

Junior Reds Football Club

(F.A. Charter Standard Community Club Award Winner)

CONSTITUTION AND RULES

The Club shall be called Junior Reds Football Club and is a non-profit making body affiliated to the London Football Association (LFA), The Club will be a member of The South East London and Kent Youth League, The Woolwich & Eltham Sunday Football Alliance, The Kent Youth League and The Kent Girls and Ladies Football League.

1) OBJECTIVES

The Club's objective shall be the development of Members in playing football to the best of their ability, and in an enjoyable and safe environment.

2) MANAGEMENT COMMITTEE

2.1) The Club's **Management Committee** Officers shall organise and control activities on behalf of the Members, and will comprise:-

- (i) **Office Holders (Senior Management Committee): Chairman, Club Secretary, Assistant Secretary, Fixture Secretary, Treasurers, Club Welfare Officer (CWO), Charter Standard Coordinator, Kit Manager, Girls Development Officer, Community Officer, Website Manager, Registration Secretary and Player Recruitment Officer. Any other member Co-opted onto the Senior Management Committee.**
- (ii) **Team Managers and all other Office holders.**

2.2) The Senior Management Committee Officers, Other Office Holders and Team Managers shall be elected by majority vote at the Annual General Meeting by the Members.

2.3) The Senior Management Committee shall meet bi-monthly and Team Managers meetings will be held twice yearly in September and January or as deemed necessary by the Senior Management Committee and the proceedings shall be duly recorded. At meetings of the Management Committee a minimum of five shall form a quorum which must include any two of the Chairman, Club Secretary, Assistant Secretary, Fixture Secretary, Club Welfare Officer or Treasurers.

2.4) All proposed new Members of the Management Committee must be interviewed by the Chairman, Club Secretary and one other Member of the existing Management Committee, prior to being elected by Members at the next Management meeting.

2.5) The Management Committee shall be responsible for the Health and Safety of its Members whilst participating in any Junior Reds F.C. organised event e.g. matches, training etc. The Management Committee will ensure adequate insurance cover is in place as recommended by the LFA.

2.6) Reasonable vetting of Office Holders, Team Managers and their Assistants with direct access to children and young people will be undertaken. All members working in eligible roles with children and young people – such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Baring List Check.

2.7) A sub committee – to be known as the **Disciplinary and Grievance Panel** (DGP) - will be assigned to deal with all disciplinary, and grievance matters (see Part 13 and 14).

2.8.(i) The DGP shall consist of either the Chairman or Vice Chairman and at least two other Office Holders or Team Managers of the Management Committee. The outcomes and decisions of the DGP must be reported to the main Management Committee at the next monthly meeting.

(ii) In the event of an appeal of the decision by the DGP an independent review will take place comprising three Office Holders not part of the original decision, to include either the Chairman or Vice Chairman. These Members conducting the review will be known as the **Disciplinary and Grievance Appeal Panel** (DGAP).

3) POWERS OF THE SENIOR MANAGEMENT COMMITTEE

- 3.1) The property and assets of the Club shall be vested in the Senior Management Committee.
- 3.2) The Senior Management Committee shall have power to declare a position vacant should a Management Committee member resign or be absent from meetings without a reasonable explanation.
- 3.3) The Chairman or Secretary reserve the right to immediately suspend any Player, Parent, Office Holder or Member who is deemed by them to be guilty of serious misconduct which is in breach of the "Code of Conduct", as described at Appendix "B" (see paragraph 13).

4) MEMBERSHIP

- 4.1) 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.
- 4.2) Any person who wishes to be a Member must apply on the Membership Application form and deliver it to the Club. Election to membership shall be ultimately the sole discretion of the Management Committee, but delegated to the age group Team Manager. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- 4.3) In the event of a Member's resignation, expulsion or departure from the Club his or her name shall be removed from the Membership Register.
- 4.4) A Member wishing to resign shall make notice to this effect, such notice to be accompanied by payment of all monies due. Member's team kit must be returned.
- 4.5) All Members and Parents must act responsibly and strictly abide by the Club's "Code of Conduct" (Appendix "B"). A copy of this must be returned to the Club duly acknowledged at the time of seeking membership.
- 4.6) The Club will provide the team kit as part of membership, which shall consist of shirts, shorts and socks. These items and any other equipment provided by the Club shall remain the property of Junior Reds F.C.
- 4.7) Players must bring drinks, waterproof clothes, and appropriate footwear and shin guards to all training sessions and matches.

5) MEMBERSHIP SUBSCRIPTIONS

- 5.1) All Members shall pay monthly subscriptions throughout the year, as agreed annually by the Management Committee at the AGM.
- 5.2) In the event of non-payment of subscriptions, match fees or Football Association administration costs/ fines the Member shall be suspended or removed from the Membership Register at the discretion of the Management Committee.
- 5.3) No refunds will be made to Members who leave voluntarily or through expulsion from the Club for disciplinary reasons.
- 5.4) The Club will try to assist those who have difficulty in paying fees (e.g. Parent/ Guardian unemployment) and will consider each case on an individual basis and in confidence.
- 5.5) All monies paid by Members of Junior Reds FC shall be for the sole use of the Football Club. Any funds obtained from and required by other associated activities (e.g. Saturday Football Club) may, at Management Committee discretion, be administered through a separate bank account.

6) FINANCE

6.1) The Club shall operate two Current Bank accounts with NatWest (the Primary account) and Santander (the Secondary account). These shall both be opened and maintained in the name of the Club. In addition Deposit Savings accounts will also be maintained if this will assist in the efficient use of Club funds.

6.2) Designated Bank account signatories for the NatWest Primary account shall be the Chairman, Treasurers, Secretary and Assistant Secretary. In the case of Nat West Bank Primary account no sum shall be drawn from the Club Account except by cheque signed by two of the designated signatories. In the case of Santander Secondary account one cheque signature from the person of Chairman, Treasurer (Expenses), Secretary and/or Assistant Secretary will be permitted to fulfill the Bank's requirements.

6.3) The Treasurers will keep proper books of account, which shall be independently reviewed annually. The Treasurers will provide an annual Financial Statement report of Club funds at the AGM, and bi-monthly meetings. The accounting reference date for the Club accounts will be the 31st May.

6.5) All monies received and invoices for payment shall be passed to the Treasurers without delay.

7) TEAM MANAGER AND ASSISTANT DUTIES

7.1) Team Managers shall be appointed to manage the affairs of their team. They will be responsible for the actions of their team at all times, in accordance with the Club's "Code of Conduct".

7.2) The Manager may appoint an assistant in each team to provide support and provide general help.

7.3) Managers and their Assistant must consistently display high standards of behavior and attendance. They must place the welfare and safety of each player above all other considerations, including the pursuit of results.

7.4) Managers and their Assistants will be solely responsible for squad selection and the Players (substitutions etc) chosen for all matches and training.

7.5) Managers and their Assistant will be required to keep their Players and Parents/Guardians fully informed of any relevant information concerning them, the team or Club matters arising from Management meetings. Non-payment of subscriptions shall be brought to Member's and Parent's attention.

7.6) Managers and their Assistant must ensure that a properly equipped First Aid Kit and a phone are available for both training and matches.

7.7) Managers and their Assistant are required to pay all monies collected to the Treasurer by or at the next bi-monthly meeting.

7.8) Managers and their Assistant shall be responsible to the Management Committee to keep the Club's kit and equipment complete and in good order as far as is practical. All decisions regarding the ordering of kit or equipment must be agreed in advance with the Kit Manager.

7.9) **Releasing Players' membership** - With the exception of serious matters of misconduct, Managers must give Player/Parents reasonable notice and an explanation that a Player is being considered for release from the Club. The reasons for this decision could be due to the Player not achieving the required standard of improvement/match play, continuous minor misbehaving, failure to attend training or matches on a regular basis, timekeeping etc. Should the Player fail to meet the required standard of improvement the Manager can then release the Player from the squad and terminate Club membership.

In matters of serious misconduct (see Part 13 and 14 below) requiring the urgent suspension of a player/Parent, Managers must inform the Chairman Club, Secretary or Assistant Secretary at the earliest opportunity. Written notice confirming the suspension must be sent to the Player Member/Parents within 5 days.

8) MANAGER STANDARDS

8.1) All Managers and Assistants must agree to an Enhanced Criminal Records Check prior to appointment which will remain valid for three years. Team Managers must attain a minimum FA Level 1 Certificate in Coaching Football within the first 12 months of appointment to a Management position.

8.2) The Club will reimburse 100% of any Management Committee Member's course fees on the completion of Refereeing, Emergency First Aid or Child Protection Course. Level 1 Coaching courses will be Club funded on the basis of 50% at the time of the event and the remainder at 12 months following Course completion.

Level 2 and FA Youth Module One Courses will be considered by the Senior Committee for financial support after two years of continuous Management appointment. Funding, if any, will be determined on individual merit.

In both Level 1 and 2 courses, should the Member leave the Club within 12 months (Level 1) and 24 months (Level 2) of the Course completion, the Club reserves the right to seek a full refund.

9) CLUB WELFARE OFFICER (CWO) RESPONSIBILITIES

9.1) The Management Committee shall appoint as a minimum one Club Welfare Officer who shall have responsibility for all matters relating to the protection of children and young persons up to the age of 18 years associated with the Club. The CWO will attend specific training courses as required by the F.A. and legislation.

9.2) The Club's Child Protection Policy and Statement will be annually reviewed, and will be recorded as Appendix "A" to the Constitution and Rules.

9.3) The names and addresses of Office Holders, Team Managers and Assistants will be forwarded for vetting to the CRB Unit of the F.A on a regular basis. The names of newly elected Committee Members will be submitted for enquiry prior to acting solely and unsupervised in their respective posts.

9.3) Any physical or other signs of suspected abuse on a child or young person up to the age of 18 years must be reported immediately to the CWO(s) or in an emergency, directly to the Emergency Services.

10) FUND RAISING AND GRANTS

10.1) All monies resulting from donations or fund raising activity undertaken under the name of Junior Reds F.C. shall become the property of the Club, and be used in the furtherance of the Members as deemed by the Management Committee.

10.2) The Manager or his representatives shall pay all monies collected through fund raising into the Club's Current account by the following Management meeting.

10.3) Grants received shall be strictly subject to any conditions so attached and be properly identified.

11) CLUB KIT, USE OF CLUB BADGE AND SPONSORSHIP

11.1) Club kit shall be purchased through the Club Kit Manager and supplied by the official Club kit supplier prevailing at the time. All new playing kit shall manufactured by Nike.

11.2) All team kits will display the official club badge on the front.

11.3) The Charlton Athletic badge and company logo is authorized for official club use only through a Trade Mark License Agreement. No other third party, club teams or outside agency shall either replicate or have use of the club badge. Under the terms of the Trade Mark License Agreement, the Charlton Athletic badge and company logo shall not be used for the purpose of generating income.

11.4) All kit and equipment purchased from Club funds remains the property of Junior Reds Football Club at all times. Any materials and objects resulting from sponsorship (i.e. team kits etc) remains the property of the Club.

11.5) Team kits offered by Sponsors shall be purchased through the official club kit supplier and be provided by the Nike. All team strips shall display the official club badge on the front as agreed under the terms of our Trade Mark License Agreement and Service Level Agreement with Charlton Athletic FC/CACT.

11.6) Sponsors will be such that they will not adversely affect the Club's good name.

12) FINES AND CHARGES

12.1) The payment of League fines and F.A. administration costs (Cautions etc) will be the responsibility of the Club Secretary, and paid on behalf of the individual. These fines will be immediately notified to the Member concerned (through the Team Manager) who must reimburse the Club within 14 days.

12.2) In the event of non-payment of fines the Management Committee has the power to suspend or expel the Player Member.

13) DISCIPLINARY PROCEDURES

13.1) All matters of **serious misconduct** by a Player, Parent, Manager or Club Member etc must be urgently reported to the Club Secretary or Assistant Secretary.

Any matters thought to require Police action must be reported immediately to the Police and followed up in writing to the Club Secretary.

“Serious Misconduct” will be deemed to include:

- Any act of violence or threat of violence
- Use of abusive language including racist or sexist comments
- Any act of vandalism
- Failure to obey any reasonable request from a Club official that affects safety of its Members
- Anything which the Management Committee considers to be prejudice to the good name of the Club
- Refusal to participate in the game or as a substitute to the detriment of the team
- Persistent matters of minor misconduct despite oral and written warnings.

13.2) With the exception of urgent situations under Part 7.9 and 13.6 all decisions to suspend or terminate a player's membership of the Club for serious misconduct will be considered at a specially constituted Disciplinary and Grievance Panel (DGP) meeting. This will comprise Office Holders or Team Managers as stated at Part 2.8 (i).

13.3) The DGP will notify the Member in writing within 14 days of the Club's decision and advise a period of time for the Member to attend a hearing with the Disciplinary and Grievance Panel if they wish to appeal this decision.

13.4) The DGP has the power to dismiss any Player, Member, Supporter or Parent/Guardian from the Club and can also ban the offender from its property and within 200 metres of any games being played by the Club's teams. In serious cases the offender/s will also be reported to the various Leagues and Associations

13.5) In minor offence cases disciplinary action can be an oral warning. If this is ignored and re-offences occur the offender may be given a written warning. At each stage copies of letters should be passed to the Club Secretary.

13.6) In continuous minor offence situations for which a written warning has been ignored, or for matters of Serious Misconduct, the Chairman or Vice Chairman can suspend offenders immediately from the Club pending formal review by the Disciplinary and Grievance Panel.

13.7) The Club Secretary will keep a record of all disciplinary issues and will notify the League if and when appropriate.

14) APPEALS AND GRIEVANCE PROCEDURES

14.1) The named offender/s has the right of appeal. This should be made in writing to the Club Secretary within 14 days of the notified decision.

14.2) An independent **Disciplinary and Grievance Appeal Panel** (DGAP), comprising three Office Holders not taking part in the initial decision, will be convened in accordance with Part 2.8 (ii).

14.3) A written copy of the appeal or grievance will then be circulated to all DGAP members and due notice given of a meeting to hear the Appellant's representations. Witnesses may be called if required (not more than two).

14.3) The DGAP will carefully review the Appellant's representations at the hearing. This final decision of the DGAP will be conveyed to the respective parties in writing within 7 days of the hearing.

15) ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

15.1) An Annual General Meeting (AGM) shall be held between the 1st and last day of June each year. The Secretary shall give 28 days clear notice of such meeting to all members.

15.2) The Financial Statement and Officers' Reports shall be received at that Meeting.

15.3) All Officers and Managers will be elected at the AGM by a vote and simple majority. Only current paid Members of the Club may vote.

15.4.) In an emergency or exceptional circumstances the Management Committee may convene an Extraordinary General Meeting (EGM).

15.5) The Secretary shall give seven clear days notice to all Members of such a meeting. The EGM shall comprise a quorum of at least 5 Management Committee Members which must include any two of the following (Chairman, Vice Chairman, Club Secretary, Assistant Secretary, Fixture Secretary or Treasurer).

16) ALTERATIONS TO THE RULES OR CONSTITUTION

16.1) Amendments to the Constitution or rules can be agreed at ~~monthly~~ Management meetings by formal introduction and majority vote of the Committee. At least 75% of Management Committee Members must be present and included in the vote for the amendments to be confirmed.

16.2) Proposed new rules, amendments and deletions to rules shall be made in writing to the Chairman at least 10 days prior to the AGM.

16.3) A full list of proposed new rules, amendments and deletions shall be made available at the Annual General Meeting. These will only be adopted if supported by 75% of those voting at the meeting.

16.4) Voting shall be on the basis of one vote per paid Member.

17) CUPS AND TROPHIES

17.1) All medals and trophies won by the Club Teams will be engraved at the Club's expense.

17.2) The Club will award every Player Member a medal / plaque at the end of the season in recognition of their efforts and dedication.

17.3) Individual awards will be made to Members in specific categories as determined at Management meetings.

18) ANY OTHER MATTERS

Any matters not governed by the above rules shall be dealt with by the Management Committee. The decision of that body shall be final.

19) DISSOLUTION

19.1) A resolution to dissolve the Club shall only be proposed at an EGM and shall be carried by a majority of at least three-quarters of the Members present.

19.2) The dissolution shall take effect from the date of the resolution and the Members of the Club Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.

19.3) Any surplus assets remaining after the discharge of the debts and liabilities (including grants) of the Club shall be transferred to another Club, a Competition, the Parent County Association, F.A. for use by them for related community sports. Disposal of assets shall be determined by the Members on a majority vote.

The Junior Reds Football Club is a supporter of Equal Opportunities and operates a Child Protection Policy.

Last Revised – June 2015

Appendix “A” JUNIOR REDS F.C. Club Child Protection Policy and Statement

1. Junior Reds 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 of its 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 (The FA’s) Safeguarding Children Policy-and Procedures, Safeguarding Children and Young People in football 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/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. Junior Reds Football Club recognises that this is the responsibility of every Adult involved in our Club.

3. Junior Reds 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 Regulations 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, coach, club official or medical staff.

4. We endorse and adopt The FA’s Responsible Recruitment guidelines for recruiting volunteers and we will:

- Specify what the role is and what tasks it involves.
- Request identification documents.
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them.
- Ask for and follow up with two references before appointing.
- Where eligible, require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with FA policy and regulations.

All current Junior Reds Football Club members working in eligible roles with children and young people – such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Baring List Check as part of responsible recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved or has approached us to become part of Junior Reds 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 CRC process and that all suitability decisions will be made in accordance with legislation and 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. Junior Reds Football Club supports The FA's Whistle-blowing Policy. Any Adult or young person with concerns about an adult in a position of trust in football can whistle-blow by contacting The FA Safeguarding Team on 0800 169 1863 or by writing to The FA Case Manager, The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ or by going direct to the Police, Social Services, or the NSPCC. Junior Reds Football Club encourages everyone to know about it and utilise it if necessary.

6. Junior Reds Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and completion of the Safeguarding Children and Best Practice Workshop. The post holder will be involved with Welfare Officer training provided by the FA and/or County FA. The CWO is the first point of contact for all Club Members regarding concerns for the welfare of any child or young person. The CWO will liaise directly with the County FA (CFA) Welfare Officer 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 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 contact the CFA Welfare Officer.

8. Codes of Conduct for coaches, players, officials and parents/carers, officials and coaches have been implemented by Junior Reds Football Club (Appendix "B"). 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. 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 Club Welfare Officer.
- If the issue is of poor practice, the Club Welfare Officer will either: Deal with the matter themselves or seek advice from the County Welfare Officer.
- If the concern is more serious – possible child abuse - where possible, contact the County Welfare Officer first, then immediately contact the Police or Children's Social Care Dept.
- If the Child needs immediate medical attention take them to a hospital or call an ambulance and tell them this is a child protection concern. Let the Club Welfare Officer know what action you have taken and they in turn will inform the County Welfare Officer.
- If at any time you are unable to contact the Club Welfare Officer or the matter is clearly serious then you can either: Contact County Welfare Office Directly; Contact the FA Safeguarding Team on 0800 169 1863 or safeguarding@thefa.com; Contact the Police or Children's Social Services; Call the NSPCC 24 hour helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk.

NB – The FA's Safeguarding Children Policy and Procedures are available via www.thefa.com/football-rules-governance/safeguarding - click on Raising Awareness – Best Practice Downloads, the policy and procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about welfare of a child and includes flow diagrams which describe the process. How to

make a referral is also covered in the Safeguarding Children Workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your Club Welfare Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

- Angela Wood on 07968 946256 or Angelawood@tinyworld.co.uk; The County Welfare Officer on sue.cairney@londonfa.com; FA Safeguarding Children General Enquiry line on 0845 210 8080.