

# BLAYDON COMMUNITY FC

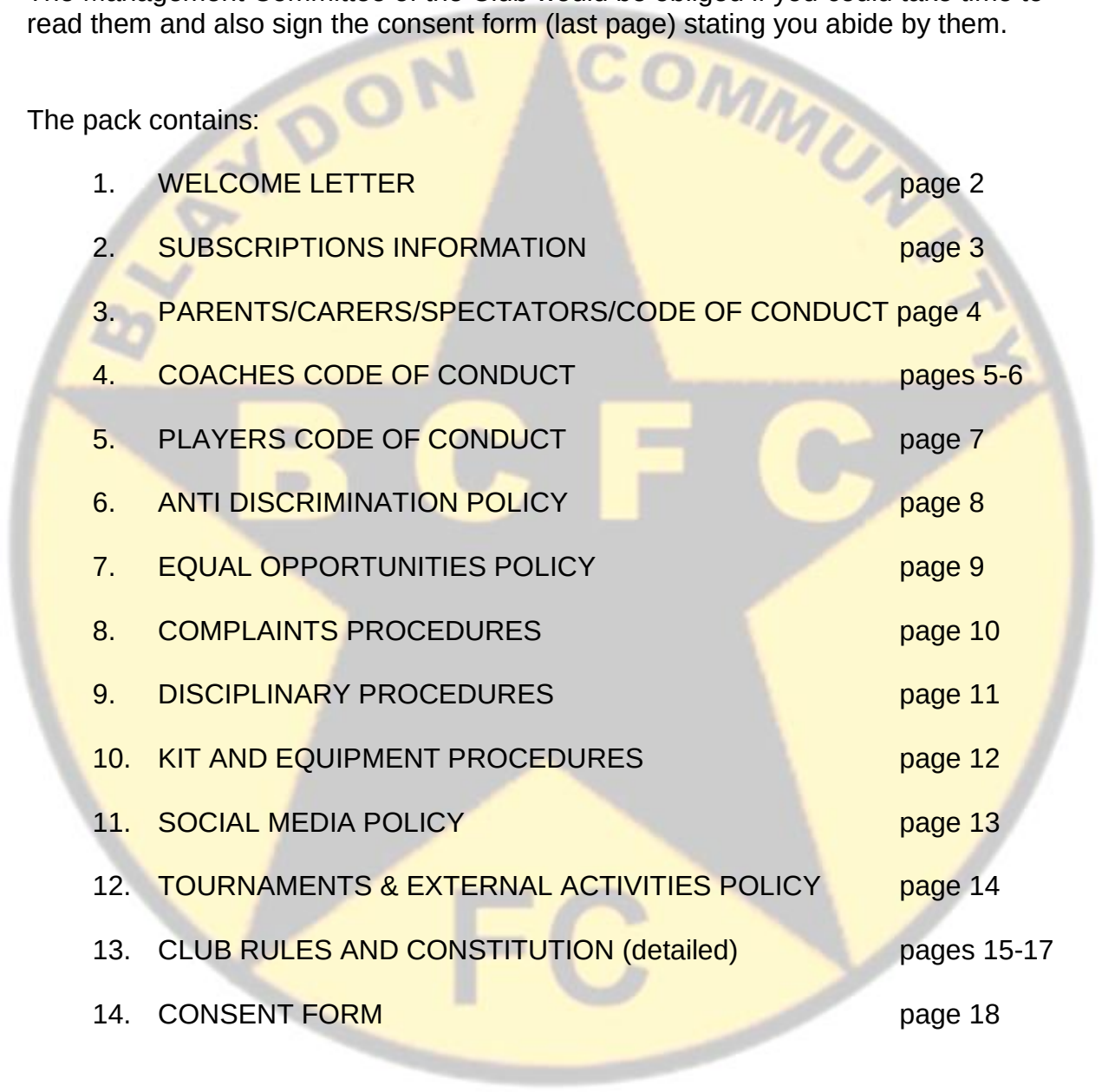
## INFORMATION PACK

Dear Parent/Guardian/Player/Coach

In the pack you have received/read are the below policies and procedures of  
**BLAYDON COMMUNITY FOOTBALL CLUB (BCFC)**

The Management Committee of the Club would be obliged if you could take time to read them and also sign the consent form (last page) stating you abide by them.

The pack contains:

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- A large, semi-transparent watermark of the Blaydon Community FC logo is centered in the background. It features a yellow circle with a grey five-pointed star in the center. The words 'BLAYDON' and 'COMMUNITY' are written in grey along the top curve of the circle, and 'FC' is written in large grey letters at the bottom. The letters 'BCFC' are written in large yellow letters across the center of the star.
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# BLAYDON COMMUNITY FC

## WELCOME LETTER (1)

Dear Parent/Guardian

Can I begin by welcoming you and your son(s)/daughter(s) to Blaydon Community FC (BCFC), and hope that it is an enjoyable, worthwhile experience for you and them.

Like the vast majority of Football Clubs, BCFC is ran by volunteers, whether it be Club Officials or Coaches, and all have the required DBS checks and other relevant training and qualifications, as required by The Football Association.

At the Club we currently provide football opportunities for boys and girls from the Tots section (6 year-olds) up to Under 16s and it is our intention as a Club to do our best to ensure that those currently in membership remain with the Club until they finish their time in Youth Football and progress into Senior Teams (hopefully one of our own).

The Club has an Executive Committee which consists of a mix of Club Officers and Club Officials and also a Management Committee consisting of Team Managers, Parent Representatives, and neutral representatives.

You will see from the Management Committee that we firmly believe in giving every member the opportunity to have an input into how the Club should run and we welcome any comments you as Parents/Guardians/Players/Coaches may have.

You should have access to our Codes of Conduct and other Policies which we have adopted and I hope you will agree that these are essential as most are required by The Football Association and this will help YOUR Club become stronger and more efficient and go from strength to strength.

Each player pays £180 subscriptions per year payable in full, or four quarterly instalments as set out in the 'subscriptions' section. These Subscriptions will cover the general day to day costs, (League fees, Player Insurance, Affiliation fees, Pitch costs, Referees fees etc.). There is also a £20 strip deposit payable at the start of membership.

Any funds raised via team sponsorship (agreed by Management Committee) and other fund raising activities will go directly into the individual team account, to spend as their Players/Parents/Guardians/Coaches and Executive Committee agree. Please note that should any team member, parent etc. be found guilty by any Football Association charge and the club are unable to retrieve those costs, then their team funds may be used to cover any fines/costs incurred. Please note; a team account may also be used for the purchase of any new strips required by that individual team.

Throughout the year the Club may hold various fundraising events and I would ask that where possible you support these, as at the end of the day we are ALL in this for the same reasons and that is the benefit of ALL the children that play for Blaydon Community FC. However if the Management Committee feel any team has not supported a club activity, the management committee have the right to take further action as they see fit.

Many thanks  
Phil Little (BCFC Chairman)

# BLAYDON COMMUNITY FC

## SUBSCRIPTIONS INFORMATION (2)

Dear Parent/Guardian

### **Players Subscriptions;**

This Club, like many others, is run by volunteers (Club officials/Coaches etc) who give up their time with no cost/charge levied.

Subscriptions are the main source of income in order for any Youth or Senior Club to exist and are paid by all members, ie Players.

Subscriptions go towards providing Training, much needed playing Kit and Equipment, as well as Insurance, Affiliation fees, League fees, Referee fees, training facilities, and other incidentals, and are therefore vital for the Clubs continuance.

Each team can obtain additional funds through sponsorship or fundraising (which must be agreed by the Club Management Committee), and any funds raised, will go directly into that teams account to spend as requested and agreed (by members and executive committee), ie; training equipment (clothing), end of season trips etc.

Any balance of fundraising within individual team funds shall remain within the club account should that team cease to exist (fold), or leave the club to join another club.

The above is for the benefit of each member of the Club and they should ALL be involved in activities.

Annual membership subscription for players is **£180.00 due on 1st June**, or alternative quarterly payments can be made as listed below.

**Each player that is registered to the club is signed to the team for the season and all outstanding subs will be required to be paid if they leave during the season, as stated above.**

It is essential all members follow payment rules in a timely manner, with explicit references so can be identified and reconciled by the club treasurer. All payments to be made directly to the club account by **standing order only. Once player is signed on**

Bank details are:

**Blaydon Community FC, Sort code 77-20-12, Account no 26170760.**

Payment references MUST state players name, age group and team, i.e.: **Joe Bloggs U8 Jets.**

If the player is training only, then please specify 'train only'.

There is also a £20 strip deposit payable for all registered players, which will be returned should a player leave the club and return ALL kit in good condition, or carried over at the end of each season.

No exceptions or late payments are permitted. Any missing or late payments will result in the member being suspended until such time relevant payment(s) are made, and for a period of 7 days thereafter. For further information, please contact a member of the committee or team manager.

**NB:** If a player voluntarily decides to leave the club part way through the subscription year, any future subscription payments for the year must be made in full, before the club can release registration with the FA. Each individual case will be discussed at club management level.

If you're concerned you are unable to make these payments, then please let us know via email to: [Committee@blaydoncommunityfc.org.uk](mailto:Committee@blaydoncommunityfc.org.uk)

### Season Membership

|             | <b>Due Date<br/>(No later than)</b> | <b>Full Player</b> | <b>Additional<br/>Siblings<br/>(Discounted rate)</b> | <b>Training Only</b> |
|-------------|-------------------------------------|--------------------|------------------------------------------------------|----------------------|
| 1st Payment | <b>1st June</b>                     | £45                | £40                                                  | £25                  |
| 2nd Payment | <b>1st September</b>                | £45                | £40                                                  | £25                  |
| 3rd Payment | <b>1st December</b>                 | £45                | £40                                                  | £25                  |
| 4th Payment | <b>1st March</b>                    | £45                | £40                                                  | £25                  |

If you plan to leave the club, please be aware that the official exit window is from 1st June to 30th June. Should you wish to leave during this period, you must notify your team manager in writing. This allows the manager to inform the club and ensure your player registration documents are updated accordingly.

All team treasurers must keep a full record of all finances/fund raising etc. in a book (sometimes) supplied by the club. These records may also be subject to inspections whenever the club treasurers decides.

Team treasurers must supply finances/fund raising sheets at each quarterly deadline (or at the club treasurer's request) so that accurate balance sheets can be made available for Management Meetings.



**BLAYDON COMMUNITY FC****PARENTS/CARERS/SPECTATORS/CODE OF CONDUCT (3)**

Children develop at different rates both mentally and physically and they will react to various situations very much as individuals. We are attempting to give all of the players who play for this Club an enjoyable and worthwhile experience and this can only be made possible by supporting adults displaying the correct maturity and a willingness to provide a positive sporting example.

Parents / Guardians/ Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it should be fun. It is important to remember however good a child becomes at football within the Club it is important to reinforce the message that participation is the number one priority. Positive encouragement from Parents/Spectators will contribute to:

- ❖ Children and all participants enjoying football.
- ❖ A sense of personal achievement by all participants
- ❖ Self-esteem
- ❖ Improving the child's skills and techniques
- ❖ Children playing within the Laws of the Game
- ❖ Encouraging Teamwork at every opportunity
- ❖ Accepting the result Win, Lose or Draw
- ❖ Assist where possible with fund raising events and ensure all subscriptions are up to date

A Parents / Guardians/ Spectators expectations and attitudes have a significant bearing on a child's attitude towards:

- ❖ Other Players and Coaches
- ❖ Match Officials
- ❖ Spectators

Parents / Guardians/ Spectators should always be positive and encouraging towards all of the children not just their own, and should always:

- ❖ Applaud the opposition as well as your own team
- ❖ Avoid Coaching the child during the game
- ❖ Not Shout or Scream
- ❖ Respect the referee's decision
- ❖ Give encouragement to all participants

**BLAYDON COMMUNITY FC****COACHES CODE OF CONDUCT (4)**

As a Coach/Team Official of: **Blaydon Community Football Club**

**I HAVE A DUTY TO:**

- ❖ Respect the rights, dignity and worth of each individual and treat them equally
- ❖ Place the wellbeing and safety of each player above all other considerations, including the development of performance
- ❖ Adhere to all guidelines laid down by the club and governing bodies
- ❖ Ensure all qualifications (Safeguarding, first aid etc.) are kept up to date
- ❖ Develop an appropriate working relationship with all players based on mutual trust and respect
- ❖ Encourage and guide players to accept responsibility for their own behaviour and performance
- ❖ Ensure all activities are appropriate to the age, maturity, experience and ability of all players
- ❖ Promote the positive aspects of the sport, eg; Fair Play
- ❖ Prepare players for the game in a sensible manner
- ❖ Recognise good play and behaviour from/by opponents
- ❖ Be fair and honest with all players in the squad
- ❖ Win lose or draw, accept the result with maturity and respect.
- ❖ Adopt and embrace 'good practice'
- ❖ Attend coaches meetings regularly
- ❖ Make all efforts to ensure that parents and players are kept up to date regarding Club matters and also that all financial matters relating to my team are up to date
- ❖ Liaise with team treasurers/club treasurer to ensure all members subscriptions are up to date
- ❖ Acknowledge and sign acceptance of the coaches handbook and sign the club constitution consent form

# BLAYDON COMMUNITY FC

## CODE OF CONDUCT FOR COACHES (4) Continued

### I HAVE A DUTY NOT TO:

- ❖ Shout negative instructions to players
- ❖ Highlight individual players mistakes
- ❖ Take away a child's freedom of mind
- ❖ Openly criticise decisions made by Match Officials
- ❖ Ignore Players who need help and support
- ❖ Take defeat personally
- ❖ Adopt a 'win at all costs' approach
- ❖ Shout football jargon during games
- ❖ Use my position as Coach to verbally abuse players
- ❖ Put young players under undue physical pressure
- ❖ Adopt any forms of 'poor practice'

All coaches or assistant coaches must read and sign this document in conjunction with the coaches hand book. All new (sometimes existing) coaches must attend an induction meeting with Steve White and or Lynn Little before starting their role.

Should a Coach leave the Club for whatever reason they MUST ensure they return ALL Kit and Equipment belonging to the Club in good condition or the Club reserves the right for full reimbursement of the purchase price and also full reimbursement of any course fees paid on His/Her behalf if they leave the Club within a two year period from completing a course.

# BLAYDON COMMUNITY FC

## PLAYERS CODE OF CONDUCT (5)

**BCFC** aims to provide a playing opportunity for ALL, and recognises that the players are the most important people in the sport.

“WHEN PLAYING FOOTBALL AND REPRESENTING BLAYDON COMMUNITY FOOTBALL CLUB, PLAYER’S MUST:-

- ❖ Always play to the best of their ability
- ❖ Play fairly – Don’t cheat, complain or waste time
- ❖ Respect their team-mates, the other team, the Referee and Coach/Manager
- ❖ Play by the Rules, as directed by the Referee
- ❖ Shake hands with the other team, coaches and Referee at the end of the game
- ❖ Listen and respond to what the Coach/Team Manager tells them
- ❖ Talk to someone they trust or the Club Welfare Officer if they are unhappy about anything at the club
- ❖ Players must not attend any other clubs training without agreement from both manager and Club Secretary or Chairman

Player’s must understand that if they do not follow the Code, any/all of the following actions may be taken by the club, County FA or The FA.

Player’s may:

- ❖ Be required to apologise to their team-mates, the other team, Referee or Team Manager
- ❖ Receive a formal warning from the Coach or 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.



**BLAYDON COMMUNITY FC****ANTI DISCRIMINATION POLICY (6)**

**BCFC** is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by everyone, equally.

Our commitment is to confront and eliminate discrimination, whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

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

This includes:

- The advertisement for volunteers
- The selection of candidates for volunteers
- Courses
- External Coaching and Education activities and Awards
- Football Development activities
- Selection of Teams
- Appointments to Honorary positions

**BCFC** will NOT tolerate sexual or racially based harassment or other discriminatory behaviour, whether Physical or Verbal, and will work to ensure that such behaviour is met with the appropriate action in whatever context it occurs.

**BCFC** is committed to the Development of the programme of ongoing Training and Awareness raising events and activities, in order to promote the eradication of Discrimination within its own organisation, and within football as a whole.

# BLAYDON COMMUNITY FC

## EQUAL OPPORTUNITIES POLICY (7)

- **BCFC** is committed to a policy of equal treatment to all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission of 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:
  - a) Treating any individual on grounds of Gender, Colour, Marital Status, Race, Nationality or Ethnic or National Origin, Religion, Sexual Orientation or Disability less favourably than others
  - b) Expecting an individual solely on the ground stated above to comply with requirement/s for any reason whatsoever related to their membership, which are different from the requirement (s) for others
  - c) Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular Race or Sex to comply than others not of that Race or Sex.
  - d) Victimisation of an individual.
  - e) Harassment of an individual, by virtue of Discrimination.
  - f) 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.
  - g) **BCFC** 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, re situation of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
  - h) Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any member (s) offending will be dealt with under the Club's Disciplinary procedure.
  - i) **BCFC** commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

# BLAYDON COMMUNITY FC

## COMPLAINTS PROCEDURES (8)

In the event that any member (s) feel that they have suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, they should follow the procedures below.

1. They must report the matter to the Club Secretary or another member of the Committee (verbally then follow up in writing)

**The report must include:**

- a) Details of who the complaint is about
  - b) Details of what the complaint is in relation to, when it took place and where the incident took place.
  - c) Any witness statement(s) or name(s)
  - d) Names of any others you are aware of who have been treat in a similar way
2. A full copy of the complaint will be sent to the person (s) complained about, for their comments and observations which must be received back within fourteen days of receiving the complaint. This response will then be forwarded to the complainant.
  3. If necessary a Disciplinary hearing involving the complainant (and witnesses) along with the person (s) the complaint is about (and witnesses, if any) will be convened. A Disciplinary Committee which will consist of members of the Club Management Committee (no more than 5) not involved in the Complaint will adjudicate.

All present will be given the opportunity to give a verbal account following which they will be asked to leave the hearing for the members to deliberate.

4. The Disciplinary Committee will adjudicate and then make a decision which may well involve:
  - a) Warning as to future conduct
  - b) Suspension of membership
  - c) Removal from the Club
  - d) Any other penalty the Committee deem fitting to the offence.
5. Should action be taken against a person(s) then there is a right of Appeal to the Club who will organise an Appeals Commission (not including anyone who made the original decision) to deal with the Appeal and their decision will be Final and Binding on ALL Parties.
6. Any appeal must be received within seven days of receiving the decision.

**BLAYDON COMMUNITY FC****DISCIPLINARY PROCEDURES (9)**

If a Player or Parent/Guardian or Coach are responsible for any action which results in a report from a Referee, League, County FA or any other organisation and this results in a financial penalty being imposed on the Club, whether administration costs or fines then that person will be responsible to FULLY reimburse the Club any monies paid on their behalf within 14 days (this may be extended in certain cases) of receiving the request for reimbursement.

Should the Club NOT be reimbursed in the set time period then the Player, Parent/Guardian, Coach will be suspended from all football activities within the Club and the matter reported to the County FA and League.

It is important that you are aware that no Player can register for another Club unless they have cleared ALL liabilities with the Club they are currently registered with.

Any member charged with an offence within the Club organisation will receive a copy of the correspondence which has resulted in the charge, and given 14 days to answer the charge. The member involved will have three options:

- Accept the charge
- Accept the charge and provide a written response to the charge or plea in mitigation
- Request a hearing

In some cases the Club reserve the right to order the member involved to attend a hearing.



# BLAYDON COMMUNITY FC

## KIT AND EQUIPMENT PROCEDURES (10)

Should any Player or Coach or other member leave or be asked to leave **BCFC**, for whatever reason, they must return ALL Kit and / or Equipment used by them whilst being a member.

All Kit and / or Equipment must be returned in good state or the Club reserves the right to withhold the strip deposit and/or consider claiming a full reimbursement of the purchase price (normal wear and tear being taken into consideration).

Should any member have Kit and / or Equipment which has been damaged whilst in their possession and requires replacement, then this will be discussed by the committee and a decision made on possible replacement of the equipment etc.

There will be a £20 deposit payable on team kit, any parent having more than one sibling as members of the club will only pay **once**. If the team kit is not returned at the end of the season (or when a member leaves the club), the deposit will be retained by the Club. Should any member leave the club and return all equipment intact, they will have their deposit refunded. If, as expected, members stay within the club for the following year, their deposit will simply 'roll over' to that year.

The Kit and Equipment Procedure also relates to coats, tracksuits, kit bags etc., regardless of the fact that they may have been purchased using 'team fundraising' money. Due to the fact that the equipment was purchased whilst being active members of the club (and may display club logo etc.), this equipment should remain the property of the club.



# BLAYDON COMMUNITY FC

## SOCIAL MEDIA POLICY (11)

All postings or comments on social media profiles are at the discretion of the executive committee at BCFC. Comments regarding the members of the football club posted in a negative or inappropriate manner are prohibited. Any postings which are brought to the attention of the committee and deemed defamatory will be reviewed and dealt with by the executive committee.

This includes (but is not limited to):

- Activities or comments which break the law or encourage others to do so.
- Comments deemed to contain abusive or inappropriate language or statements.
- Remarks that are racist, homophobic, obscene or sexist.
- Comments which do not show proper consideration for the privacy of others or are considered likely to offend or provoke others in a negative way.
- Comments, remarks or photographs relating to the use of alcohol or drugs.
- Photographs which include images of youths without prior consent from parents/guardians and the executive committee.
- Advertising spam – i.e., repeatedly posting the same comment or comments that are simply advertising/promoting a service or product.

If you have read or received a comment or would like to report an inappropriate item for us to review, please send an e-mail or letter to the officials at BCFC.

Following FA guidelines, it is mandatory for a committee member to be included within any team page/group utilising social media (e-mail groups, facebook, whats app, heja etc.) for correspondence and information.

Any team refusing to include a committee member will be asked to close down the page/group.

# BLAYDON COMMUNITY FC

## COMPETITIONS, TOURNAMENTS & EXTERNAL ACTIVITIES POLICY (12)

The Club is primarily for the benefit of members of the local community, we therefore encourage all small-sided teams within the club to play in the local Gateshead league, (The Northeast Junior Football League), in order to help the league grow and remain active. Once teams reach the age of competitive football (under 12s), then they may decide to play in alternative competitions (other leagues).

Each team will have their league fees and referees fees paid by the Club at the rate set by the least expensive league. Should teams wish to play in an alternative league this would be acceptable, although that team would be responsible for any excess fees over and above that set by the least expensive league. This is to ensure that all members are treated equally, as they all pay the same subscriptions.

It is important that all outside activities whereby the club's name/badge is being represented have been ratified/approved by the club management committee. This may include (but not be limited to); tournaments, presentations, fund-raising activities (ie; bag-packs, raffles), team bonding activities/social gatherings, football parties etc.

It is mandatory that all tournaments are affiliated through local FA's, be that Durham FA, Northumberland FA (for local tournaments) or FA's of other counties further afield. All coaches/managers need to ensure that affiliation has been sanctioned by the FA, this will be confirmed by the club secretary, this requirement also applies to friendly matches which must be sanctioned by the FA.

Coaches should be aware that the number of friendly matches may be restricted by the governing body (Durham FA).

Our members are covered by insurance for all football and club-represented activities, this is one of the reasons the club must be notified for approval.

When teams/members are involved in outside activities they must remember to conduct themselves in a positive and appropriate manner as the club's reputation may be at risk.

It is acceptable for teams/groups to engage on social activities without committee approval on the understanding that the club's name/badge is **not** being represented.

Our Club Presentations are held at the end of each playing season, usually in the month of June, at a venue to be confirmed. The presentation dates will be reviewed at each yearly Club AGM. Once confirmed a message will be distributed amongst the coaches.



# BLAYDON COMMUNITY FC

## **CLUB RULES AND CONSTITUTION (13)**

### 1. **Name:**

The club shall be called Blaydon Community Football Club (BCFC).

### 2. **Objectives:**

The objectives of BCFC shall be to arrange association football matches and social activities for its members.

### 3. **Status of Rules:**

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

### 4. **Rules & Regulations:**

- a) BCFC shall have the status of an affiliated member club of The Football Association by virtue of its affiliation to Durham County FA. The Rules and Regulations of The Football Association and Durham County FA, shall be deemed to be incorporated into the rules.
- b) No alteration to the club rules shall be effected without prior written approval by Durham County FA.
- c) BCFC will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy.

### 5. **Club Membership:**

- a) The members of the club shall be those persons listed in the register of members; and this shall be maintained by the Club Secretary.
- b) Any person who wishes to be a member must apply on a membership application form and submit it to the Club Secretary. Election to membership shall be at the sole discretion of the Club Executive Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c) In the event of a member's resignation or expulsion his or her name shall be removed from the membership register.
- d) The FA and Durham County FA shall be given access to the membership register on request.

### 6. **Annual Membership Fee:**

- a) An annual fee payable by each member shall be determined from time to time by the Club Executive Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b) The club committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the club.

### 7. **Subscriptions:**

All members will pay four quarterly subscription fees from before the 01st of June up until 01st march the following year. All subscriptions must be paid directly into the club account by **standing order only** (no cash payments will be taken). Any members who register for a second team within the club will pay an additional 50% subscriptions.

### 8. **Resignation and Expulsion:**

- a) A member shall cease to be a member of BCFC, if and on the date of which, he/she gives notice to the Club Executive Committee of their resignation. A member whose annual membership fee or other subscriptions are in arrears shall be immediately suspended from the Club, additionally, once payment has been made, the member will be suspended for a further 7 days. If the matter of arrears is not resolved in a reasonable period of time, expulsion from the Club will be considered.
- b) The Club Executive Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the club for them to remain a member. There shall be no appeal procedures.
- c) A member who resigns or is expelled shall not be entitled to claim any of the club's property, and they MUST return ALL Kit and Equipment within FOURTEEN (14) DAYS of resignation or expulsion.

### 9. **Club Executive Committee:**

- a) The Club Executive Committee shall consist of the following club officers: - Chairperson, Treasurer, Secretary and up to three other representatives from the club management committee.



# BLAYDON COMMUNITY FC

## **CLUB RULES AND CONSTITUTION (11) Continued1**

- b) Each Club Officer and Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Emergency General Meeting. One person may not hold any more than two positions of Club officer at any one time. The Club Executive Committee shall be responsible for the management of all the Club affairs. Decisions of the Club Executive Committee shall be made by a simple majority of those attending the Club Executive Committee Meeting. The Chairperson of the Club Executive Committee meeting shall have the casting vote in the event of a tie. Meetings of the Club Executive Committee shall be chaired by the Chairman or in their absence a nominated person. The quorum for the transaction of business of the club committee shall be three.
- c) Decisions of the Club Executive Committee of meetings shall be entered into the Clubs minute book, which will be maintained by the Club Secretary.
- d) Any Member of the Club Executive Committee may call a meeting of the Club Executive Committee by giving no less than 7 days' notice to all members of the Club Executive Committee. The Club Executive Committee shall hold no less than 4 meetings per year.
- e) An outgoing member of the Club Executive Committee may be re-elected. A member proposed by one and seconded by another of the remaining Club Executive Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Club Executive Committee, which arises between Annual General Meetings.
- f) Save as provided for in the Rules & Regulations of The Football Association and the Durham County FA to which BCFC is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club rules.

### **10. Club Management Committee:**

- a) The Club Management Committee shall consist of the following: - Members of the Club Executive Committee plus up to six other members of the club (up to a maximum of twelve personnel).
- b) The Club Management Committee shall be responsible for the everyday affairs of the Club. Decisions of the Club Management Committee shall be made by a simple majority of those in attendance. The Chairperson of the Club Management Committee meeting shall have the casting vote in the event of a tie. Meetings of the Club Management Committee shall be chaired by the Chairman of the Club Executive Committee or in their absence a nominated person. The quorum for the transaction of business of the Club Management Committee shall be five.
- c) Decisions of the Club Management Committee of meetings shall be entered into the Clubs minute book, which will be maintained by the Club Secretary.
- d) Any Member of the Club Management Committee may call a meeting of the Club Management Committee by giving no less than 7 days notice to the Chairman of the Club Executive Committee. The Club Management Committee shall meet monthly.

### **11. Annual and Extraordinary General Meeting:**

- a) An Annual General Meeting (AGM) shall be held in each year to:
  - 1. Receive a report of the activities of the club over the previous year.
  - 2. Receive a report of the clubs finances over the previous year.
  - 3. Elect the members of the Club Executive Committee.
  - 4. Consider any other business (by permission of the Chairman).
- b) Nominations for elections of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconded, both whom must be existing members of the Club, to the Club Secretary no less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary no less than 21 days before the meeting.
- c) An Extraordinary General Meeting (EGM) may be called at any time by the committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by no 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 transacted at an AGM.
- d) The Secretary shall inform all members with notice of the date of the Annual General Meeting together with resolutions to be proposed at least 14 days before the meeting.
- e) The quorum for a General Meeting shall be eight.
- f) The Secretary, or in their absence a member selected by the Club Executive Committee shall take the Chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the meeting shall have the casting vote.
- g) The Club Secretary, or in their absence a member of the Committee, shall enter minutes of General Meetings into the minute book of the Club.

# BLAYDON COMMUNITY FC

## CLUB RULES AND CONSTITUTION (11) Continued2

- h) At its first meeting following each AGM the Club Management Committee shall appoint a club member to be responsible for each of the clubs football teams' finances. The appointed members shall be responsible for managing the monetary affairs of the team. The appointed members shall present a written financial report to the Club Treasurer at each of its quarterly deadlines.

### 12. Club Finances:

- a) All Subscriptions are maintained in the name of Blaydon Community Football Club. No sum shall be drawn from the Club account except by cheque signed by two of the signatories or bank transfer and authorised by the BCFC Treasurer. All monies payable to BCFC shall be deposited into the Club account and the Treasurer notified.
- b) The income and assets of the Club shall be applied only in furtherance of the objectives of the Club.
- c) The Club Executive Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- d) The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.
- e) The Club Property, other than the Club account shall be vested in no less than two and no more than four custodians, one of whom shall be the Treasurer, who shall deal with the Club Property as directed by decisions of the Club Executive Committee and entry in the minute book shall be conclusive evidence of such decision.
- f) The Custodians shall be appointed by the Club Executive Committee and shall hold office for as long as the Club Executive Committee decide or until they are removed or resign from the Club.
- g) On their removal or resignation a custodian shall execute a conveyance in such form as in punished by the FA from time to time to a newly elected custodian or the existing custodians as directed by the Club Executive Committee. On the death of a custodian, any Club property vested in them shall vest automatically in the surviving custodians. If there is only one surviving custodian, a Special General Meeting shall be convened as soon as possible to appoint another custodian.
- h) The custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them carrying out their duties.
- i) A team account spreadsheet shall be set up and no sum shall be drawn from this account except by cheque signed by two of the signatories (or bank transfer) and authorised by the BYCFC Treasurer (at the discretion of the committee). Should any individual team leave the club (or be asked to leave the club) for any reason, the balance of their finances shall remain within the club.
- j) Any team that incurs fines from an outside organisation ie, League, County FA etc. may have the fine deducted from their team account finances (at the discretion of the committee).
- k) If or when the Club Management Committee agree (and with the future interests of the club being paramount), the club should be allowed to manage/lease/purchase certain assets. These assets may include playing pitches, buildings, facilities, equipment etc., and may be financed through asset transfer, grant funding, current club finances etc.

### 13. Dissolution:

- a) 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.
- b) 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.
- c) Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be dealt with by the BCFC Management Committee who shall determine how the assets shall be utilised for the benefit of the game. Consent MUST be obtained from the parent County Football Association.
- d) Should any individual team dissolve (fold, leave or be expelled from) the club, the balance of their finances shall remain within the club.
- e) All teams within the club must re-apply to be a member of the club before 31<sup>st</sup> May 2022 (this deadline to be reviewed at each AGM), via the team manager, any potential new teams must apply in writing (or by e-mail). The Management Committee will have jurisdiction regarding the acceptance of each team.

**BLAYDON COMMUNITY FC****CONSENT FORM (14)**

I have read (and agree to abide by), the BCFC INFORMATION PACK including the Club Constitution which contains the following:

1. WELCOME LETTER
2. SUBSCRIPTIONS INFORMATION
3. PARENTS/CARERS/SPECTATORS/CHARTER
4. CODE OF CONDUCT FOR COACHES
5. PLAYERS CODE OF CONDUCT
6. ANTI DISCRIMINATION POLICY
7. EQUAL OPPORTUNITIES POLICY
8. COMPLAINTS PROCEDURES
9. DISCIPLINARY PROCEDURES
10. KIT AND EQUIPMENT PROCEDURES
11. SOCIAL MEDIA POLICY
12. TOURNAMENTS & EXTERNAL ACTIVITIES POLICY
13. CLUB RULES AND CONSTITUTION
14. CONSENT FORM

**It is the responsibility of all parents and coaches to have read the full constitution before signing this form.**

**This constitution will remain valid during your period at the club.**

**Each year after the club AGM all updates will be sent out in form of a new document to be signed.**

**Parent/Guardian name (Print):** \_\_\_\_\_

**Parent/Guardian of (Print player name):** \_\_\_\_\_

(Print age group): \_\_\_\_\_

(Print team name): \_\_\_\_\_

**Sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_