



FA CHARTER
STANDARD CLUB



WORKSOP BOYS AND GIRLS CLUB JUNIOR FOOTBALL CLUB

Members Information
2007/2008 Season

Introduction

Worksop Boys and Girls Club JFC is a not for profit, family orientated, community junior football club, Affiliated to the Football Association through membership of the Sheffield & Hallamshire Football Association and is a Charter Standard Club operated to and complying with the requirements of the FA.

Our Boys junior teams play in the Sheffield & District Ideas2Develop Junior Sunday League, the largest junior football league in the UK (www.junleague.com), our Girls junior teams play in the Sheffield & Hallamshire Girls County League (www.shgcl.co.uk) and our Boys youth team plays in the Sheffield & District DB Sports U18/U21 League.

This handbook is intended to give members (players, parents, supporters, managers and coaches) an overview of the policies and procedures within the club. While it contains the most important elements of our management system it is by necessity a summary. Full details are available from any member of the Club Committee. At the end of the handbook you will find a set of useful contacts.

Our purpose is to develop young footballers, promoting the game and the spirit of sportsmanship through everything we do, while having a commitment to ensuring that we protect and safeguard young people from harm.

The contents of this handbook are endorsed by the Club Committee:

Contents

- Club Rules & Constitution
- Club Teams & Child Protection
- Codes of Conduct (players, parents & supporters, managers & coaches)
- Other Policies (equal opportunities, discrimination & complaints)
- Useful Contacts

CLUB RULES & CONSTITUTION
(developed with FA Guidelines)

Name

The Club shall be called Worksop Boys and Girls Club JFC.

Objects

The objects of the Club shall be to arrange association football matches and social activities for our members.

Status of Rules

These rules form a binding agreement between each member of the Club.

Rules and Regulations

- a. The Club shall have the status of an Affiliated Member of The Football Association by virtue of its membership to the Sheffield & Hallamshire Football Association. The rules and regulations of the Football Association, Sheffield & Hallamshire FA 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.
- b. No alteration to the Club Rules shall be effective without written approval by Sheffield & Hallamshire FA.
- c. 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

- a. The Members of the Club from time to time shall be persons listed in the Register of Members, which shall be maintained by the Club Secretary.
- b. Any person who wishes to be a member must contact the relevant age group Manager. The Manager has responsibility to make the decision as to whether the player will be a full playing member able to represent the Club in the Sheffield & Hallamshire competitions, or a non-playing member who can participate in club activities other than formal competitions. Membership becomes active upon the applicants name and details being registered to the Club Secretary.
- c. The Club will accept applications for new members from all backgrounds, ethnicities, genders or those with disabilities.
- d. In the event of a Member's resignation or expulsion his/her details will be removed from the clubs list of members.
- e. The Football Association and Sheffield & Hallamshire FA shall be given access to the Member's details on demand.

Membership Fees

- a. An annual 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 a membership to the relevant age group. This membership fee is paid annually whilst still a member of the Club. Fees are not repayable.
- b. The Club Committee shall have the authority to levy further subscriptions from the Members as are necessary to fulfil the objects of the Club.

Resignation and Expulsion

- a. A Member shall cease to be a member of the Club if, and from the date he/she gives notice to the relevant age group manager of their resignation. A Member whose annual membership fee is more than 2 months in arrears shall be deemed to have resigned.
- b. 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. There shall be no appeal procedure.
- c. A Member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

Club Committee

- a. The Club Committee shall consist of the following Club Officers: Club President, Chairperson, Vice Chairperson, Treasurer, Secretary, Child Protection Officer and Minutes Secretary. Plus up to 5 other Members elected at the Annual General Meeting.
- b. Each Club Officer and Club Committee Member shall 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 two positions at any time. The Club Committee shall be responsible for the management of all 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 shall be chaired Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be three.
- c. Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club and are to be maintained by the Minutes Secretary.
- d. Any Member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall not hold less than 4 meetings a year.

- e. An outgoing Member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGM's shall be filled by a Member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- f. Save as provided for in the Rules and Regulations of the Football Association and Sheffield & Hallamshire FA, the Club Committee shall have the power to decide all questions and disputes arising of any issue concerning the Club.

Annual and Special General Meeting

- a. An Annual General Meeting (AGM) shall be held in each year to:
 - i. Receive a report of the activities of the Club over the previous year.
 - ii. Receive a report of the Club's finances over the previous year.
 - iii. Elect the Members of the Club Committee.
 - iv. Consider any other business.
- b. Nominations for election of Members as Club officers or as a Member of the Club Committee shall be made in writing by the proposer and the seconder, 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.
- c. A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of receipt by the Club Secretary requisition in writing signed by not less than five members stating the purpose for which the Meeting is required and the resolutions proposed. Business at an SGM may be business that may be transacted at an AGM.
- d. The Secretary shall send to each Member written notice of the date of the General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
- e. The quorum for a General Meeting shall be three.
- f. The Chairperson or in their absence a Member selected by the Club Committee shall take the chair. Each Member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson shall have the casting vote.
- g. The Minutes 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 Finances

- a. A bank account shall be opened and maintained in the name of the Club (club account). Two designated account signatories will be appointed, one being the Treasurer. No sum shall be drawn from the club except by cheque signed by the two signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the club.
- c. The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the club and to any other persons or persons for services rendered to the Club.
- d. The Club shall prepare an annual financial statement in such a form as shall be published by the FA from time to time.
- e. The Club Property, other than the Club Account and Team Accounts shall be vested in not less than two and no more than four custodians, one who shall be the Treasurer, who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book, shall be evidence of such a decision.
- f. 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 at a General Meeting.
- g. On their removal or resignation Custodian shall execute a Conveyance in such a form published by the FA from time to time, to a newly elected Custodian or existing custodians. On 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 all expenses and other liabilities reasonably incurred by them in carrying out their duties.

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 club shall be transferred to Sheffield & Hallamshire FA who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such a manner as the Members of the Club with the consent of Sheffield & Hallamshire FA shall determine.

CLUB TEAMS & CHILD PROTECTION

In the time following each AGM and up to the start of the season, the Club Committee shall ensure a Manager has been appointed for each of the Clubs teams. The appointed Managers shall be responsible for managing the affairs of the team. The appointed Managers or an age group representative should attend monthly Managers meetings to feed any issues to the Club Committee.

All teams shall be managed in accordance with the policies and procedures of the Club which cover:

- Child Protection
- Codes of Conduct (for players, parents, managers and coaches)
- Equal opportunities
- Anti-discrimination
- Complaints and disciplinary

Child Protection Rules

- a. The Club follows guidelines from the FA and Sheffield and Hallamshire FA regards to policies and procedures.
- b. The Club will have a Child Protection Officer in place.
- c. The Club has a Child Protection document available at all times.
- d. Managers and members of the Child Protection Team will have attended Child Protection Training before or within a year of a season of becoming a volunteer within the Club.

Child Protection Policy Statement

In accordance with FA and the Leagues' Child Protection Policies, Worksop Boys and Girls Club JFC has designated a Child Protection Officer and assistants. In the event of any Team Member or Parent having a Child Protection concern about a Player they should immediately inform a member of the Child Protection Team and record accurately the event(s) giving rise to concern. The action to be taken subsequently will follow rules held by the Child Protection Officer.

Listening to Children

The Management Committee and Parents recognise the importance of listening to children at all times, and is particularly concerned to ensure that any child who wishes to disclose abuse should be assisted in doing so. The Management Committee and Parents should be aware that the way in which they talk to a child can effect on the evidence which is put forward if there are subsequent criminal proceedings. Therefore, any early discussions with the child in which the Management Committee and Parents are likely to be involved should, as far as possible, adhere to the following guidance:

- Listen to the child rather than directly question him/her.
- Never stop a child who is freely recalling significant events.
- Make a note of the decision, recording the timing, setting and those present, as well as what was said.
- Record all subsequent events up to the time of any later interview.

It is important that this work should not be undertaken at a time when it may impact on any legal proceedings in which the child may be involved in.

Child Protection Officer's Responsibilities

- Communication between the Leagues and other agencies, regards and concerns.
- Support and advise the Management Committee and Managers in Child Protection work.
- Maintain his/her own knowledge and awareness of these issues.
- Inform the relevant League if players on the child protection list leave to join another club.
- Ensure all Club Coaches/ Managers are adopting correct procedures in training and games.
- To hold information and records in accordance with Club and League procedures.

Recruitment of Managers/Volunteers

Worksop Boys & Girls Club JFC will operate the following steps when recruiting Coaches/Volunteers to the Club.

- a. Ask for brief letter of potential volunteer explaining past experience working with Voluntary Clubs and young people. This letter should include names of referees, one being their current employee.
- b. At least two Committee Members to interview the volunteer.
- c. References to be taken up.
- d. All Coaches/Volunteers are subject to a full Criminal Records Bureau check.
- e. A Committee Member is to watch a coaching session with another age group.
- f. Monitor the new volunteers and advise on improvements if needed.
- g. Where at all possible the Club will try to ensure at least 2 volunteers work with each age group.

This is a summary. A full copy of Child Protection policies and procedures are available on request.

CODES OF CONDUCT

Players' Code of Conduct

As a player representing Worksop Boys and Girls Club JFC, you must follow these at all times.

- Play football because you enjoy it, not to please other people.
- Make every effort to develop your skills in training.
- Give the best possible effort during matches.
- Set a good example to other players and supporters.
- Avoid time wasting or faking injury.
- Respect other players, managers, supporters, referees and other officials.
- Do not use inappropriate language, including sexist or racist taunts.
- Play fairly by the Laws of the Game.
- Never try to deliberately lose a game.
- Accept winning and losing equally.

Remember as a player, representing the Club, any bad behaviour poor sportsmanship affects the reputation of the whole Club. All players should follow this Code of Conduct to ensure their time with the Club is both memorable, enjoyable for all.

Parents and Supporters' Code of Conduct

As a Club we welcome your support, but can we remind you that we operate Codes of Conducts for all those watching games/training. Please at all times could you follow the Codes of Conduct below:

- Give positive encouragement to all players so:
 - They enjoy playing.
 - They have a sense of achievement.
 - They improve their self esteem.
 - They improve their skill and technique.
- Never force a child to play football.
- Do not shout at a player if they make mistakes.
- Praise good sportsmanship by both teams.
- Help your child understand the rules and to abide by them.
- Do not argue with the referee or question his/her decisions, remember he/she are few and far between.
- STAY OFF the pitch. Do not interfere or get involved.
- Do not use foul, offensive, insulting or abusive language towards any players, officials or spectators.
- Racist behaviour towards players, managers, officials or spectators has no place in our game - it will not be tolerated.
- Enjoy watching the game whether your team win or lose.

The Club has a disciplinary procedure in place for all spectators who do not follow the Code of Conduct.

Managers and Coaches' Code of Conduct

Managers/Coaches involved in Worksop Boys and Girls Club JFC must sign and at all times abide by this Code of Conduct and must:

- Respect each and every player, ensuring they are all treated equally.
- Ensure that the safety and well being of each player comes before anything else including performance.
- Follow all guidelines as laid down by the FA and any other sports governing bodies.
- Develop working relationships with each individual player that is based on trust and respect.
- Not be influenced by any personal benefits or rewards.
- Encourage players to accept responsibility for their own behaviour and performance.
- Make sure training sessions are under their control, are appropriate for the players' age, maturity, experience and ability.
- Make their players, parents and spectators aware of what is expected of them, including making them aware of the Code of Conducts.
- Co-operate with other specialists (other coaches, doctors, officials etc) when it is in the best interests of the Player.
- Promote fair play, never condone cheating, rule breaking, inappropriate behaviour, or use of prohibited substances or techniques.
- Respect the match officials and set an example to players and parents in this regard.
- Have high standards with regards to behaviour and appearance.
- Not use or tolerate inappropriate language, including that deemed sexist or racist.

Winning games and performance are naturally important for all Coaches/Managers, but ensure that it is not a 'win at all costs' attitudes.

OTHER POLICIES

Equal Opportunities Policy

Workshop Boys and Girls Club JFC is committed to a policy of equal treatment of all its Members and requires all Members of whatever level or 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 the Disability Discrimination Act 1995.

Discrimination is prohibited by:

- 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.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their memberships, which are different from the requirements for others.
- Imposing on an individual's 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.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantage of a member against another, or others, purely on the above grounds. Thus, in the entire 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.

Workshop Boys and Girls Club JFC 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 best practice cease forthwith, resolution of damage or less (if necessary) and to the 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.

Workshop Boys and Girls Club JFC 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, whenever possible, to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Anti-Discrimination Policy

Workshop Boys and Girls Club JFC 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 Workshop Boys and Girls Club JFC 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 of volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions

Workshop Boys and Girls Club JFC 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. Workshop Boys and Girls Club JFC is committed to ensuring that through whatever way it can (training, events) it will promote the eradication of discrimination within its own organisation and within football as a whole.

Club Complaint / Disciplinary Procedures

Workshop Boys and Girls Club JFC has detailed procedures for handling complaints and the management of a disciplinary process. In the event that any Member feels that he or she has suffered discrimination in a way, or that the Club, Policies, Rules or Code of Conduct have been broken, they should report the matter to the Club Secretary or another Member of the Committee (within 28 days). The Committee Member will advise the complainant on the procedure to follow. This applies to Coaches, Managers, Officials, Players, Parents or Spectators.

USEFUL CONTACT DETAILS - 2007/08 SEASON

Club Committee Members

David Cowburn	Chairman	01909 506513	dave.cowburn@sky.com
Gary Slater	Secretary	01909 478838	
Rudy Menzhausen	Treasurer		
Paddy Sherwood	Development Officer		
Steve Bannister	Head Coach		
Denise Darlow	Club Welfare Officer (Child Protection Officer)		
Mark Whitworth	Girls Section Representative		

Managers & Coaches

Soccer Schools: Steve Bannister

Boys Teams:

Under 7	Steve Sleight
Under 8	Lee Scott
Under 9	Shaun Davies
Under 10	Rudy Menzhausen
Under 11	Phil White
Under 12	Dave Cowburn
Under 13	Gary Slater
Under 14	Gary Broadley
Under 15	David Stones
Under 16	Tony Best
Under 18	Steve Bannister

Girls Teams:

Under 10	Dave Kirby
Under 13	Paul Fox

Child Protection Team

Club Welfare Officer	Denise Darlow	01909 501614	
Child Protection Officer	David Cowburn	01909 506513	
Boys League CPO	Mike Basford	01246 202936	mike.basford@junleague.com
Girls League CPO	Kay Roe	01709 550716	protection@shgcl.co.uk

Emergency Calls

Worksop Police	01909 500999
Bassetlaw Hospital	01909 500990
Social Services (Bassetlaw area adults only)	01909 533533
Social Services (Bassetlaw area children only)	01777 716161
The FA/NSPCC Helpline	0808 800 5000
Childline	0800 1111
FA Child Protection	0207 7454649
County FA Child Protection	0114 2414992