

Washington Juniors Football Club

Policies and procedures

Anti-discrimination and equal opportunities policy

As the governing body of the game the football association is responsible for setting standards and values to apply throughout the game at every level. Football belongs to and should be enjoyed by everyone equally. Our commitment is to eliminate discrimination whether by reason or gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

Washington Juniors Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by 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 Washington Juniors Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. 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

Washington Juniors Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Washington Juniors Football Club 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 in the wider context, within football as a whole.

Players Code of Conduct

- No swearing on the field of play or the training ground. It is a sending off offence during the game.
- No arguing, fighting or racist remarks with other team members or opposing players
- No swinging on the goal posts. This damages the bar and if it snaps it can cause serious injury. All damage will be paid for.
- Always help to clear up equipment after training sessions.
- Always turn up for training with the correct equipment, football boots / trainers and shin pads.
- No jewellery to be worn for training or matches (law 4 of the game)
- Boots and equipment will be clean for matches and training sessions. All equipment will be looked after and any damage paid for.
- Do not argue with match officials and keep your self-control at all times.
- Accept victory modestly and defeat graciously
- Do as instructed by the Manager and any Assistants with no 'backchat'
- No cheek or backchat towards parents when at the match or in training
- You will pay any fines imposed on you due to bookings or sending offs
- Breaches of the code will be dealt with appropriately
- Refusal to sign the code will result in non-registration

THE MANAGERS DECISION IS FINAL

Parent / Spectator Charter

Children develop at different rates, both mentally and physically and in certain situations they react in different ways. We are attempting to give all the players who come to this club an enjoyable and worthwhile experience. This will only be achieved by supporting adults showing maturity and a positive example.

In training sessions or games that you attend please remember

- Young players are not playing to satisfy your ambition
- Young players are involved for their enjoyment and yours
- You have a responsibility to encourage young people to play by the rules
- Teamwork and effort are as important as winning therefore you should accept losing and not show disappointment
- Never ridicule or shout at the players for making mistakes. No racist or abusive remarks to any player. **(PRAISE OF KEEP QUIET!)**
- Applaud good play by both teams
- Parents / spectators must not coach from the sidelines. The players will be given instructions by the management. If parents / spectators are telling something different the player will get confused and their performance will suffer.
- The team is self-financing and any help that can be given by parents in relation to fundraising and support will be greatly appreciated
- If you have any complaints or issues don't keep them to yourself, speak to the manager who is approachable and willing to listen
- All fines re; sending offs or bookings will initially be paid by the club and recovered from the player
- The management also have to conform to a code of conduct which is available for inspection

Aims and objectives

- Treat the players as individuals and have an awareness of their needs
- Develop a team approach and environment
- Aim to win by encouraging competitiveness and fair play
- The overall aim and objective of the Club is to ensure that all involved with the club enjoy playing and being involved in the supportive and competitive environment

WASHINGTON JUNIORS FOOTBALL CLUB

Constitution

Name

The club shall be called Washington Juniors F.C.

Objectives

The object of the club shall be to arrange association football matches and social activities for its members

Status of Rules

These rules (the club rules) form a binding agreement between each member of the club

Rules and Regulations

The Club shall have the status of an Affiliated Member Association by virtue of its affiliation to membership of the Football Association Limited and parent County Association and any league or competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules

No alteration to the Club Rules shall be effective without prior written approval by the Parent Association.

The Club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

Club Membership

The members of the club from time to time shall be those persons listed in the register of members (the Membership Register), which shall be maintained by the Club Secretary.

Any person who wished to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register

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

Annual Membership Fee

A weekly fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and weekly by each member. Fees shall not be repayable.

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

Registration and expulsion

A member shall cease to be a member of the Club if and from the date on which he/she gives notice to the Club Committee of their resignation. A member whose weekly membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.

The Club 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.

The member has the right to appeal against any decision made by the Club Committee. This must be submitted in writing within 21 days.

A member who resigns or is expelled shall not be entitled to claim any, or share of any, of the Club Property.

Club Committee

The Club Committee shall consist of the following club Officers: Chairperson, Treasurer, Secretary and minutes Secretary. Plus up to 8 other members elected at an Annual General Meeting.

Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be Chairman or in the absence, the Secretary. The quorum for the transaction of business shall be three.

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

Any member of the Club Committee may call a meeting by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than 4 meetings a year.

An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club committee, which arises between Annual General Meetings, shall be filled by a member, proposed by one and seconded by another of the remaining club committee members approved by a simple majority of the remaining Club committee members.

Save as provided for in the Rules and Regulations of the Football Association and the county association, to which the Club is affiliated. The Club Committee shall have the power to decide all questions and disputes arising in respect of an issue concerning the Club Rules.

Annual and special General Meeting

An Annual General Meeting (AGM) shall be held in each year to:

- Receive a report of the activities of the Club over the previous year
- Receive a report of the Club's finances over the previous year
- Elect the members of the Club Committee
- Consider any other business

Nominations for election of member as Club Officers or as members as Club Committee shall be made in writing by the proposer and seconded, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the 'Club Secretary not less than 21 days before the meeting.

A special General Meeting (SGM) 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 not less than 5 members, stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

The Secretary shall send to each member at their last known address, written notice of the date of a General Meeting, together with the resolutions to be proposed at least 14 days before the meeting.

The quorum for a General Meeting shall be five.

The Chairman, or in their absence a member selected by the Club 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 a casting vote.

The Club Secretary, or in their absence a member of the Club Committee, shall enter minutes of General Meetings into the Minute Book of the Club.

- **Club Teams**

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

- **Club Finances**

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

The income and assets of the Club (the Club property) shall be applied only in furtherance of the objects of the Club.

The Club Committee shall have 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.

The Club shall prepare an annual financial statement in such form as shall be published by the Football Association from time to time.

The Club property, other than the Club account, shall be vested in not less than two and no more than four custodians one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the minute book shall be conclusive evidence of such a decision.

The Custodians shall be appointed by the Club in a general meeting and shall hold office until death or resignation unless removed by a resolution passed in a general meeting.

On their removal or resignation a Custodian shall execute a conveyance in such form as is published by the Football Association from time to time to a newly elected Custodian or the existing Custodians as directed by the Club 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.

The Custodian shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

- **Dissolution**

A resolution to dissolve the club shall 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 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 of in such other manner as the members of the Club, with the consent of the parent Association shall determine.