



**Field Lane Football Club**

*Established 1982*



**AFFILIATED TO  
DERBYSHIRE F.A**

**CHARTER STANDARD  
COMMUNITY CLUB**

# **Field Lane Football Club**

# **Constitution**

**Revised May 2010**

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## APPROVED BY

<u>Name</u>	<u>Role</u>	<u>Signed</u>	<u>Date</u>
Glenn Harrison	Chairman	G. Harrison	04/01/2010
Victor Venus	Vice- Chair	V.Venus	04/01/2010
Daniel Hawksworth	Secretary	D.Hawksworth	04/01/2010



**CLUB HISTORY**

Field Lane football club is a non-profit making organisation, run by volunteers, For the benefit of young children and young adults, who wish to pursue the sport of competitive football. The club was founded in 1982 by a group of local parents, who recognised the need to organise sporting activities for children in the Field Lane area. Initially the club commenced with just two teams, one in the Derby Community League under 10’s and the other in the Derby City league under 11’s, playing in the colours of orange and black stripes. Now, twenty years later, we have teams covering ages 6 to 18 plus seniors catering for 250 local children and young adults and playing in colours of Blue and Yellow stripes.

**CLUB NAME**

The club shall be called Field Lane Football Club

**MISSION STATEMENT**

Our aim is to provide football to children and young adults in the Derby area, who wish to pursue the sport of competitive football.

**AIMS AND OBJECTIVES**

- To provide opportunities for people of all ages and abilities
- Develop and maintain our players
- To develop our facilities
- To create links with schools and academies
- Develop boys and girls football teams

**Age Groups under 7’s & 8’s**

- Ensure that all members are involved at all times they can be
- To develop players, so they are ready for Under 9’s
- To Ensure all FA Rules are Followed

**Age Groups under 9’s, 10’s,**

- To be competitive if possible, when playing in matches
- To ensure that the ethics, rules and regulations of the Mini Soccer League are followed.
- To get the players ready for 11V 11

**Age Groups under 11’s, 12’s, 13’s & 14’s 15’s & 16’s and seniors**

- To Follow all FA Rules and Regulations
- To Play competitive football

**CLUB COLOURS**

Each team representing the club shall may in the following colours-

	Home	Away
Shirts	Blue & Yellow Stripes	White
Shorts	Blue	Blue
Socks	Blue	Blue

The above colours shall always been worn to establish the clubs identity



## **STATUS OF RULES**

These Rules (The Club Rules) form a binding agreement between each member of the club.

## **RULES AND REGULATIONS**

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, Derbyshire Football Association to which the Club is affiliated and Competitions in which the Club participates, for the time being in force.

No alteration to the Club Rules shall be effective without prior written approval by the Derbyshire Football Association. The FA and the Derbyshire Football Association reserve the right to approve any proposed changes to the Club Rules.

The Club will also 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.

Child Protection Policy - See Appendix 1  
Equality Policy - See Appendix 2

## **CLUB MEMBERSHIP**

The members of the Club from time to time shall be those persons listed in the register of Members which shall be maintained by the Club Secretary.

Any person who wishes to be a member must contact the club and deliver it to the Club Committee at the AGM. 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.

In the event of a member's resignation or expulsion, his or her name shall be removed from any items related to the club

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

## **MEMBERSHIP SUBSCRIPTION**

A Subscription fee payable by each member is required. Fees shall not be refundable.

Subscription fees and due dates shall determined by the Club Committee and published at the AGM.

The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

Should a member's subscription remain outstanding for 2 weeks, they will no longer be eligible to represent the Club in competitive matches.

Should a member's subscription remain outstanding after 8 weeks, they may (at the discretion of the committee) be expelled from the Club.

In exceptional circumstances the Club Committee has the power to wave the yearly subscription fee for members.



### **ANNUAL MEMBERSHIP FEE**

Field Lane Football Club does not charge a membership fee for Volunteers, Players are required to pay a registration fee and subs, these amounts will be set at the Club AGM.

### **RESIGNATION AND EXPLUSION**

If a club member wishes to leave the club, the member must send his resignation in writing to the club secretary, who will then remove him from the membership list. The Club member must return all property belonging to Field Lane Football Club.

The club committee shall have the power to expel a member when, in an opinion it would not be in interests in the club for them to remain a member. An appeal against such decision may be made in accordance with the club complaints procedure.

### **CLUB COMMITTEE**

The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Registration Secretary, Treasurer, Child Welfare Officer, Website Administrator, Tournament Co-ordinator, Events Co-ordinator, Volunteer Co-ordinator, Schools Liaison Officer, Referee Co-ordinator, Press Officer and, Kit & Equipment Co-ordinator

One person may hold no more than five positions at any time.

Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extraordinary General Meeting. 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.

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. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Secretary.

The quorum for the transaction of business of the Club Committee shall be six.

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

The Chairman, Vice Chairman and Secretary may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than five meetings a year.

Save as provided for in the Rules and Regulations of The FA, the Derbyshire Football 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.

The position of a Club Officer 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.



### **MANAGEMENT COMMITTEE**

The Management Committee shall consist of the following members, Chairperson, Vice-chairperson, Secretary, Treasurer and Child Welfare Officer.

The Management Committee shall deal with decisions that need making immediately that cannot wait to the next available meeting. They also deal with events that bring the club into disrepute and can take action as they deem fit, with guidance from relevant authorised bodies. The Management committee have the overall decision in all circumstances.

### **DEVELOPMENT COMMITTEE**

The Development Committee shall consist of the following members, Chairperson, Vice-chairperson, Secretary, Treasurer and Child Welfare Officer.

The Development Committee shall deal with decisions on how the club can progress further and report back to the committee on this progress

### **WELFARE COMMITTEE**

The Welfare Committee shall consist of the following members, Chairperson, Vice-chairperson, Secretary, Treasurer and Child Welfare Officer.

The Welfare Committee shall deal with Child Welfare and disciplinary issues, and act on them with guidance with relevant authorised bodies. The Welfare committee will also identify welfare issues in the club that need improving.

The Chairman and Secretary may call a meeting of Any Committee at any time by giving not less than 7 days' notice to all members of Any Club Committee.



## **ANNUAL AND EXTRORDINARY GENERAL MEETINGS**

An AGM shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) Receive a report of the Club's finances over the previous year;
- (iii) Elect the members of the Club Committee; and
- (iv) Consider any other business.

Nominations for election of members as Club Officers or as 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 the Club Secretary not less than 21 days before the meeting.

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.

The Secretary shall send to each member at their last known address Written notice of the date of a general Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

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.

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.

## **TEAMS**

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

## **CLUB FINANCES**

A bank account shall be opened and maintained in the name of the Field Lane Football Club Designated account signatories shall be the Club Chairperson, Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

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

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.



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

Sell and supply food, drink and related sports clothing and equipment;

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;

Pay for reasonable hospitality for visiting teams and guests; and 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).

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.

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 verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

### **DISSOLUTION**

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.

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

### **CLUB COMPLAINTS PROCEDURES**

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the following procedure

Report the matter to the Club Secretary or another Committee Member.

Your report should include:

- Details of the incident and when and where it took place.
- Any witness statement and names.
- Details of any others who have been treated in a similar way.
- Details or any previous complaints relating to the incident.
- A preference for a suitable solution to the incident.

The Club’s Management Committee will sit for any hearings that are requested.

If a person is found to have broken the Club’s Policies, Rules or Codes of Conduct, the Club’s Management Committee will have the power to:

- Warn as to future conduct.
- Suspend from membership.
- Remove from membership.

In the event of any member feeling they have been unfairly treated after following the Complaints procedure, they may refer the matter to the Derbyshire County Football Association.



## **TEAM MANAGEMENT**

- Each Team Manager and Assistant manager is required to attend a FA Level 1 Coaching and other relevant Courses.
- Each Team shall have a manager and assistant manager where possible.
- The club shall appoint team managers and assistant managers at the AGM. The club may at any point change the management of any team as it sees fit to throughout the season.
- Each team manager and assistant is expected to follow FA Rules and Field Lane Codes of Conduct.
- Team Managers and assistants should remember that whenever they are representing the Club, their behaviour should not bring the Club into disrepute.
- Any fines incurred by a team shall be liable to be settled by the Club; however the club may look to recover these costs from the Team Manager or individual concerned, depending upon the circumstances of any incident.
- To take responsibility to ensure that all subscriptions are collected from the Manager's training group

## **CLUB HANDBOOK**

All Field Lane Football Club committee members will receive a club handbook which includes rules and guidance on the running on the club. The Handbook is a binding agreement with each member; you will be required to sign to confirm you have received the book. Action might be taken if any rules or regulations or broken.

## **AWARDS**

Awards presented to members at the Awards Evening should be in recognition of that member's performance or achievements with the Club.

Trophies shall be awarded to each age group or squad as follows:-

Under 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18 & seniors

- Managers Player
- Players Player
- Sportsman
- All Players to receive Trophies

With the exception of the Player's Player of the year, all awards should be decided upon by the relevant team manager.

## **CHARITY**

Each year Field Lane Football Club will nominate a charity for the whole of that year, where we will raise money for the nominated charity by doing various events throughout the year. The Charity will be decided at the meeting prior to the 1<sup>st</sup> January.



## **KIT & EQUIPMENT**

- All Kit and Equipment including sponsored is Property of Field Lane Football Club
- It shall be the responsibility of each squad manager to collate a squad member's declaration of acknowledgement of understanding and agreement document when kit is distributed and return the signed document to the Club Secretary.
- It shall be the responsibility of each squad manager to return all kit to the Club following receipt of a replacement kit.
- It shall be the responsibility of each squad manager to collect & return all kit & equipment to the Club following a squad's disbandment.
- It shall be the initial responsibility of each squad manager to collect & return the kit to the Club of any squad individual leaving the Club. Failure to collect the kit to be referred to the Club Committee to action.
- Team mangers will be required to respond to inventory requests authorised by the club secretary

## **CODES OF CONDUCT**

For the codes of conduct refer to:-

Youth Players	-	See Appendix 3
Adult Players	-	See Appendix 4
Spectators, Parents/ Carers	-	See Appendix 5
Coaches, Team Managers and Club Officials	-	See Appendix 6
Match Officials	-	See Appendix 7

Everyone associated with the club shall abide by the codes of conduct and conduct themselves within the guidelines of the club constitution.

Failure to do so may result in disciplinary action.

Team Managers may choose to obtain individuals signatures upon the Codes of Conduct.

## **CLUB RULES**

For club rules and club fees please refer to:-

Club Rules	-	See Appendix 8
Club Fees	-	See Appendix 9

## **APPENDIX 1- Child Protection Policy- Safeguarding Children**

1. FA Charter Standard 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 Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children 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/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.

Field Lane FA Charter Standard Club recognises that this is the responsibility of every adult Involved in our club.

Field Lane FA Charter Standard 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 means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we 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
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current FA Charter Standard Club members who are regularly caring for, supervising, training or being in sole charge of 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 Field Lane FA Charter Standard 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. Field Lane FA Charter Standard 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 Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC.

Field Lane FA Charter Standard Club encourages everyone to know about it and utilise it if necessary.

6. Field Lane FA Charter Standard Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer Training provided by The FA and/or CFA. The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst their 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 in our league. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may Contact the CFA Welfare Officer. 8. Respect codes of conduct for. Players, Parents/Spectators Officials and Coaches have been implemented by Field Lane FA Charter Standard Club. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

9. Reporting your concerns about the welfare of a child or young person - Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns - no action is not an option.

- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either: -deal with the matter themselves or - seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken

If at any time you are not able to contact your CWO or the matter is serious then you can either:  
- contact your CFA Welfare Officer directly or  
- call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or  
- contact the Police or Children's Services



## **APPENDIX 2- Equality and Anti- Discrimination Policy**

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Field Lane Football Club is equally accessible to them all. Field Lane 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, anyone who wants to participate in it. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy. Field Lane Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Field Lane Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Field Lane Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Field Lane Football Club will work to ensure that such behaviour is met with appropriate Action in whatever context it occurs. Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Field Lane Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

Field Lane Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, A requirement that the practice stop and sanctions are imposed as appropriate.

### **APPENDIX 3- Field Lane Football Club Code of Conduct for Youth Players**

Players shall be expected to conduct themselves within the rules and guidelines of the FA & league in which the club is participating.

- ✓ Players who register with the club must be aware they will be unable to transfer to another club during that season.
- ✓ Players shall at all-time wear shin pads and bring appropriate drink when training or playing.
- ✓ Always play to the best of my ability.
- ✓ Play fairly – I won't cheat, complain or waste time.
- ✓ Respect my team-mates, the other team, the referee or my coach/manager.
- ✓ Play by the rules, as directed by the referee
- ✓ Shake hands with the other team and referee at the end of the game
- ✓ Listen and respond to what my coach/team manager tells me.
- ✓ Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

*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 apologise to my team-mates, the other team, and referee or team manager.
- ✓ Receive a formal warning from the coach or the club committee
- ✓ Be dropped or substituted
- ✓ Be suspended from training
- ✓ Be required to leave the club.

**In addition:**

- ✓ My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- ✓ The FA/County FA could impose a fine and suspension against my club.

## **APPENDIX 4- Field Lane Football Club Code of Conduct for Adult Players**

Players shall be expected to conduct themselves within the rules and guidelines of the league in which the club is participating.

- ✓ Players who register with the club must be aware they will be unable to transfer to another club during that season.
- ✓ Players shall at all-time wear shin pads and bring appropriate drink when training or playing
- ✓ Display and promote high standards of behaviour
- ✓ Promote Fair Play
- ✓ Always respect the match official's decisions
- ✓ Never engage in public criticism of the match officials
- ✓ Never engage in offensive, insulting or abusive language or behaviour
- ✓ Never engage in bullying, intimidation or harassment
- ✓ Speak to my team-mates, the opposition and my coach/manager with respect.
- ✓ Remember we all make mistakes.
- ✓ Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every Game.

*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 apologise to team-mates, the other team, and referee or team manager
- ✓ Receive a warning from the coach
- ✓ Receive a written warning from the club committee
- ✓ Be required to attend a FA education course
- ✓ Be dropped or substituted
- ✓ Be suspended from training
- ✓ Not be selected for the team
- ✓ Be required to serve a suspension
- ✓ Be fined
- ✓ Be required to leave the club.

### **In addition:**

- ✓ The FA/County FA could impose a Fine and/or suspension on the club

## **APPENDIX 5- Field Lane Football Club Code of Conduct for spectators and parents/carers**

Parents/guardians should be aware that when the child registers with the club it's for the whole season

Please do not assume transport is automatically available for your child. Please contact your Childs manger to make arrangements.

### **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.

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

### **I may be:**

- ✓ Issued with a verbal warning from a club or league official
- ✓ Required to meet with the club, league or CFA Welfare Officer
- ✓ Required to meet with the club committee
- ✓ Obligated to undertake an FA education course
- ✓ Obligated to leave the match venue by the club
- ✓ Requested by the club not to attend future games
- ✓ Suspended or have my club membership removed
- ✓ 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 or individual

## **APPENDIX 6- Field Lane Football Club Code of Conduct for coaches, team managers and club officials**

- ✓ Team managers should always intend to provide equal playing opportunities for every player they sign.
- ✓ No player should be signed for any team if there are already sufficient numbers of players in the squad.
- ✓ (A player who has been signed to play for a team shall not be excluded from playing for the team or not re-signed at the beginning of a subsequent season solely because of either of the following Reasons:-
  - The ability of the player
  - The signing of another player

### **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 officials' decisions
- ✓ 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

### **When working with players, 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, league 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

**APPENDIX 7- Field Lane Football Club Code of Conduct for match officials**

**I will:**

- ✓ Be honest and completely impartial at all times
- ✓ Apply the Laws of the Game and competition rules fairly and consistently
- ✓ Manage the game in a positive, calm and confident manner
- ✓ Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- ✓ Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- ✓ Support my match official colleagues at all times
- ✓ Set a positive personal example by promoting good behaviour and showing respect to everyone Involved in the game
- ✓ Communicate with the players and encourage fair play
- ✓ Respond in a clear, calm and confident manner to any appropriate request for clarification By the team captains
- ✓ Prepare physically and mentally for every match
- ✓ Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

*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 FA/County FA Refereeing Official
- ✓ Required to meet with The FA/County FA Refereeing Committee
- ✓ Obligated to attend or re-attend The FA Respect training or other FA education course
- ✓ Issued with a written warning
- ✓ Fined by the County FA
- ✓ Offered less senior appointments
- ✓ Suspended from all appointments for a defined period
- ✓ Excluded from affiliating as a FA Referee.