



## Harrold & Carlton FC Club Rules & Constitution

The object Harrold & Carlton FC (HCFC) is to provide a safe environment in which to play association football, to promote football and sport as a means of enhancing health education, learning opportunities and local community involvement with young people acquiring sporting and personal skills from which they will derive life long benefits of self-respect, self-esteem, self-confidence, integrity and respect for others. The club has a "football for all" ethos and encourages fair and equal game time for all players regardless of sex or ability from the age groups U7 – U11.

From U12 upwards and the start of "competitive" football, teams are able to carry out trials for age groups with more numbers than squad places available and also vary the game time for players based on attendance of training sessions and also player ability at the sport to ensure team success.

### **Rules & Regulations**

The Club shall have the status of an Affiliated Member Club of The Bedfordshire Football Association. By virtue of this affiliation the Rules and Regulations of the Football Association and the Parent County Association and league or competition to which The Club is affiliated for the time being shall be deemed to be incorporated into The Club Rules. The club will also abide by the FA's Child Safeguarding 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 listed in the register of members which shall be maintained by the Club Secretary.

Any player wishing to be a member must apply on the club registration form and deliver it to the club.

The club shall keep a list of all players it registers containing the following details: Name, Address, DOB, School and Declared Medical Information.

All Players must pay a registration fee at the start of each season. The amount will be decided at the preceding AGM.

The club shall not be held liable for any injuries to players incurred whilst playing.

The club will always try to recruit players from the immediate area first (Harrold, Carlton, Odell, Turvey, Lavendon) , but we would also allow players from outside the immediate area looking for football to participate in trials to gain a place within a squad.

Age groups with more than 1 team: HCFC do not operate an 'A' team, or 'B' team philosophy. We encourage both teams to be balanced and have mixed abilities where possible. For any player transfers between teams, both coaches and parents would have to agree fully before this can take place.

Particularly if one of the coaches own children is involved or if it would force the other team to fold. These circumstances would be unique and the club committee would also be involved to aid the process.



## Coaches/Assistant Coaches

HCFC is run and organised purely by volunteers for local children **All** HCFC coaches/assistants will hold a current DBS/CRB check, valid FA Safeguarding Children & FA Emergency First Aid certificates. 1 coach from each squad shall also hold a FA Level 1 coaching certificate.

Team Administrative assistants shall hold a valid DBS/CRB check and a valid FA Safeguarding Children certificate.

HCFC will endeavour to ensure that coaches adhere to the following principles:

Principle/Value	Focus
Competence	Coach education to a minimum of FA Level 1, Emergency First Aid Trained, Safe Guarding of Children Qualified
Trustworthy	Keep rules of confidentiality, Inspire trust in own players
Respect	Players, decisions, rules, promises, commitments & privacy
Fairness	Fair-play, Same opportunities for all players
Caring	Well being of physical and emotional state of players
Integrity	Stay true to own values and actions, act as a role model for players
Responsibility	Development of players, own development as a coach

The club and the committee fully support our volunteer coaches and encourage the following between age groups U7 – U11:

Position Rotation

Equal Game time over a season

Reduced game time for disruptive behaviour

Exclusion from matches if "player availability" is not responded to in a timely manner

## Safeguarding of Children

It is Club policy to allow, if asked by opposing teams for:-

- Parents/club officials to take appropriate photos/film during training/games
- Players image to appear in photos for distribution to Parents/Sponsor/on HCFC Social Media/website
- Player's name/image to be sent to league for registration and possible press releases (i.e. goal scorer) or to appear in local newspapers and press releases.
- If you **disagree** or would like your child's name/image protected by the club please clarify in writing to the Club Child Welfare Officer: [cwo@harroldandcarltonfc.co.uk](mailto:cwo@harroldandcarltonfc.co.uk)

No coach or assistant shall talk to a player/member on their own. Always ensure another coach is present as well as a parent where possible.

If any player, parent or carer has any concerns they must contact the Club Child Welfare Officer (contact details as well as our safe guarding policy can be found on the website [www.harroldandcarltonfc.co.uk](http://www.harroldandcarltonfc.co.uk))



## Support & Participation

The primary role of the coach is to manage and organise a football team for training and match fixtures. Parental support is required on a weekly basis to ensure maximum time is spent with players playing football. We expect all players parents/carers to support and volunteer to assist in the additional duties that are required in running a football team/club, these include:

- Erection and dismantling of goals prior/post match and packing away correctly
- Erection and dismantling of FA Respect barriers prior/post match and packing away correctly
- "Dugout Duty": Teams are required to provide parent/carer volunteers to operate the weekly sales of Tea and Coffee at the Harrold pitch to help raise funds for the club. A rota is provided at the start of each league denoting which team has responsibility.
- Attend both matches and training sessions as a supporter. Please encourage your child/the children, but do not "coach" the children as this sends mixed messages.

## Enrolment & Selection

Squad sizes are dictated by league and FA rules, teams/Squads that are at "capacity" can offer players training only places at their discretion.

Squad Sizes:

- U7 & U8      10 Places
- U9 & U10    14 Places
- U11 – U18    18 Places

Training only places are **NOT** a guarantee of a position within the playing squad if a place becomes available. There is no waiting list or priority order for players who are "training only". Team coaches will make the selection if/when a space becomes available based on the needs of the team. Coaches will make decisions based on attendance/behaviour/desire/ability /position. e.g. if a team loses a goalkeeper, preference will be made towards a player with experience/ability /desire to play in this position over players who have been training longer.

Club registration forms are provided to existing registered players on the club annual awards day to register for the next season and are given a 3 week priority window before any remaining places are offered elsewhere. All registration forms are signed in acceptance of Club rules, polices and FA guidelines which can be found on the club website [www.harroldandcarltonfc.co.uk](http://www.harroldandcarltonfc.co.uk)

## Behaviour Standards

Coaches and assistants will ask Parents/Carers to deal with/remove any player they deem to be disruptive within the squad to allow them to continue with the session with other players. Any player repeatedly being disruptive will be "suspended" from training/matches until a "good behaviour bond" can be agreed, this will include a parent/carer being present at all sessions. If a player is suspended on more than 2 occasions within a season, they will be removed as a member of the club



## Committee

The Club committee shall consist of the following Club Officers:

- Chairperson
- Treasurer
- Club Secretary
- Child Welfare Officer

Plus the following

- Vice-Chairman
- Playing Field Representative
- Registrations Secretary
- Communications Secretary
- Charter Standards Secretary
- Events Coordinator

Each committee member will hold office from the date of appointment until the next AGM unless otherwise resolved at a special general meeting. One person may hold no more than 2 positions of club officer at one 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 quorum for the transaction of business of the club shall be 3.

Any club committee member may call a meeting of the club committee by giving no less than 7 days notice to all members of the club committee. The club shall hold no less than 10 meetings per year.

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

## Annual & Special General Meetings

An annual general meeting (AGM) will be held no later than 31<sup>st</sup> July each year. At this meeting the following business shall be transacted:-

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

Nominations for election of Club Officers shall be made in writing to the Club Secretary no less than 28 days before the AGM



## **Club Finances**

A bank account shall be opened up in the name of the Club. Designated signatories shall be at least the club secretary and club treasurer. No sum shall be withdrawn from the club account except by signed cheque signed by two designated signatories. T

The Club Committee shall have the power to authorise payment of remuneration and expenses to any member of the club and to any person or persons for services rendered to the club.

The Club will look to maintain a cash reserve to ensure the club can continue for 2 seasons of football based on general expenses which is calculated by the Club Treasurer.

## **Dissolution**

A resolution to dissolve the club shall only be proposed at a general meeting and shall be carried by a majority of at least three quarters of the members present.

The dissolution shall take effect from the date of resolution and members of the club committee shall be responsible for the winding up of assets and liabilities of the club.

Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be transferred to the Parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets maybe disposed of in such manner as the members of the club with consent of the parent association shall determine.

## **Harrold & Carlton FC Committee**

26<sup>th</sup> July 2018