



Club Constitution & Code of Conduct

Name

The Club shall be called Bearsted Football Club and the Club colours will be white shirts, blue shorts and blue socks, away colours will be yellow.

Object

The object of the Club is to promote sportsmanship, interest and improved skills in all aspects of football under the jurisdiction of the Football Association, with due regard for the regulations applying to each age group.

Affiliation

The Club must be affiliated to the Kent County Football Association or any organization of similar aims and interest.

Membership

Annual Membership is compulsory for any person who wishes to play football for one or more of the Club teams but Membership is not a guarantee for selection in the team. It is therefore possible that a Member may not actually play football for a Club team during the season.

The Annual Membership Fee is due on 31st August and must be paid by the team Manager or their representative to the Club treasurer no later than 30th September.

Membership Fee for the next season will be decided at the Annual General Meeting (AGM). Such Membership Fee is per season, unless the person joins after 31 January, when the fee will be decided at the next Management Committee Meeting.

All fines imposed on Bearsted Football Club will be the responsibility of the person that has caused the fine to be incurred. Fines will be paid in full to the Club's Treasurer within fourteen days of notification of the fine. Failure to do so will result in the fine being doubled. If the fine remains unpaid after one calendar month the person that caused the fine to be incurred will be suspended from playing for the club until such time as the outstanding amount is paid in full to the Club Treasurer.

Suspension and Termination of Membership

Any Member of the Management Committee has the power to suspend a person's membership to the Club. Membership can only be terminated by a resolution of at least two thirds of the committee. Termination may occur for the following reasons: -

- i) Failure to pay Annual Membership Fee
- ii) Failure to pay match subscriptions, fines or training subscriptions
- iii) Failure to abide to the relevant code of conducts i.e. coach, player, supporter etc.

If Membership is terminated for any reason there will not be any refund of the Membership Fee.

Subscriptions

Weekly match and training subscription fees are payable to the team Manager or Representative and will be decided for each age group by the Management Committee at the Club's AGM.

Officers of the Club

The Officers of the Club shall be the Chairperson, Vice – Chairperson, Secretary, Treasurer, Child Protection Officer, Youth Development Officer, Senior Development Officer, Commercial Coordinator, Social Coordinator, Kit & Equipment Officer, Press & Media Officer and Web Site Manager (for the Clubs Recruitment and retention policy plus role responsibilities and requirements see appendix A).

Management of the Club

The affairs of the Club shall be managed by the Management Committee consisting of: - Chairperson, Vice – Chairperson, Secretary, Treasurer, Youth Development Officer, Senior Development Officer, Commercial Coordinator and Kit & Equipment Officer.

The Club Officers will be elected annually at the AGM.

The Team Managers and Representatives will be proposed by the Management Committee at the AGM.

The Management Committee may co-opt Members as necessary.

There will be a Management Committee meeting and this meeting will be held at monthly intervals. This will be followed by a combined meeting of Management Committee, Club Officers, Team Managers and Team Representatives this will also be held at monthly intervals. Any Team that is not represented at the meeting either by their Team Manager or Team Representative will be asked to explain themselves to the Management Committee.

No business may be conducted at any Management Committee meeting unless a quorum of five is present.

Management Committee Members, Club Officers, Team Managers and Team Representatives must be informed of the time, date and place of the meeting by the Club Secretary.

Any dispute regarding the interpretation of the Constitution or Codes of Conduct of the Club will be referred to the Management Committee and their decision will be binding.

The Management Committee will decide in which League the teams will be placed after consideration has been given to the respective Team Manager's opinion.

If a Team Manager wishes to resign from the Club, they must first inform, in writing, the Club Chairperson and Secretary, before informing their team members. Their team then becomes the responsibility of the Club's Management Committee.

Youth League Representation

The Club will be represented in boy's football by a maximum of three teams per age group in small sided football. For 11 aside, two district teams at under 11 and under 12 age groups and one district and one Kent Youth League team from under 13 onwards. The number of girl's teams representing the Club may vary but shall not exceed the numbers stated for boys.

Club Activities

Club Members will be expected to support fund raising activities organized by the Social Coordinator.

Club Members will be expected to be on their best behaviour while attending Club functions or while representing the Club at other functions. Codes of Conduct will be adhered to at all times.

All monies collected from Members and raised through fund raising activities will be handed to the Club's Treasurer as soon as is reasonable practicable. Any property resulting from fund raising activity or sponsorships becomes and will remain the property of Bearsted Football Club.

Annual General Meeting

The Annual General Meeting will be held in June.

Motions for consideration at the AGM must be notified in writing to the Club's Secretary at least two weeks before the AGM to be included in the agenda.

The quorum for the AGM shall be 20 persons made up from Management Committee Members, Club Officials, Team Managers or Representatives, Parents and Guardians of players.

Voting Rights: -

Each Member or nominated representative is entitled to one vote together with any Club Official who has been actively involved in the running of the Club during the year prior to the AGM.

No voting by proxy will be allowed unless a request to do so is received in writing by the Club Secretary two weeks prior to the date of the AGM.

The Agenda will be published at least one week before the meeting and must contain the following: -

The Reports of Officers

The election of Officers and Committee Members for the next year

The election of Auditors

The setting of membership and subscription fees for the next year

Any special motions notified,

Any other business

Extraordinary General Meetings

These may be called by the Management Committee or by signed request of at least 20% of the membership, their parents or guardians.

Any such meeting will be held within four weeks of the request for the meeting.

No other business may be discussed at this meeting.

Insurance

The Management Committee will arrange appropriate insurance cover to protect the interests of the Club and its members.

Individuals may take out private cover if they wish.

Constitution

A copy of the Club's Constitution and Codes of Conduct shall be available to each Club Member.

The Constitution may only be amended or altered at the Club's AGM or at an Extraordinary General Meeting.

The Club's Codes of Conduct and policies may be altered by the Committee.

Club Policies & Codes of Conduct

The Club will maintain policies for the following: -

- i) Equal Opportunities
- ii) Child Protection
- iii) Grievance Procedure

It will also maintain Codes of Conduct for the following: -

- i) Managers/ Coaches code of conduct
- ii) Players code of conduct (5 – 10 year olds)
- iii) Players code of conduct (11 years plus)
- iv) Players code of conduct (Kent Youth League)
- v) Parent / Guardian code of conduct
- vi) Supporters code of conduct
- vii) Ground & Facilities Conditions of Use

These Club policies and codes of conduct can be found at Appendix B

Dissolution Procedure

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 debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game.

Alternatively, such assets may be disposed in such other manner as the members of the Club with the consent of the parent association shall determine. The Committee may be of the opinion that any surplus assets will be transferred to an organisation with aims similar to that of Bearsted Football Club.

Appendix A

Recruitment and Retention Policy for Volunteer Staff

Officials of the Club and members of the Management Committee will be appointed on annual basis at the Club's Annual General Meeting. Those appointees will occupy key positions within the Club and as such the Club will insist upon at least 6 months notification of their intention to resign from their position.

Vacant positions within the Club will be advertised on the Club's website and externally if needs be. Suitable candidates will be sent a Volunteer Application Pack, containing a copy of the role requirement for the role applied for together with supporting literature and a volunteer application form. Suitable applicants will be asked to attend an interview and appointments will be made by the Management Committee of the Club.

All staff members will be expected to comply with the rules set out in the Club's Constitution and Code of Conduct and promote the Club in a positive manner at all times.

Any volunteer staff member who wishes to resign from their position is required to give the Club at least one month's notice in writing of their intention to do so (if they do not occupy a key position). The Management Committee will then advertise for a suitable replacement or put a temporary position holder in place.

Club Secretaries Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All teams affiliated to the club and appointed club members

What is the role of the Club Secretary?

The main purpose of this job is that of principal administrator for the Club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the Club, with a close involvement in the general running of the Club. The Secretary provides the main point of contact for people within and outside the Club on just about every aspect of the Club's activities.

Who sort of tasks are involved?

Task will include:

- Attending league meetings.
- Affiliating the Club to the County F.A.
- Affiliating the Club to the League(s)
- Registering players to the league(s)
- Dealing with correspondence
- Organising and booking match facilities for the season
- Organising the Club AGM and other Club meetings
- Represent the Club at outside meetings at the direction of the main committee

How much time will I need to commit to this job?

Approximately eight hours per week and many of these will be at weekends and in the evening.

What else can you tell me about the job?

It is a demanding and high profile job that has a major impact on the efficient and effective management of the Club. The Secretary has contact with a wide range of people from within and outside the Club. Representation of the Club at outside meetings provides the opportunity to find out what's going on at league and county level and this could be a platform for future volunteering opportunities.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of the Club Secretary.

Signed:

Date:

Youth Development Officer Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All youth team coaches affiliated to the club and those at the Roseacre Development Sessions.

What is the role of the Youth Development Officer?

The purpose of the role is to oversee the development of youth team coaches and their players.

Who sort of tasks are involved?

Task will include:

- Co-ordinate the recruitment of coaches/managers for youth teams (to include CRB checks, child protection and first aid training).
- Assist in the delivery of coaching sessions
- Provide constructive feedback to coaches on their performance during a coaching session
- Seek to develop the coaching portfolios of youth team coaches
- Organise the Summer Soccer Skills Course
- Attend club committee meetings
- Organise meetings for youth team coaches/managers as and when they are required
- Provide regular updates to the press officer and web site manager regarding youth development

How much time will I need to commit to this job?

Coaching sessions between 2 to 6 hours per week.

Liaison with coaches/managers at least 1 hour per week.

Coach development - variable

Attendance at meetings 6 hours per month.

Organisation of the Soccer Skills Course at least 20 hours

Delivery of the Soccer Skills Course at least 30 hours

Production of press and website material at least 1 hour per week.

Attendance at social functions – variable depending on the nature of the function.

What else can you tell me about the job?

The role is a very demanding one and requires an enthusiastic and committed person to perform it to the standard required by the club. The role requires excellent communication skills both on and off the pitch.

The Youth Development Officer must have at least successfully passed the 1st 4 Sport Level 2 in coaching football but preferably Level 3 or its equivalent.

They must have current first aid and child protection qualifications together with valid Criminal Record Bureau certificates.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of a Youth Development Officer.

Signed:

Date:

Youth Team Manager

Role and Responsibilities

Who will I be responsible to?

Club Committee – For all matters concerning your team including discipline, administration and finance.

Who will I be responsible for?

Your team – For all matters concerning your team including discipline, administration and finance.

What is the role of the Youth Team Manager?

The main purpose of the job is to ensure that the club provides a team to compete in the District Youth League and Cup Competitions. The Manager is responsible for all aspects of activity regarding their team / age group. The Manager is permitted to engage assistants as required, so long as they meet the membership requirements of the club.

What is expected of me?

You will be expected to Manage all matters relating to your team, particularly the following:

Weekly:

- Team Selection
- Organisation of coaching/training sessions
- Organisation of attendance to matches
- Team kit & equipment (including laundry)
- Compliance with all aspects of League Rules, in particular match reporting, match result cards and return of trophies
- Match report to web site manager
- Completion of appropriate finance forms for the Treasurer.

Monthly:

- Monthly news item for web site manager
- Team accounts to treasurer
- Attend monthly meeting (or nominate deputy in exceptional circumstances).

Once each season:

- Ensure requisite number of players are signed and available to play at the start of the season
- Ensure every player pays their signing on fee before they are allowed to play in any competition
- End of season report to Club Committee
- Attend AGM

Other Duties:

- Promote social events for team/club spirit
- Attend League Meetings as required

How much time will I need to commit to this job?

Team activities on match day will, depending on the venue take up to 4 hours. Coaching/Training sessions will take 1 to 2 hours. Other duties associated with the tasks outlined (notification of results, match reports, telephone calls etc) will take around 4 hours.

Monthly meetings tend to last between 2 to 3 hours.
League meetings 1 to 2 hours.

Club social functions vary depending on the nature of the event.

Training courses for self development and compliance with Charter Standard, variable.

Attendance at competitions will vary. Competition entry must be funded by the players in advance, Club funds may not be used to fund entry to competitions.

What else can you tell me about the job?

The Club requires that you fulfill the role for a minimum season tenure. You must be qualified to First 4 Sport Level 1 standard or higher or working towards a qualification (if you do not currently hold that qualification the club will arrange for you to take the course but will not sponsor you for the cost) A Club First Aid Kit will be supplied to all team managers, which can be replenished on request.

Every manager is encouraged to secure sponsorship for their team to pay for clothing and training equipment.

If you are ever in need of assistance speak to a member of the club committee, you are part of Bearsted Football Club and must remember that at all times.

EVERY MANAGER MUST ADHERE TO AND ENFORCE CLUB POLICIES, PARTICULARLY THE CONDUCT OF THEIR PLAYERS AND SUPPORTERS AT CLUB EVENTS. ABUSE TOWARDS OFFICIALS WILL NOT BE TOLERATED.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of a Youth Team Manager.

Signed:

Date:

Training Co-ordinator Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All teams affiliated to the club

What is the role of the Training Co-ordinator?

The purpose of the job is to ensure that every team affiliated to the club is provided with a regular training venue, together with suitably qualified coaches to run that particular training session.

Who sort of tasks are involved?

Task will include:

- Securing training venues for all teams.
- Negotiating discounted price for bulk booking.
- Exploring alternative training venues that are more commercially viable.
- Ensuring that training venues are used to full potential.
- Ensure that equipment provided at training venues complies with current health and safety requirements.
- Ensure that a risk assessment has been completed for all training venues.

How much time will I need to commit to this job?

Approximately 1 to 4 hours per month although this may increase when exploring alternative training venues.

2 to 3 hours per month when required to attend the Clubs committee meeting.

What else can you tell me about the job?

The Club requires that suitable training venues be provided for teams of all age groups. Current or previous coaching qualifications would therefore be beneficial to a person undertaking this role so that they understand the demands of each age group.

The Club seeks to provide quality-training venues for its teams but is also mindful of costs. The role therefore requires a person with good communication and negotiation skills in order to secure quality venues at the best possible rate.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of a Training Co-ordinator.

Signed:

Date:

Social Co-ordinator Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All teams affiliated to the club and appointed club members

What is the role of the Social Co-ordinator?

The main purpose of this role is to organise events to bring the players, officials and parents together in a social setting to enhance relationships within the club.

You may also wish to consider inviting local dignitaries, team sponsors and or others in order to develop and improve the club's relationships within the community. This should be done in liaison with the club committee.

Who sort of tasks are involved?

Tasks will include:

- Organising at least three social events per season.
- Organising an end of season event i.e. (Dinner Dance)
- Organising a Christmas function
- Assisting with the Penenden Heath Festival
- Notification of events to the Clubs Web site Co-ordinator

Other Duties:

- Ensure booking of venues and entertainment for the functions is completed.
- Promotion of social events within the club and externally via the press officer.

How much time will I need to commit to this job?

Organisation of social events - between 4 to 10 hours per month.

Attendance at club meetings - between 2 to 3 hours per month.

Attendance at club social functions - variable depending on the nature of the event.

What else can you tell me about the job?

As Social Co-ordinator you must be well organised, enthusiastic, motivated, have good communication skills and be totally committed.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of the Social Co-ordinator.

Signed:

Date:

Website Co-ordinator Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All teams affiliated to the club and appointed club members

What is the role of the Website Co-ordinator?

The purpose of the job is to ensure that the Club's web site is updated on a regular basis (not less than weekly).

How much time will I need to commit to this job?

At least 4 hours per week.

Who sort of tasks are involved?

Task will include:

- Update each teams web page with their fixtures, results and match reports (match reports to be completed by team coaches/managers or the Press Officer).
- Update all web pages in particular the forthcoming events page.
- Update the site post event to give a résumé of what happened.
- Produce a monthly newsletter in conjunction with the Press Officer for publication on the web.
- Promote monthly website quiz for youth and senior section in order to encourage players, parents and others to access the site.

What else can you tell me about the job?

The website is an extremely important asset to the Club. It forms a major part of the Club's promotion policy, seeking to provide up to date information to players, parents, and associates of the Club, members of the local community and beyond. It is therefore vital that the information contained within it is both current and of interest.

The Website Co-ordinator role requires someone who is computer literate and who is highly motivated and committed to promoting the Club in the best way possible.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of a Website Co-ordinator.

Signed:

Date:

Kit and Equipment Co-ordinator Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All teams affiliated to the club and Roseacre Development Sessions

What is the role of the Kit and Equipment Co-ordinator?

The purpose of the job is to ensure that all equipment supplied to teams for use in matches and training sessions is audited and accounted for. It is also to ensure that all purchases of equipment are both necessary and justifiable.

Who sort of tasks are involved?

Task will include:

- To ensure that a complete record of equipment supplied to each team/coach is audited and accounted for.
- To ensure that all equipment complies with current health and safety requirements.
- To ensure that no purchase over £10 is made prior to permission being granted by the management committee (following submission of the appropriate requisition form).
- To establish that any equipment or kit purchase requests are both necessary and justifiable prior to the submission of a requisition form to the management committee.
- To ensure that all purchases are made through the Clubs authorised outlet (currently Winston Sports).
- Liaison with the Commercial Co-ordinator on issues relating to sponsorship of equipment.

How much time will I need to commit to this job?

Between 2 to 4 hours per week pre and post season. During the season this should be reduced to 1 hour per week.

In addition 2 to 3 hours per month when attendance at the clubs committee meeting is required.

What else can you tell me about the job?

The role demands a well-organised individual who can provide concise reports to the management committee regarding kit and equipment issues.

It will require regular liaison with team managers and coaches in order to establish condition of their equipment and any health and safety implications.

It will also see the inception of a new accountability regime in terms of kit and equipment and therefore the role will require a positive drive on behalf of the holder to encourage coaches to be responsible for the Clubs equipment. Future replacement of kit and equipment may not be authorised if the management committee feel that a coach/manager has acted irresponsibly.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of Kit and Equipment Co-ordinator.

Signed:

Date:

Commercial Co-ordinator Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All teams affiliated to the club and appointed club members

What is the role of the Commercial Co-ordinator?

The purpose of the job is to ensure that the club is promoted within the local community and that revenue is generated through sponsorship and fund raising activities.

Who sort of tasks are involved?

Task will include:

- Apply for grants/sponsorship or other forms of financial assistance from organisations such as Sport England/Football Foundation, Local Authorities or commercial companies.
- To liaise with the Social Secretary over fund raising ideas and events for the club and the promotion of those events through the Press Officer and Web site Co-ordinator.
- To ensure that funds are properly accounted for and passed on to the treasurer together with any relevant information.
- Co-ordination of lottery style draws or raffles (although the task of delegating tickets sales is accepted).

How much time will I need to commit to this job?

At least 2 hours per week but this is likely to increase around the time of organised events. In addition attendance at a monthly club meeting 2 to 3 hours.

What else can you tell me about the job?

As Commercial Co-ordinator it is essential that you have good organisational skills. That you are innovative, enthusiastic and prepared to make a regular time commitment to the Club.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of a Commercial Co-ordinator.

Signed:

Date:

Press and Media Officer Role and Responsibilities

Who will I be responsible to?

Club Committee

Who will I be responsible for?

All teams affiliated to the club and appointed club members

What is the role of the Press and Media Officer?

To raise the profile of the Club in the local community.
To liaise with the local media both in writing and in person.
Co-ordinate the submission of match reports and team updates to the web site co-ordinator and where appropriate to the local media.
To complete a regular column in the match day programme for the Clubs 1st team.

How much time will I need to commit to this job?

At least 3 hours per week for the role, plus attendance at the monthly Club meeting that generally lasts between 2 to 3 hours.

Who sort of tasks are involved?

Task will include:

- Produce/submit weekly match reports to the local newspapers and other publications.
- Produce a club newssheet on a monthly basis in conjunction with the web site co-ordinator.
- Produce material for a column/page in the match day programme.
- Produce general interest stories about the club for the local press and other publications i.e. Parish Magazine local library.
- Promote the Club and its social functions to the maximum number of individuals and diverse groups as is possible within the local community.

What else can you tell me about the job?

As the media officer, it is essential to have good communication skills and the ability to produce coherent match reports, press releases and interviews as and when required.

Access to e-mail and telephone are essential and access to fax and the Internet preferable.

I have read and agree to comply with the terms and conditions concerning the role and responsibilities of Media Officer.

Signed:

Date:

Equal Opportunities Policy: -

Bearsted Football Club is committed to a policy of equal opportunities of all members and requires all members of whatever level of authority, to abide by 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 the grounds of gender, colour, marital status, race, nationality of 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 examples, 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 the same 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.

Bearsted 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 an 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 Club's policy, any members offending will be dealt with under the disciplinary procedure.

The 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 given to such members who request it.

Child Protection Policy: -

Bearsted Football Club is committed to the protection of children and requires all members of whatever level of authority to adhere to and abide by its child protection policy.

Any act, statement, conduct or other matter, which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour, which is improper and which therefore brings the game and Bearsted Football Club into disrepute. Any member found offending shall be dealt with under the disciplinary procedure.

In this policy the term “offence” shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes the Football Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

Upon receipt by; Bearsted Football Club, or any other Football Club, or the Football Association of: -

- 1) Notification that an individual involved with Bearsted Football Club has been charged with an offence; or
- 2) Notification that an individual involved with Bearsted Football Club is the subject of an investigation by the police or social services or any other authority relating to an offence; or
- 3) Any other information which causes Bearsted Football Club, or any other Football Club, or the Football Association to believe that a person involved with Bearsted Football Club poses or may pose a risk of harm to a child or children then Bearsted Football Club and, or the Football Association shall have the power to order that the individual be suspended from all or any specific football activity for such a period and on such terms and conditions as it thinks fit.

In reaching its determination as to whether an order under Regulation 1, 2 or 3 above should be made Bearsted Football Club and or the Football Association shall give consideration, inter alia, to the following factors: -

- i) Whether a child is or children are or may be at risk of harm;
- ii) Whether the matters are of a serious nature;
- iii) Whether an order is necessary or desirable to allow the conduct of any investigation by the Football Association or any other authority of body to proceed unimpeded.

The period of an order referred to in 1 to 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of the Football Association or any offence is decided or brought to an end.

Where an order is imposed on an individual under 1 to 3 above, Bearsted Football Club and or the Football Association shall bring and conclude any proceedings under the rules of the Football Association against the person relating to the matters as soon as reasonably practicable.

Where a person is convicted, or is made the subject of a caution in respect of an offence, that shall constitute a breach of the rules of Bearsted Football Club and the Football Association then both shall have the power to order the suspension of the person from all or any specific football match or Club function for a period (including indefinitely) and on such terms and conditions as it thinks fit.

For the purpose of these regulations Bearsted Football Club and or the Football Association shall act through its committee or council or any sub committee thereof.

Notification in writing of an order referred to above shall be given to the person concerned and or any club with which they are associated as soon as is reasonably practicable.

All volunteer members in contact with children will be vetted as per the Club's and the Football Associations Child Protection Policy (this will, in all cases mean that an enhanced disclosure check be conducted on the individual and reviewed as dictated by the relevant authority). Any member who has concerns about a child protection issue must refer that issue to the Club's Designated Child Protection Person. The Club's Designated Child Protection Person will then report the matter to a relevant authority. The Club's management committee would expect to be notified of such an issue as soon as is reasonably practicable, however, the Club's Management Committee accepts that in certain circumstances it may be more appropriate that direct referral be made to the local child protection team (or similar authoritative body) without prior knowledge of the Club's Management Committee in the interests of confidentiality. In such circumstances the Club's Management Committee places a duty on the Club's Designated Child Protection Officer to notify the Committee as soon as is reasonably practicable of any judgement made in relation to that issue.

Club Officials who are engaged in a role which; by its nature will involve regular contact with children; will attend a Designated Child Protection Workshop.

All members of the Club must be made aware of the following guidelines in respect of Child Protection Procedures for incidences when a child may make a disclosure: -

- 1) Do not react in a way that might add to the child's distress
- 2) Reassure the child
- 3) Be very careful not to be judgemental
- 4) Do not make promises that you cannot keep
- 5) **Listen to the child but do not influence what they say, let them speak**
- 6) **Note what they say and refer to the Club's Designated Child Protection Officer**

If any member notices anything that they feel is not right they must in most cases notify the Club's Designated Child Protection person. If they feel it is in appropriate to contact the Club's Designated Child Protection person then they should contact the Club's Youth Development Officer. If neither of these options are deemed suitable the Kent County Football Association Designated Child Protection Person should be contacted, or, (or in addition to) the local child protection team from either the Police or Social Services.

Grievance Procedure: -

Bearsted Football Club recognises and values the contributions made by all of its members. However, it is recognised that being a large club problems sometimes occur, ranging from minor to more serious. It is right that all members should feel confident to raise any issue in the knowledge that they will be treated fairly and honestly.

This policy sets out to provide guidance to members to help them resolve problems quickly, generally an early resolution to identified problems is much more beneficial. The behaviour of one person, which causes offence to another, will often cease if it is pointed out in an appropriate way.

This policy introduces mediation as a process to assist in the resolution of grievances. Skilled and sometimes independent mediation can help people to move objectively and more quickly to a satisfactory resolution.

The purpose of the grievance procedure is not to apportion blame or to apply punishment, it is to enable members to resolve issues, which affect them, this includes:

- i) Unfair or unreasonable behaviour
- ii) Behaviour which is perceived as harassment, bullying, or discrimination of any form
- iii) Unfair interpretation or application of club policy.

Members are expected to use the grievance procedure reasonably, appropriately and are expected to do their utmost to resolve any grievance at the earliest stage possible. Members must aim to ensure that:

- i) Any meeting to discuss a grievance with the aggrieved is in confidence, at a mutually convenient time and place, and in a venue where privacy can be assured
- ii) The aggrieved is given adequate opportunity to present their point of view
- iii) All issues raised are adequately explored and understood
- iv) Full consideration is given to the impact of the behaviour or action on the aggrieved member
- v) All named parties in the grievance understand the grievance, which has been raised
- vi) All reasonable options for resolution are explored
- vii) Resolution is reached quickly.

Members wishing to raise a grievance should adopt the following procedure:

- i) Where appropriate (which will be the majority of cases) discuss the grievance with the member(s) concerned
- ii) If resolution is not reached the matter should be referred to the appropriate Youth or Senior Development Officer
- iii) If resolution is still not reached then the matter should be referred to the Club's Chairperson.
- iv) If resolution is still not reached consideration may be given to referring the matter to an outside body, such as the Kent County Football Association.

Manager / Coaches Code of Conduct

- 1) The Manager / Coach must respect the rights, dignity and value of each and every person and treat everyone fairly within the context of the sport. Praise should be given for the positive aspects of a player's performance; they should never be ridiculed or punished for their failings.
- 2) The Manager / Coach must place the well being and safety of each player above all other considerations, including the development of performance. No player must ever be forced to play with an injury.
- 3) The Manager / Coach must respect and adhere to all guidelines laid down by the Constitution and Code of Conduct of Bearsted Football Club.
- 4) The Manager / Coach must not field a player who is currently on Club suspension through non-payment of fines.
- 5) The Manager / Coach must not exert undue influence to obtain personal reward or benefit.
- 6) The Manager / Coach must accept responsibility for their own behaviour and performance, and respect the Referee and Assistant Referees decisions without argument.
- 7) The Manager / Coach must encourage and guide players to accept responsibility for their own behaviour and performance.
- 8) The Manager / Coach should give (to players, parents and supporters) clear guidelines of what is expected of them and what they can expect in return.
- 9) The Manager / Coach must co-operate fully with any other qualified coaches, first aiders and club officers who are acting in the best interests of a player.
- 10) The Manager / Coach must always adhere to the positive aspects of the sport (e.g. fair play) and not support violations of the Laws of the Game or behaviour contrary to the spirit of the Laws of the Game.
- 11) The Manager / Coach must display high standards of behaviour and not bring Bearsted Football Club into disrepute. They should act as a role model to players, parents and supporters alike.

All Managers / Coaches should note that if other officers of the Club believe any Manager / Coach is showing a disregard for the above code then that Manager / Coach will be required to explain their conduct to a management disciplinary committee.

Players Code of Conduct (5 to 10 year old)

- 1) Players should play because they enjoy the game of football, not to please parents, guardians, coaches or anyone other person.
- 2) Players must consider the feelings of others, always encourage, never blame or make fun of another player regardless of whether they are a Bearsted Football Club player or otherwise.
- 3) Players must arrive promptly for matches and training sessions, suitably dressed and with a drink.
- 4) Players must listen to their coach and to the best of there ability do as they ask.
- 5) Players must tell their coach if they have an injury or pain whilst playing in matches or taking part in coaching sessions.
- 6) Players must accept the decisions of the Referee and Assistant Referee and promote fair play at all times.

Players Code of Conduct (11 years plus)

- 1) Players should play because they enjoy the game of football, not to please parents, guardians, coaches or anyone other person.
- 2) Players must respect the rights, dignity and values of each and every person and treat everyone equally within the context of the sport.
- 3) Players must respect and adhere to all the guidelines laid down by the Constitution and Code of Conduct of Bearsted Football Club.
- 4) Players must pay fines that they incur whilst playing for the Club in accordance with the Club's fines policy.
- 5) Players must work with their team manager / coach to develop a working relationship based on mutual respect and trust.
- 6) Players must accept responsibility for their own behaviour both on and off the field of play.
- 7) Players must accept the decisions of the Referee and Assistant Referee at all times.
- 8) Players should be given clear guidelines on what is expected of them by their manager / coach and what they can expect in return, they must understand that foul language will not be tolerated by the Club or match officials.
- 9) Players must cooperate fully with any qualified coaches, first aiders or other Club officers who are acting in the best interests of the player.
- 10) Players must always adhere to the positive aspects of the sport (e.g. fair play) and not support violations of the Laws of the Game or behaviour contrary to the spirit of the Laws of the Game.
- 11) Players will not use prohibited substances.
- 12) Players should arrive at matches and training sessions suitably dressed and display the high standards of behaviour expected by the Club. Players will not bring Bearsted Football Club or themselves into disrepute.
- 13) All players should note that if an officer of the Club believes any player is showing a disregard for the above code then that player's membership will be terminated.

Players Code of Conduct (Kent League Teams)

- 1) Players should play because they enjoy the game of football, not to please parents, guardians, coaches or anyone other person.
- 2) Players must respect the rights, dignity and values of each and every person and treat everyone equally within the context of the sport.
- 3) Players must respect and adhere to all the guidelines laid down by the Constitution and Code of Conduct of Bearsted Football Club.
- 4) Players must pay fines that they incur whilst playing for the Club in accordance with the Club's fines policy.
- 5) Players must work with their team manager / coach to develop a working relationship based on mutual respect and trust.
- 6) Players must accept responsibility for their own behaviour both on and off the field of play.
- 7) Players must accept the decisions of the Referee and Assistant Referee at all times.
- 8) Players should be given clear guidelines on what is expected of them by their manager / coach and what they can expect in return, they must understand that foul language will not be tolerated by the Club or match officials.
- 9) Players must cooperate fully with any qualified coaches, first aiders or other Club officers who are acting in the best interests of the player.
- 10) Players must always adhere to the positive aspects of the sport (e.g. fair play) and not support violations of the Laws of the Game or behaviour contrary to the spirit of the Laws of the Game.
- 11) Players will not use prohibited substances.
- 12) Players must arrive at matches at least one hour before the designated kick off time.
- 13) Players must arrive suitably dressed, wearing a suit or blazer, collar and club tie or club tracksuit which ever is directed by the team manager.
- 14) Players must attend training sessions punctually and be ready to participate fully (unless prevented from doing so through injury).
- 15) Players must display the high standards of behaviour expected by the Club. Players will not bring Bearsted Football Club or themselves into disrepute.
- 16) All players should note that if an officer of the Club believes any player is showing a disregard for the above code then that player's membership will be terminated.

Parents / Guardians Code of Conduct

- 1) **Parents / Guardians having signed their children to play for the Club must accept and respect the decisions of their team Manager / Coach. The Club will not tolerate any coaching from the side lines by any parent at any time unless the parent has been specifically asked to do so by the team Manager (a decision to allow a parent / guardian to coach should be taken as a last resort and should not become the norm).**
- 2) Parents / Guardians must appreciate their child's involvement in playing football because they enjoy the game of football, not to please parents, guardians, coaches or anyone other person.
- 3) Parents / Guardians must respect the rights, dignity and values of each and every person and treat everyone equally within the context of the sport. Praise should be given for the positive aspects of a player's performance; they should never be ridiculed or punished for their failings.
- 4) Parents / Guardians must place the well being and safety of each player above all other considerations, including the development of performance. No player must ever be forced to play with an injury.
- 5) Parents / Guardians must respect and adhere to all the guidelines laid down by the Constitution and Code of Conduct of Bearsted Football Club and the Football Association.
- 6) Parents / Guardians must work with their team manager / coach to develop a working relationship based on mutual respect and trust.
- 7) Parents / Guardians must not exert undue influence to obtain personal reward or benefit.
- 8) Parents / Guardians must accept responsibility for their own behaviour and respect the decisions of the Referee and Assistant Referee at all times, foul language or abuse towards any official will not be tolerated.
- 9) Parents / Guardians must encourage and guide players to accept responsibility for their own behaviour and performance.
- 10) Parents / Guardians must cooperate fully with any qualified coaches, first aiders or other Club officers who are acting in the best interests of the player.
- 11) Parents / Guardians must always adhere to the positive aspects of the sport (e.g. fair play) and not support violations of the Laws of the Game or behaviour contrary to the spirit of the Laws of the Game.
- 12) Parents / Guardians must always display high standards of behaviour and not bring Bearsted Football Club or themselves into disrepute.

All Parents / Guardians should note that if an officer of the Club believes any Parent / Guardian is showing a disregard for the above code then that Parent / Guardian Parents / Guardians will be banned from attending their child's training sessions and matches. Disregard for such a ban may result in the player's membership being terminated.

Supporters Code of Conduct

- 1) Supporters must accept and respect the decisions of the team Manager / Coach. The Club will not tolerate any coaching from the side lines by any supporter at any time unless the supporter has been specifically asked to do so by the team Manager (a decision to allow a supporter to coach should be taken as a last resort and should not become the norm).**
- 2) Supporters must appreciate that the player's involvement in playing football is primarily for personal enjoyment.
- 3) Supporters must respect the rights, dignity and values of each and every person and treat everyone equally within the context of the sport. Praise should be given for the positive aspects of a player's performance; they should never be ridiculed for their failings.
- 4) Supporters must respect and adhere to all guidelines laid down by the Constitution and Code of Conduct of Bearsted Football Club and the Football Association.
- 5) Supporters must accept responsibility for their own behaviour and respect the decisions of the Referee and Assistant Referee at all times.
- 6) Supporters should encourage players to achieve targets, which are within their capability taking into account their age, maturity and experience.
- 7) Supporters must always adhere to the positive aspects of the sport (e.g. fair play) and not support violations of the Laws of the Game or behaviour contrary to the spirit of the Laws of the Game.
- 8) Supporters must always display high standards of behaviour and not bring Bearsted Football Club or themselves into disrepute, foul language will not be tolerated under any circumstance.

All supporters should note that if an officer of the Club believes any person is showing a disregard for the above code then that person will be banned from attending training sessions or matches of the Club.

Ground & Facilities Conditions of Use: -

Honey Lane, Otham

- 1) Every person attending this venue must remember that this is a privately owned ground and therefore right of access can only be given by the land owner. Vehicular access to playing areas is expressly forbidden, this includes vehicles used by the Emergency Services.
- 2) Managers / Coaches must ensure that they are in possession of the relevant keys in order to gain entry to the playing area and club house
- 3) Managers / Coaches must familiarise themselves with club house operating procedures i.e. where the electrical fuses are, how to turn on hot water, emergency fire procedures etc.
- 4) Managers / Coaches must check the playing area prior to the attendance of players and officials to ensure any health and safety issues are identified and dealt with accordingly
- 5) Managers / Coaches must ensure that all persons attending the site access the playing area via the designated paths. It is the responsibility of the home team Manager / Coach to await the arrival of match officials and to escort them to their designated changing area
- 6) All children not engaged in designated coaching sessions or matches must be supervised at all times, and Managers / Coaches must ensure that number 1 pitch remains free of persons when it is not in use
- 7) Any persons found on the site who are not connected with the football or any other authorised activity must be requested to leave the site
- 8) Climbing of trees is strictly forbidden
- 9) Changing rooms must be left in a tidy state and free of rubbish
- 10) The site must be secured by the Manager / Coach at the end of the session in the absence of the grounds owners
- 11) Any problems regarding the venue or incidents that occur during its use must be referred to the Club's Youth Development Officer, or Senior Development Officer which ever is most appropriate, they will then liaise with the relevant persons. Managers / Coaches should not approach the owners of the facility directly.

Roseacre School

- 1) Managers / Coaches must ensure that they are in possession of the relevant keys in order to gain entry to the site
- 2) Managers / Coaches attending the site on school days must sign in at reception
- 3) Managers / Coaches must check the playing area prior to the attendance of players to ensure any health and safety issues are identified and dealt with accordingly
- 4) Managers / Coaches must ensure that all persons attending the site access the playing field area via the designated paths, entry via the memorial garden or any other route is not permitted
- 5) No dogs are permitted on site (except guide dogs, performing that role)
- 6) All children not engaged in the coaching session or match must be supervised and must remain near to the playing area at all times
- 7) The all weather playground is out of bounds. Vehicles and studded footwear would damage the porous surface
- 8) Cycling on the school grounds is not permitted
- 9) Any persons found on the site who are not connected with the football or any other authorised activity must be requested to leave the site
- 10) Climbing of trees is strictly forbidden
- 11) Goals must be removed to the edges of the playing field area at the end of training sessions and the playing field left free of rubbish
- 12) The site must be secured by the Manager / Coach at the end of the session
- 13) Users of the car park do so at their own risk and the management cannot accept liability for any accident, loss or damage
- 14) Any problems regarding the venue or incidents that occur during its use must be referred to the Club's Youth Development Officer, who will then liaise with the relevant authority at Roseacre School. Managers / Coaches should not make direct contact with the school.