treasurer shall produce simple accounts to show the financial state of the Club as at the date of that particular meeting.
- x. The Main Committee shall meet at least bi-monthly from September to June.
- xi. The Main Committee shall take decisions in relation to discipline of Members but provided that each such decision is made by no less than three members.

7. The Treasurer shall:

- i. Make the books and accounts available for audit and inspection to the Main Committee on request at any time.
- ii. Provide the Secretary with a properly audited and approved set of accounts prior to 31st July each year.
- iii. Any Member of the Club has the right to inspect any accounts so kept by the Treasurer upon giving reasonable notice to the Main Committee.

8. The Secretary must:

- i. Ensure that a copy of the year's audited accounts is sent to the Secretary of the Surrey F.A. Ltd each year with its rules (usually by 1st September).
- ii. Keep minutes of each meeting of the Main Committee, including the AGM or Extraordinary General Meeting.
- iii. Any Member of the Club has the right to inspect any minutes so kept by the Secretary upon giving reasonable notice through the Main Committee.

9. Safeguarding Children Policy

- i. The Club adopts and strictly applies a Safeguarding Children Policy which is based on that of the F.A. A copy of the Club's Safeguarding Children's Policy is at Annex B and further available upon request.
- ii. The Club shall appoint a Welfare Officer who shall be nominated by the Main Committee after consultation with all the relevant persons. The Club's Welfare Officer has complete responsibility for Child Protection issues within the Club and will be responsible for dealing with all safeguarding children issues in conjunction with the Club's Main Committee and Surrey FA's Welfare Officer.
- iii. The Club's Welfare Officer shall duly attend all such courses as might reasonably be expected to ensure proper application of the said policy, including modern and up to date practices.

10. Managers

- i. No person shall be in charge of any Playing Member for the purposes of training, managing a side or otherwise without the permission of the Officers of the Club.
- ii. Each and every such person seeking to be a manager shall provide the Welfare Officer of the Club, at least 14 days prior to training any Playing Member, with his/her full name, date of birth, at least two references and his/her address for the immediate, preceding five years.
- iii. The Welfare Officer shall then take up the references and make such enquiries via the F.A. Standard Charter procedures with a view to ascertaining any impediment to such a person being involved with young children and/or the Club's affairs.
 - iv. If any apparent impediment arises, the matter will be discussed by the Officers of the Club who shall grant or refuse permission to the person applying, as they deem fit.

11. The Managers shall have full discretion as to the running and playing membership of their respective sides but shall in each and every case, be subject to the Rules of the Club herein set but specifically subject to the following matters:

- i. To ensure that there is full compliance with the Rules of the F.A. and Surrey F.A.
- ii. To abide by and uphold the Rules of the Club in their entirety.
- iii. to ensure as far as is reasonable that each and every player is covered by insurance as specified by the F.A. and Surrey F.A.
- iv. Each team shall consist of no more than (a) eighteen playing members at 11-a-side and 9-a-side, (b) twelve playing members at 7-a-side and ten playing members for 5v5 teams each of whom shall be properly registered. These are maximum numbers and managers have discretion to sign up less members, provided that they can regularly field a full team with at least two substitutes each week.
- v. It is permissible for there to be any number of teams in the same age group save that in the event of more than one team being sought by one manager, special permission must be obtained beforehand from the Officers of the Club. The Policy of the Club is 'one manager, one team only.' This does not preclude a manager taking on one or more assistants, provided each person so involved undergoes the clearance process as at Paragraph 10 above.
- vi. To attend any meeting of the Main Committee upon receipt of reasonable notice thereof.
- vii. Attend any courses in relation to the development and wellbeing or protection of all players as the Main Committee may reasonably specify.

12. Codes of Conduct/Power to Fine/or Expel

- i. The Officers of the Club, acting through the Main Committee, shall have the power to expel, suspend from the Club or fine up to a maximum of £25.00 for any one indiscretion, any member who, in the opinion of the Main Committee, has seriously misbehaved.
- ii. Serious misbehaviour shall include swearing within the hearing of members (in particular Playing Members), loutish behaviour and unfriendly conduct either to a referee, to any opposing side (including its supporters) and/or fellow members of Banstead Village Football Club. In particular, any breaches of the Club's Safeguarding Children's Policy will be dealt with accordingly. The Club adopts the F.A.'s codes of conduct in full for coaches/managers, players, team officials and spectators/parents. The codes of conduct are attached to these rules as Annex A.
- iii. Any fine so imposed shall be paid within 14 days of notification thereof and any fine or part fine outstanding after that date may lead to an automatic expulsion of that person from the Club. Fines paid late will incur a late payment fee agreed by the Main Committee.
- iv. The Club adopts the F.A.'s Anti-discrimination policy and its equal opportunities policy. These Policies are set out in the attached Annex C.

13. The Main Committee

- i. Members of the Main Committee shall be elected annually at the AGM to be held on or before 1st July in each year by its Adult Members, save where any Member is found guilty of malpractice in the running of the Club or receives a criminal conviction and as a result, it is deemed inappropriate for he/she to continue in the role(s). Such a decision will be decided by a majority vote at the AGM or at an Extraordinary Meeting, as detailed in this paragraph 13.
- ii. Any Adult Member may, on giving notice and full justification to the Secretary, call for an Extraordinary Meeting which if agreed, shall be convened by the Chairman as soon as possible thereafter and, in any event, within 21 days of the notice.
- iii. At either the AGM or an Extraordinary Meeting, decisions of the Club may be taken by simple majority, save as otherwise provided herein, the Chairman only voting in the event of a tie, save as hereinafter set out.
- iv. The alteration of the Rules of the Club, the removal of any Officer of the Club other than at annual elections or removal of a manager shall not be effective unless the vote in favour thereof is at least two thirds of the Adult Members present.
- v. Voting for the Main Committee at any AGM shall be by ballot on a simple majority with ballot papers having been distributed to all Adult Members at least 14 days prior to the AGM stating the name or names of the persons seeking election and for which post or posts.

- vi. Where a post is not opposed, the person nominated shall be deemed elected.
- vii. If there are no nominations notified before the AGM, then the Chairman shall invite and receive nominations from amongst those present.
- viii. At the AGM, the Adult Members shall also approve the accounts and fix the fees for the Members for coming year, as well as dealing with items on the agenda.
- ix. The Chairman shall have the discretion to allow other matters to be discussed, if relevant to the operation of the Club and notified in advance.
- x. Every notice convening an AGM shall give at least 14 days' notice for that meeting and be accompanied by an agenda or if an Extraordinary Meeting, a copy of the agenda and latest available accounts, which must be sent to each and every Member and/or Manager who might be affected by any proposed item on the agenda.

Annex A

Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game. In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators, and coaches on the sideline. Play your part and observe the FA's **Respect Code of Conduct** in everything you do.

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials, and spectators.
- Adhere to the laws and spirit of the game.
- Promote Fair Play and high standards of behaviour.
- Always respect the match official's decision.
- Never enter the field of play without the referee's permission.
- Never engage in public criticism of the match officials.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

On and off the field, I will:

- Place the well-being, safety, and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what they can expect from me.
- Ensure all parents/carers of all players under the age of 18 understand these expectations.
- Never engage in or tolerate any form of bullying.
- Develop mutual trust and respect with every player to build their self-esteem.
- Encourage each player to accept responsibility for their own behaviour and performance.
- Ensure all activities I organise are appropriate for the players' ability level, age, and maturity.
- Co-operate fully with others in football (e.g., officials, doctors, physiotherapists, welfare officers) for each player's best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA. I may be:

- Required to meet with the club, league, or County Welfare Officer.
- Required to meet with the club committee.
- Monitored by another club coach.
- Required to attend a FA education course.
- Suspended by the club from attending matches.
- Suspended or fined by the County FA.
- Required to leave or be sacked by the club.

I agree to respect and abide by the Club's Code of conduct as set out above.

Signed.....

Name.....

Dated.....

Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game. Banstead Village Football Club the FA's Respect programme to ensure football can be enjoyed in a safe, positive environment. Remember children's football is a time for them to develop their technical, physical, tactical, and social skills. Winning isn't everything. Play your part and observe The FA's **Respect Code of Conduct** for players at all times.

I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Always respect the match officials' decisions.
- Remain outside the field of play and within the Designated Spectators' Area (where provided).
- Let the coach do their job and not confuse the players by telling them what to do.
- Encourage the players to respect the opposition, referee, and match officials.
- Avoid criticising a player for making a mistake – mistakes are part of learning.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.
- Agree and adhere strictly to the Club's Safeguarding Children's Policy.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, or the FA. I may:

- Be issued with a verbal warning from a club or league official.
- Be required to meet with the club, league, or CFA Welfare Officer.
- Be required to meet with the club committee.
- Be obliged to undertake an FA education course.
- Be obliged to leave the match venue by the club.
- Be requested by the club not to attend future games.
- Be suspended or have my club membership removed.
 - Be required to leave the club along with any dependents.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club.

I agree to respect and abide by the Club's Code of conduct as set out above.

Signed.....

Name.....

Dated.....

Annex B

Safeguarding Children Policy

Banstead Village Football Club believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/young person is paramount.
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- working in partnership with children, young people, their parents, carers, and their agencies is essential in promoting young people's welfare.

The purpose of the policy is:

- To provide protection for the children and young people who play for and train with Banstead Village Football Club.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff and members of Banstead Village Football Club without exception. We will seek to safeguard children and young people by:

- valuing them, listening to, and respecting them.
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers including the appointment of a dedicated club welfare officer.
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- sharing information about child protection and good practice with children, parents, staff, and volunteers.
- sharing information about concerns with agencies who need to know and involving parents and children appropriately.

- providing effective management for staff and volunteers through supervision, support, and training.

We are also committed to reviewing our policy and good practice annually.

Annex C

Anti-Discrimination Policy

Banstead Village Football Club is responsible for setting standards and values that 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 Banstead Village 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. Our only selection criteria will be to choose the person most suited to the task, based on merit, skill, experience, and temperament. This includes:

- the advertisement for volunteers.
- the selection of candidates for volunteers.
- Courses.
- external coaching and education activities and awards.
- football development activities.
- selection for teams.

Banstead Village 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.

Banstead Village Football Club is committed to the development of a 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

Banstead Village 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 Code of Practice issued by the Equal Opportunities Commission and the Commission for racial Equality.

All members are expected to abide by the requirements of the race Relations Act 1976, Sex Discrimination Act 1986, and the Disability Discrimination Act 1995, plus any later re-enactments of these aforesaid Acts. Specifically, discrimination is prohibited by:

- treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic origin, religion, sexual orientation, or disability, less favourably than others.
- expecting an individual solely on the grounds set out above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirement(s) of others.
- imposing on any individual, requirements which are in effect more onerous on that individual than they are on others. E.g. This would include applying a condition which makes it more difficult for members of a particular race or sex to comply, than others of that race or sex.
- victimisation of an individual.
- harassment of an individual, by virtue of discrimination.
- any 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 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.

Banstead Village 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, will demand a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and undertake to investigate 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 Club's disciplinary procedure.

Banstead Village 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, reasonable assistance will be given, wherever possible to ensure that disabled members are helped in gaining access.

Consideration for appropriate training will be given to such members who request it.



Brian Adamson
Chairman
Banstead Village Football Club