



WOODHAM RADARS FOOTBALL CLUB

Club Constitution and Rules

SEASON 2021 - 2022



**CHARTER STANDARD
COMMUNITY CLUB**



Table of Contents

Club Name.....	5
Our Stated Vision.....	5
Our Values.....	5
Aims and Objectives	5
Governance.....	6
Voting Rights	6
Status of Club Rules.....	6
Rules and Regulations.....	6
Club Membership	7
Subscription Fee	7
Resignation and Expulsion	8
The Club Committee	9
Affiliation Numbers	10
Annual, Extraordinary & General Meetings.....	10
Club Teams.....	10
Club Finances	11
Dissolution	12
Club Kit.....	12
Clubhouse	13
Training	13
Club Software.....	13
Fund Raising (Friends of Radars)	13
Managing our Policies.....	13
Appendix: Club Policies	14
Safeguarding Children Policy.....	14



<i>Club Welfare Officer: Tracy Pickett</i>	15
<i>Email: welfare@radars.football</i>	15
<i>Phone: 07739 071150</i>	15
Equality Policy.....	16
<i>OUR COMMITMENT</i>	16
Anti-Bullying Policy	17
<i>What is Bullying?</i>	17
<i>Why is it Important to Respond to Bullying?</i>	17
<i>Club Procedures</i>	18
<i>Recommended Club action</i>	18
<i>Budgeting</i>	19
<i>Financial Reporting</i>	19
Financial Control Policy	20
<i>Income</i>	20
<i>Expenditure</i>	20
Kit and Equipment Policy	21
Data Protection Policy.....	22
<i>What we need from you</i>	22
<i>Data protection principles</i>	23
<i>Fair and lawful processing</i>	23
<i>Processing for limited purposes</i>	23
<i>Consent</i>	24
<i>Notifying individuals</i>	24
<i>Accurate data</i>	24
<i>Timely processing</i>	25
<i>Data security</i>	25
<i>Disclosure and sharing of personal information</i>	26
<i>Transferring personal data to a country outside the EEA</i>	26
<i>Reporting a personal data breach</i>	26
<i>Dealing with subject access requests</i>	26
<i>Accountability</i>	26
<i>Changes to this policy</i>	26
Recruitment and Retention Policy.....	27
<i>Recruitment</i>	27
<i>Retention Policy</i>	27



<i>Attracting Players</i>	27
Club Complaints and Disciplinary Policy.....	28
<i>Members</i>	28
<i>Players</i>	28
<i>Coaches and other Club Officials</i>	29
<i>Matters involving other officials</i>	30
Codes of Conduct.....	31
<i>Respect Code of Conduct for coaches, team managers and club officials</i>	31
<i>Respect Code of Conduct for Youth Players</i>	32
<i>Respect Code of Conduct for spectators and parents/carers</i>	33
Role Descriptions.....	34
<i>Chairperson</i>	34
<i>Vice Chairperson</i>	34
<i>Secretary</i>	35
<i>Treasurer</i>	35
<i>Child Welfare Officer</i>	36
<i>Groundsman / Facilities Officer</i>	36
<i>Fundraising Secretary</i>	37
<i>Fixtures/ Match day Secretary</i>	37
<i>Kit & Equipment Officer</i>	37
<i>Team Manager</i>	39
<i>Coach</i>	40



Club Name

The Club will be called: Woodham Radars Football Club Ltd

Our Stated Vision

Our vision reflects the ethos of our club and our ongoing ambition to be a positive influence in our community for both football and wider social aspects. Our stated vision is:

“To be the football club of choice in South Woodham Ferrers providing the best facilities we can with the highest standards of football education possible and to create a positive environment for all members resulting in a positive effect within our community”

We believe that our stated vision will benefit the development of our players and offer a sustainable active lifestyle but also have a wider positive impact to improve the engagement and general welfare of young people in our community.

Our Values

Our values are at the core of what we do. These are:

- We seek to foster a lifelong love of football
- We will provide the best facilities that we can
- We focus on player development and not matchday results
- We encourage creativity and allow players to make their own decisions during games and learn from those decisions
- Our members will have fun, and by doing this they will learn and improve
- We will develop our junior members as an individual as well as a player, emphasising life skills, attitudes and character including a positive attitude to hard work and achievement, self-confidence and social interaction
- We promote and support the provision of high-quality coaching
- We engage with and have a positive impact in our community

Aims and Objectives

The basis of the Club's aims and objectives is set out in the section on our values. The Club aims to provide an environment in which everyone in the community can engage with football in a positive and supportive environment. In furtherance of this objective the Club shall collaborate with the relevant statutory authorities and voluntary bodies and do all other such things necessary to promote its attainment.

All teams will be registered with the Brentwood Community Football Alliance, Chelmsford Youth Football League, The Essex County Girls League, The Pope & Smith Chelmsford Sunday League or The Greene King Essex Veterans Football League (The League), in accordance with the rules & regulations published in their respective Handbooks under the overriding governance of The FA.

The aims of the Club will be: -

- a) To teach the members the laws of association football.
- b) To provide training and coaching facilities and, where applicable, competitive matches.
- c) To emphasise always that results must be within the laws of the game and that good sportsmanship and equality prevail always.
- d) To promote social activities for its members and community participation in the same.



Governance

The Company Directors shall be appointed at the annual AGM. Hereafter, and throughout this Constitution and set of Rules those Directors will be referred together with either 'Officers' or 'Management Committee'.

Directorship to the Club may be invited to those members of the Management Committee that have served a minimum of two full consecutive seasons membership to the Management Committee.

The following Constitution and set of Rules has been accepted by those appointed to directorship for the season 2020 – 2021.

The Members Handbook and set of Rules has been accepted by those appointed to directorship for the season 2020 – 2021.

Either directly or via membership of a league, the club will be affiliated to the ESSEX COUNTY FOOTBALL ASSOCIATION (ECFA)

Membership of the Club will be open to any person eligible to play football under the above Association's rules. Players will be grouped according to age, where the age requirement refers to the qualification dates as set out be either the Association or the League in which the team participates. If there are insufficient players of an age group, they will join the age group above where it is permissible to play.

Voting Rights

Serving Directors only will be entitled to voting rights. The Chairperson may at their discretion empower a vote to each member of the Management Committee subject to the agreement of those serving Directors.

No member shall be capable of exercising more than one vote, except for a meeting chairperson who may cast a decisive vote only in the event of a tie.

Only members of the Management Committee shall be entitled to vote at Management Meetings.

Status of Club Rules

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

Rules and Regulations

- a) The members of the Club will exercise their rights, powers and duties and will, where appropriate, try their best to ensure that all conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of THE FOOTBALL ASSOCIATION LIMITED ("The FA"), the COUNTY FOOTBALL ASSOCIATION to which the Club is affiliated ("THE PARENT COUNTY ASSOCIATION") and Competitions in which the Club participates, for the time being in force.
- b) The Club will abide by the FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy in place at the time.
- c) Every member of the club agrees to be bound by the Rules, Guidelines and Policies within this constitution and any those listed separately in the Members Handbook. For avoidance of confusion Member means Player, Parent/Guardian, Officers of the club and Managers, Coaches, Trainers, or any other volunteers not specifically listed here.



Club Membership

- a) The members of the Club from time to time will be those persons listed in the register of members (the "Membership Register"), which will be maintained by the Club Secretary.
- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership will be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies in place at the time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force at the time. Membership will become effective once an applicant's name is entered in the Membership Register.
- c) In the event of a member's resignation or expulsion, his or her name may be removed from the Membership Register.
- d) The FA and Parent County Association will be given access to the Membership Register on demand.
- e) Matters pertinent to the 'club' can be brought to the attention of the committee through the relevant management committee member.
- f) For any team to play a competitive game, that team must have sufficient players registered with the Club seven days prior to that fixture. Failure to do so will result in that team not being allocated a pitch for their home games. It is County Association Rules that all players in a team must be bona fide members of the Club for which they are playing.

Subscription Fee

A Subscription fee payable for each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation and as necessary to fulfil the objectives of the Club.

- a) To be able to participate in competitive games all members must sign up to the Clubs chosen membership software and pay any subscription fees where applicable.
- b) Each team manager is responsible for the collection of the subscription fee.
- c) The Club will reimburse any Management Committee member any reasonable expenses incurred in performing his/her duties. Receipts must be provided to support claims.
- d) Non-payment or part payment of subscription fees from members will result in player suspension until outstanding debt is cleared



Resignation and Expulsion

- a) A member will cease to be a member of the Club if they give notice to the Club Committee of their resignation.
- b) A member whose subscriptions are more than 2 months in arrears will be deemed to have resigned.
- c) The Club Directors will have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force at that time.
- d) A member who resigns or is expelled will not be entitled to claim any, or a share of, any of the income and assets of the Club (the "Club Property").
- e) The Club Directors will have the power to expel a member when in its opinion there has been misuse of Club funds or property. The Club Directors may, at its discretion, decide to seek reimbursement and/or compensation from the excluded member(s), pursuant to which any costs can at the discretion of the Committee be borne by Club funds.



The Club Committee

- a) The Officers of the Club will be without bias elected at the AGM will include at a minimum: - Chairperson, Vice-Chairperson, Honourable Secretaries, Honourable Treasurer and Minute Secretary. The Management Committee will consist of the Officers, Custodians, Village Hall Representative, Playing Field Representative, Lay members, and Team Officials – up to two per team.
Chairmanship will only be offered to those holding directorship.
- b) That part of the Committee not involved in team management will be elected at the AGM. All nominations for those positions will be handed to the Honourable Secretary at least 14 days prior to the AGM.
- c) The nominations for Team Officials will be handed to the Honourable Secretaries no later than the June “meeting” each year. Officials appointed by the Committee to be endorsed by the AGM. The Management Committee will meet once a month (first Thursday except August) when all members will be expected to attend. Members unable to attend must appoint a representative from their team to attend in their place. Any Committee Member or team representative failing to attend a meeting may be fined by the Management Committee. All correspondence will be addressed to the Honourable Secretaries who will conduct the correspondence of the Club and keep a record of its proceedings.
- d) The Honourable Treasurer will be responsible for keeping accounts in such manner as to satisfy the Honourable Auditors. A set number of bank accounts as deemed sufficient to run the Club efficiently will be held. The Club will be governed in accordance with the Rules, Regulations and Bye Laws of the FA, relevant Parent County Associations and by the Management Committee.
- e) Each Club Officer and Club Committee member will hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at an Extraordinary General Meeting (EGM). The Club Committee will be responsible for the management of all the affairs of the Club. Decisions of the Club Committee will be made by a simple majority of those attending the Club Committee Meeting. The Chairperson of the Club Committee will have a casting vote in the event of a tie. Meetings of the Club Committee will be chaired by the Chairperson or in their absence the Vice-Chairperson. The quorum for the transaction of Club Business will be seven, to include a minimum of three officers.
- f) Decisions made by the Club Committee at meetings will be entered in the minutes and maintained by the Club Secretary.
- g) Any member of the Club Committee can call a meeting of the Club Committee by giving no less than seven days’ notice to all members of the Club Committee. At least four meetings a year will be held.
- h) An outgoing member of the Club Committee may be re-elected, and directorship may be granted at the discretion of the serving Directors. Any vacancy on the Club Committee, which arises between Annual General Meetings, will 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.
- i) Within the rules and regulations of the FA, the Parent County Association and any applicable Competition, the Club Committee will have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- j) The position of Club Officer will be vacated if that person is subject to a decision by the FA that he/she be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.



Affiliation Numbers

SENIORS / VETS	V-ESS7487
GIRLS	V-ESS7517
YOUTH	V-ESS7518
LADIES	V-ESS7516

Annual, Extraordinary & General Meetings

An AGM will be held each year no later than July 31st, to;

- a) Receive a report of the activities of the Club over the previous year.
 - b) Receive a report of the Club finances over the previous year.
 - c) Elect the members of the Club Committee.
 - d) Consider any other business, as necessary.
 - e) A minimum of 14 days' notice will be given of the date of the AGM.
- f) Nominations for election of members as Club Officers or as members of the Club Committee will be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Honourable Secretaries not less than 14 days before the AGM. Notice of any resolution to be proposed at the AGM will be given in writing to the Honourable Secretaries not less than 14 days before the meeting.
- g) An EGM may be called at any time by the club committee and shall be called within 21 days of receipt by the Club Secretary of a request in writing, signed by not less than seven members stating the purposes for which the meeting is required, and the resolutions proposed. Alternatively, a meeting may be called at the discretion of the Chairperson. Business at the EGM may be any business that may be transacted at an AGM.
- h) The Secretary will send each member, to the address or email address provided on the Addresses Management document, written notice of the date of a General Meeting (an AGM or an EGM.) together with the resolutions to be proposed at least 14 days before the meeting.
- i) The quorum for a General Meeting will be seven, to include a minimum of three Officers.
- j) The Chairperson, or in their absence a member selected by the Club Committee, will chair the meeting. Each Director of the Committee is entitled to one vote, and resolutions will be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting will have the casting vote. All voting will be by show of hands unless a ballot is called for by at least 10 members.
- k) The Club Secretary, or in their absence a member of the Club Committee, will enter Minutes of General Meetings into the Minute Book of the Club.
- l) Managers are expected to attend monthly club meetings. If managers are unable to attend, they must send a representative on their behalf. Failure to attend or send a representative may incur a £10.00 fine

Club Teams

The Club Committee will appoint a Club Member to be responsible for each of the Club's football teams by or at June's meeting. These appointments will be endorsed at the AGM. The appointed members will be responsible for managing the affairs of the team.

The Committee shall maintain a public record of all Team managers and assistants and ensure all fulfil the minimum criteria required to maintain the Clubs Charter Standard Status.



Club Finances

- a) A set number of bank accounts, as deemed sufficient for the running of the Club, will be opened, and maintained in the name of the Club (the “Club Account”). Designated account signatories will be the Club Chairpersons, the Club Secretary, and the Treasurer. No amount will be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club will be received by the Treasurer and deposited in the Club Account.
- b) The Club Property will be used only in relation to the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is forbidden.
- c) The Club Committee will have the power to authorise payment of remuneration and expenses to any Club Member and to any other person or persons for services rendered to the Club. However, the Club will not remunerate a member for playing.
- d) The Club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical treatment, away match facilities, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- e) The Club may also in connection with the sports purposes of the Club:
 - I. Sell and supply food, drink and related sports clothing and equipment.
 - II. Employ members (although not for playing) and remunerate them for providing goods and services on fair terms set by the Club Committee without the person concerned being present.
 - III. Pay for reasonable hospitality for visiting teams and guests.
 - IV. Indemnify the Club Committee and members acting properly during the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- f) The Club will keep accounting records for recording the fact and nature of all payments and receipts to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of 6 years.
- g) The Club will prepare an annual “Financial Statement” in such format as shall be available from the FA from time to time. The Financial Statement will be verified by an independent, appropriately qualified accountant and will be approved by members at the Annual General Meeting. A copy of any Financial Statement will be forwarded to the FA on demand.
- h) 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 will 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.
- i) The Custodians will 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.
- j) The Custodians will 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) A resolution to dissolve the Club will only be proposed at a General Meeting and will be carried by a majority of at least three-quarters of the members present.
- b) Any surplus assets remaining after the discharge of the debts and liabilities of the Club will be transferred to another Club, a Competition, the Parent County Association, or the FA for use by them for related community sports.

Club Kit

- a) All club kit - whether sponsor supplied or not should be ordered or sanctioned by the Chairpersons or appointed delegate.
- b) The brand, style and design are to be decided by the serving directors.
Colour; Royal Blue & White Shirts, Royal Blue Shorts and Socks.
Kit Manager to handle all supplier contacts to obtain the best possible discounts. Where relevant and possible two quotes to be obtained before order is approved by Chairperson or appointed delegate. It is the manager's responsibility to send formal Letter of Thanks to the Sponsor on behalf of the Club.
- c) The Club will provide each registered member their initial training kit upon payment of registration fee. Replacement of training kit is the responsibility of the member.
- d) The Club will provide each Team Manager with both training and match footballs. Repairs to footballs are the responsibility of team managers. Where applicable, linesman flags will be supplied. Each manager will be issued with a First Aid Kit by the Club, thereafter it will be his/her responsibility to maintain this in a satisfactory condition, replenishing the contents, as necessary. An appropriate First Aid Kit is a requirement of the County Association and inadequacy will result in a substantial fine. The Club will provide first aid tuition to all managers and assistants.
- e) Sponsorship is welcomed for all squads and must cover the cost of full match kits for all members registered at the time of sponsorship and must include a minimum of £50 towards the club which will be used for the purpose of advertising via the website and other means. Sponsors can purchase further teamwear for members but must adhere to the Clubs chosen brands, colours, and styles.
- f) Where applicable, sponsorship of kit is to be approved by the Management Committee prior to submission to County Association for approval. No kit showing any sponsorship not previously approved by the Club or County Association is to be worn when representing the Club.
- g) In some cases, it is a requirement that the Home Team provide linesman's' flags. Team managers should ensure that they carry them, as necessary.



Clubhouse

- a) The Management Committee is responsible for maintaining and providing insurance for the Clubhouse at the Village Hall playing field.
- b) When used, the manager responsible must endeavour to keep the interior as clean as possible.
- c) Any major maintenance work is the responsibility of all committee members.
- d) The Club is also responsible for maintaining the grassed area around the Clubhouse.
- e) Managers whose teams use the field for matches are responsible for the goal storage area at the rear of the Clubhouse.

Training

- a) Managers should not cancel training for any reason without notifying or discussing with the management committee in advance and should always seek alternative arrangements for their members where feasible to ensure training for members is continuous as per clubs annual training calendar.
- b) The Club is unable to subsidise any training facilities used by member teams.
- c) The Village Hall Playing Field is not available for training at any time without agreement of the committee.

Club Software

- a) Managers or their delegate should keep any club software up to date with training, matches and social event schedules and the correct member details and emergency contact details for the members of their team.
- b) Members should make their availability for training, matches or social events known via the club's software.
- c) The Club will update the software with pitch or training allocations which are not to be changed without agreement of the committee

Fund Raising (Friends of Radars)

- a) A fund-raising Sub Committee and/or individual can be appointed by the Management Committee to arrange activities to raise extra funds. This committee shall be known as Friends of Radars (FORS)
- b) These additional funds may be used either for specific projects or to supplement Club income, hence keeping subscriptions to a minimum.
- c) Each Management Committee member agrees to support such events and to encourage further support.
- d) Individual teams may raise their own funds with the following proviso: the Management Committee must be informed monthly of any running totals and approve of any event prior to that event taking place.

Managing our Policies

The Club's policies are contained in the Appendix supporting this document. The Management Committee can amend these policies from time to time without the need to formally vote on them as constitutional issues.



Appendix: Club Policies

Safeguarding Children Policy

Woodham Radars Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club football activity. We subscribe to The Football Association's Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Woodham Radars Football Club recognises that this is the responsibility of every adult involved in our club. Woodham Radars Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see [The FA Handbook](#)) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two verbal references before appointing
- Require an FA CRC Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Woodham Radars Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRC Enhanced Disclosure via The FA CRC Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Woodham Radars, guidance will be sought from The Football Association.

It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRC Unit Enhanced CRC Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.



Woodham Radars Football Club supports The FA's Whistle blowing Policy.

Any adult or young person with concerns about a colleague can '*whistle blow*' by contacting **The FA Child Protection Team on 0207 745 4787**, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC, we encourage everyone to know about it and utilise it if necessary.

Woodham Radars Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop.

Club Welfare Officer: Tracy Pickett

Email: welfare@radars.football

Phone: 07739 071150

The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice, and abuse amongst their Club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Woodham Radars Football Club. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

Reporting your concerns about the welfare of a child or young person – Safeguarding is everyone's responsibility. If you are worried about a child, it is important that you report your concerns – no action is not an option.

- If you are worried about a child, then you need to report your concerns to the CWO
- If the issue is one of poor practice, they will either deal with the matter themselves or seek advice from the CFA Welfare Officer
- If the concern is more serious – possible child abuse – they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your CWO or the matter is serious then you can either:
 - Contact your CFA Welfare Officer directly or
 - Call the FA/NSPCC 24-hour Helpline for advice on **0808 800 5000** or
 - Contact the Police or Children's Services.

Further advice on Safeguarding Children matters can be obtained from:

- The FA website
- County Football Association's Welfare Officer: Helen Hever
Telephone number: **01245 393098**
Email: **helen.hever@essexfa.com**
- The FA Safeguarding Children enquiry line **0845 210 8080**
- Emailing footballsafethefa.com



Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that our club is equally accessible to all.

Woodham Radars 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 anyone who wants to participate in it.

Woodham Radars Football Club in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.

Woodham Radars Football Club will not tolerate harassment, bullying, abuse, or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination.

This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs

Woodham Radars Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities to promote the eradication of discrimination and promote equality in football.

Woodham Radars Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010.

Woodham Radars Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

OUR COMMITMENT

is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability, or disability and to encourage equal opportunities.

This policy is fully supported by the Sessional coaches who are responsible for the implementation of this policy.



Anti-Bullying Policy

Woodham Radars Football Club is committed to providing a caring, friendly, and safe environment for all its members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at the Club.

If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively – “we are a TELLING club”. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any Committee Member.

What is Bullying?

It is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing.

Why is it Important to Respond to Bullying?

No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above
- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive, or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.



Club Procedures

Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.

In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.

Parents should be informed and will be asked to come into a meeting to discuss the problem. If necessary and appropriate, the police will be consulted.

The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.

An attempt will be made to help the bully (bullies) change their behaviour.

If mediation fails and the bullying is seen to continue the club will initiate disciplinary action.

Recommended Club action

If the club decides it is appropriate to deal with the situation, the following procedure will be followed:

- Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails/not appropriate a small panel from the Club Committee including the Club Welfare Officer will meet with the parent and child alleging bullying to get details of the allegation. Minutes will be taken for clarity, which will be agreed by all as a true account.
- The same panel will meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes will again be taken and agreed.
- If bullying has in the panel's view taken place the individual will be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration will be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases, the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee will monitor the situation for a given period to ensure the bullying is not being repeated.
- All coaches involved with both individuals will be made aware of the concerns. In the Case of Adults Reported to be Bullying Anyone Within the Club Under 18:
- The County FA Welfare Officer will always be informed and will advise on action to be taken where appropriate.
- It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
- More serious cases may be referred to the Police and/or Children's Services



Budgeting and Financial Reporting Policy

Budgeting

The Club will aim to achieve an operating surplus each year. The aim will be to try and at least recover all operating costs through the membership fees. Income generated by other means will allow the Club to progress in a sustainable manner and to invest funds to help deliver the agreed strategic objectives.

A budget (by month) shall be prepared annually and shall form the basis of monitoring actual financial performance versus actual. This shall be based on achieving the needs of the separate teams in accordance with the Kit and Equipment Policy, a considered contingency for additional kit/equipment and other operating costs. The budget will be proposed by the Treasurer and approved by the Management Committee.

Financial Reporting

The financial reporting policy of the Club is intended to be fair, transparent and encourage integration across the different teams. Importantly, other than income, which is designated for a specific purpose, all revenue will be treated as income of the overall Club. It is acknowledged that the Youth Section will have greater opportunities to participate in certain fundraising activities. It is agreed that the Youth Section will not benefit from this to the detriment of teams within the Children's Section.

Income which is generated for a specific purpose will be used for that purpose. The fundraising coordinator will be consulted on any event which is intended to generate income for a specific purpose and will obtain approval from the Management Committee for the income to be so treated.

Funds raised through sponsorship will be central Club funds. The Finance Committee will consider how central funds should be distributed based on the specific needs of teams and in accordance with the agreed kit/equipment standards set out and the Financial Control Policy.

The Treasurer will be responsible for preparing financial reports for the Finance and Management Committees.

Costs of training facilities will be treated as a central Club cost.

The annual Financial Reports presented to an AGM shall not incorporate an analysis by team but shall be in summary form giving totals for the overall Club.



Financial Control Policy

In accordance with the Club constitution this document sets out how the committee will ensure accountability for the income and expenditure of Club funds.

Income

All income raised by whatever means should be banked in full before deduction of expenses incurred.

Wherever possible two officers of the Club should verify any cash collected.

The officer concerned should email the Treasurer to let them know the details of the cash banked including the amount and the source of the funds.

Coaches/team treasurers are responsible for ensuring that member fees are being paid. They are required to update the Treasurer on any new members and from what date fees will be payable.

It is not the responsibility of the Treasurer to chase up arrears of fees – this is the responsibility of the coach/team treasurer. If a problem persists in this regard, the Treasurer may need to write formally to the member concerned. This should be agreed with the Management Committee and team manager.

Expenditure

No expenditure greater than £50 shall be made by team managers, without prior agreement of the Management Committee. In the absence of a full committee discussion the Chairman shall authorise the expenditure.

The Management Committee will review the Financial Reports and will, if necessary, make changes to the above or temporarily suspend purchases.

In committing club funds, the following criteria should be considered when deciding whether to approve expenditure:

- Is the expenditure designed to achieve the agreed Kit and Equipment policy?
- Is the expenditure essential for the continued playing of any team including purchase of new or replacement kit?
- Is the expenditure essential for the introduction of a new team to the Club?
- Is the expenditure desirable for team/player development
- Is the expenditure desirable for the continued development of the Club
- Is the expenditure desirable to enhance the reputation and standing of the Club?

Expenditure will not be approved unless one or more of the above criteria applies.

All expenses incurred by officers will be reimbursed by cheque or by electronic transfer on the provision of a receipt. Receipts and claims for reimbursement should be given to the Treasurer.

Floats will be provided to coaches/team treasurers to allow them to meet certain match costs. They are required to advise the Treasurer of the details of the costs incurred and receipts where appropriate.



Kit and Equipment Policy

General equipment such as corner flags, goals posts shall be maintained out of central funds. All Goal posts shall comply with the safety requirements published by the FA. Team Managers are responsible for ensuring goal post are in a safe condition prior to any games or training sessions commencing and for safe storage post use.

Any issues with goal posts shall be brought to the attention of the Committee.

Standard Minimum Equipment per Team.

- One ball for every member
- One set of marker cones
- One set of training bibs
- One first aid kit per team
- Assistant referee flags (where required)

Team Managers are responsible for the maintenance of all training kit and equipment issued to their team. If any is lost or damaged it must be reported to the Committee. Each Manager must keep a kit & equipment inventory which must be updated to monitor and manage the training kit & equipment budget effectively. The Committee shall have the final decision on whether equipment is suitable to remain in use.

Training kit will be issued to all new registered members that have paid their registration fee.

The required kit for every member registered to the Club and a league will be the following:

- A Training Kit comprising a Shirt (Turquoise & Navy), one pair of Shorts (Navy) and one pair of socks (Navy)
- A Match Kit comprising a Shirt (Royal Blue & White), one pair of Shorts (Royal Blue) and one pair of socks (Royal Blue)

The required kit for every member in the Club will be the following:

- A Training Kit comprising a Shirt (Turquoise & Navy), one pair of Shorts (Navy) and one pair of socks (Navy)

All match kit will be embroidered/heat sealed with Club crest, squad number and sponsor logo where applicable.

Playing and training kit shall conform to the League rules in terms of numbering, permitted colours and registration with the League and FA.

Players and their parents / guardians are expected to take appropriate care of kits but can purchase replacements if required.



Data Protection Policy

The Woodham Radars Football Club, (“we”, “our”, “us”) handle personal data about current, former, and on occasion prospective players [and their parents or guardians], employees, volunteers, committee members, other Club members, referees, coaches, managers, contractors, third parties, suppliers, and any other individuals that we communicate with.

In your official capacity with the club you may process personal data on our behalf, and we will process personal data about you. We recognise the need to treat all personal data in an appropriate and lawful manner, in accordance with the EU General Data Protection Regulation 2016/679 (GDPR).

Correct and lawful treatment of this data will maintain confidence in the Club and protect the rights of players and any other individuals associated with the club. This Policy sets out our data protection responsibilities and highlights the obligations of the Club, which means the obligations of our employees, committee, volunteers, members, and any other contractor or legal or natural individual or organisation acting for or on behalf of the club.

You are obliged to comply with this policy when processing personal data on behalf of the club, and this policy will help you to understand how to handle personal data.

The Club Committee will be responsible for ensuring compliance with this Policy. Any questions about this Policy or data protection concerns should be referred to the committee.

We process volunteer, member, referee, coach, manager, contractor, committee, supplier, and third-party personal data for administrative and Club management purposes. Our purpose for holding this personal data is to be able to contact relevant individuals on Club business and our legal basis for processing your personal data in this way is the contractual relationship we have with you. We will keep this data for 12 months after the end of your official relationship with the Club, unless required otherwise by law and / or regulatory requirements. If you do not provide your personal data for this purpose, you will not be able to carry out your role or the obligations of your contract with the Club.

All the key definitions under GDPR can be found [here](#).

What we need from you

To assist with our compliance with GDPR we will need you to comply with the terms of this policy. We have set out the key guidance in this section but please do read the full policy carefully.

Please help us to comply with the data protection principles (set out briefly in section 3 of this policy and in further detail below):

- please ensure that you only process data in accordance with our transparent processing as set out in our Privacy notice.
- please only process personal data for the purposes for which we have collected it (i.e. if you want to do something different with it then please speak to the Clubs Committee first).
- please do not ask for further information about players and / or members and / or staff and / or volunteers without first checking with the Clubs Committee.
- if you are asked to correct an individual’s personal data, please make sure that you can identify that individual and, where you have been able to identify them, make the relevant updates on our records and systems;
- please comply with our retention periods listed in our Privacy Notice and make sure that if you still have information which falls outside of those dates, that you delete/destroy it securely.
- please treat all personal data as confidential. If it is stored in electronic format then please consider whether the documents themselves should be password protected or whether your personal computer is password



protected and whether you can limit the number of people who have access to the information. Please also consider the security levels of any cloud storage provider (and see below). If it is stored in hard copy format, then please make sure it is locked away safely and is not kept in a car overnight or disposed of in a public place.

- if you are looking at using a new electronic system for the storage of information, please talk to the Clubs Committee first so that we can decide whether such a system is appropriately secure and complies with GDPR.
- if you are planning on sharing personal data with anybody new or with a party outside the FA structure then please speak to the Club Committee before doing so who will be able to check that the correct contractual provisions are in place and that we have a lawful basis to share the information;
- if you receive a subject access request (or you think somebody is making a subject access request for access to the information we hold on them) then please tell [insert name] as soon as possible because we have strict timelines in which to comply;

if you think there has been a data breach (for example you have lost personal data or a personal device which contains personal data or you have been informed that a coach has done so, or you have sent an email and open copied all contacts in) then please speak to the Clubs Committee who will be able to help you to respond.

If you have any questions at any time, then please just ask the Clubs Committee. We are here to help.

Data protection principles

Anyone processing personal data must comply with the enforceable principles of data protection. Personal data must be:

- processed lawfully, fairly and in a transparent manner.
- collected for only specified, explicit and legitimate purposes.
- adequate, relevant, and limited to what is necessary for the purpose(s) for which it is processed.
- accurate and, where necessary, kept up to date.
- kept in a form which permits identification of individuals for no longer than is necessary for the purpose(s) for which it is processed.
- processed in a manner that ensures its security by appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

We are responsible for and must be able to demonstrate compliance with the data protection principles listed above.

Fair and lawful processing

This Policy aims to ensure that our data processing is done fairly and without adversely affecting the rights of the individual.

Lawful processing means data must be processed on one of the legal bases set out in the GDPR. When special category personal data is being processed, additional conditions must be met.

Processing for limited purposes

The Club collects and processes personal data. This is data we receive directly from an individual and data we may receive from other sources.

We will only process personal data for the purposes of the Club as instructed by the committee, the County FA or The FA, or as specifically permitted by the GDPR. We will let individuals know what those purposes are when we first collect the data or as soon as possible thereafter.



Consent

One of the lawful bases on which we may be processing data is the individual's consent.

An individual consents to us processing their personal data if they clearly indicate specific and informed agreement, either by a statement or positive action.

Individuals must be easily able to withdraw their consent at any time and withdrawal must be promptly honoured. Consents should be refreshed every season.

Explicit consent is usually required for automated decision-making and for cross-border data transfers, and for processing special category personal data. Where children are involved then the consent must be in writing from parent/guardian

Where consent is our legal basis for processing, we will need to keep records of when and how this consent was captured.

Our Privacy Notice sets out the lawful bases on which we process data of our players and members.

Notifying individuals

Where we collect personal data directly from individuals, we will inform them about:

- the purpose(s) for which we intend to process that personal data.
- the legal basis on which we are processing that personal data.
- where that legal basis is a legitimate interest, what that legitimate interest is.
- where that legal basis is statutory or contractual, any possible consequences of failing to provide that personal data.
- the types of third parties, if any, with which we will share that personal data, including any international data transfers.
- their rights as data subjects, and how they can limit our use of their personal data.
- the period for which data will be stored and how that period is determined.

any automated decision-making processing of that data and whether the data may be used for any further processing, and what that further processing is.

If we receive personal data about an individual from other sources, we will provide the above information as soon as possible and let them know the source we received their personal data from.

We will also inform those whose personal data we process that we, the Club, are the data controller regarding that data, and which individual(s) in the Club are responsible for data protection.

Adequate, relevant, and non-excessive processing

We will only collect personal data that is required for the specific purpose notified to the individual.

You may only process personal data if required to do so in your official capacity with the Club. You cannot process personal data for any reason unrelated to your duties.

The Club must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised.

Accurate data

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection and at the start of each season. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.



Timely processing

We will not keep personal data longer than is necessary for the purpose(s) for which they were collected. We will take all reasonable steps to destroy or delete data which is no longer required, as per our Privacy Notice.

Processing in line with data subjects' rights

As data subjects, all individuals have the right to:

- be informed of what personal data is being processed.
- request access to any data held about them by a data controller.
- object to processing of their data for direct-marketing purposes (including profiling).
- ask to have inaccurate or incomplete data rectified.
- be forgotten (deletion or removal of personal data)
- restrict processing.
- data portability; and
- not be subject to a decision which is based on automated processing.

The Club is aware that not all individuals' rights are absolute, and any requests regarding the above should be immediately reported to the committee, and if applicable escalated to the County FA for guidance.

Data security

We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

We have proportionate procedures and technology to maintain the security of all personal data.

Personal data will only be transferred to another party to process on our behalf (a data processor) where we have a GDPR-compliant written contract in place with that data processor.

We will maintain data security by protecting the confidentiality, integrity, and availability of the personal data.

Our security procedures include:

- Entry controls. Any stranger seen in entry-controlled areas should be reported.
- Secure desks, cabinets, and cupboards. Desks and cupboards should be locked if they hold personal data.
- Methods of disposal. Paper documents should be shredded. Digital storage devices should be physically destroyed.
- Equipment. Screens and monitors must not show personal data to passers-by and should be locked when unattended. Excel spreadsheets will be password protected.
- Personal Devices. Anyone accessing or processing the Club's personal data on their own device, must have and operate a password only access or similar lock function, and should have appropriate anti-virus protection. These devices must have the Club's personal data removed prior to being replaced by a new device or prior to such individual ceasing to work with or support the Club.



Disclosure and sharing of personal information

We share personal data with County FA and The FA, and with applicable leagues using Whole Game System.

We may share personal data with third parties or suppliers for the services they provide and instruct them to process our personal data on our behalf as data processors. Where we share data with third parties, we will ensure we have a compliant written contract in place incorporating the minimum data processor terms as set out in the GDPR, which may be in the form of a supplier's terms of service. We may share personal data we hold if we are under a duty to disclose or share an individual's personal data in order to comply with any legal obligation, or in order to enforce or apply any contract with the individual or other agreements; or to protect our rights, property, or safety of our employees, players, other individuals associated with the Club or others.

Transferring personal data to a country outside the EEA

We may transfer any personal data we hold to a country outside the European Economic Area (EEA), provided that one of the appropriate safeguards applies.

Reporting a personal data breach

In the case of a breach of personal data, we may need to notify the applicable regulatory body and the individual.

If you know or suspect that a personal data breach has occurred, inform a member of the committee immediately, who may need to escalate to the County FA as appropriate. You should preserve all evidence relating to a potential personal data breach.

Dealing with subject access requests

Individuals may make a formal request for information we hold about them. Anyone who receives such a request should forward it to the board/committee immediately, and where necessary escalated to the County FA for guidance. Nobody should feel bullied or pressured into disclosing personal information. When receiving telephone enquiries, we will only disclose personal data if we have checked the caller's identity to make sure they are entitled to it.

Accountability

The Club must implement appropriate technical and organisational measures to look after personal data, and is responsible for, and must be able to demonstrate compliance with the data protection principles.

The Club must have adequate resources and controls in place to ensure and to document GDPR compliance, such as: providing fair processing notice to individuals at all points of data capture.

training committee and volunteers on the GDPR, and this Data Protection Policy; and

reviewing the privacy measures implemented by the Club.

Changes to this policy

We reserve the right to change this policy at any time. Where appropriate, we will notify you by email.



Recruitment and Retention Policy

The following policy is within the aims and objectives of the club to:

1. Encourage and promote the development of football within the community
2. Provide the opportunity for anyone to play football
3. To support and provide the best playing amenities and equipment available

Recruitment

It is not club policy to approach other clubs with the idea of signing players. If players from outside club's approach Woodham Radars Football Club, they will be accepted in line with the above criteria.

Retention Policy

It is the policy of Woodham Radars Football Club to encourage players to join the club in line with the above criteria. Once a member of Woodham Radars Football Club, players are encouraged to play a full part in the life of the club by attending both training and social events. If a player indicates a wish to leave the club, it will be the duty of the relevant team manager/coach to establish any reasons for unrest and to report these to the management committee.

The club will actively back any player and/or volunteer wishing to take coaching, first aid or any other football connected qualifications which are likely to benefit both the individual and the club. It is hoped that by supporting personal and team development, players will foster a loyalty to Woodham Radars Football Club.

Attracting Players

The club will actively attempt to attract players under the above criteria by:

1. Liaising on a regular basis with local schools. This will be done by personal contact with staff, posters, information sheets about the club, direct contact with pupils (with the schools' permission) and appeals through school newsletters. The club will endeavour to foster good relationships with local schools and to use school facilities wherever and whenever possible. This will include pitches.
2. Appeals on social media or via the club's website.
3. Articles in the media and local promotional outlets, including appeals for players and volunteers.
4. Posters or flyers placed in the Clubhouse and Village Hall
5. Word of mouth and personal contact with existing players who may be aware of other players who wish to join the club.
6. Through an appeal at the club's annual presentation and social occasions.

Where word of mouth or personal contact has been the influence for a potential player to join the club there may be a preference of team expressed. For non-competitive football teams the preference of the player is paramount to any other Club concerns providing accepting the new player does not exceed recommended team size limits and is acceptable to the team manager.

Members of the club will be responsible for promoting the good name of Woodham Radars Football Club wherever and whenever possible.



Club Complaints and Disciplinary Policy

Members

The Club asks that parents/guardians to appreciate that the Club is run by volunteers and respect the hard work and effort that this requires. Parents/guardians are subject to the Club's code of conduct. Any person who adopts behaviour which is contrary to the code of conduct may be subject to disciplinary procedures as follows.

For less serious matters, the team Manager will discuss the issue with the person concerned, explain why it is not appropriate and warn them as to their future behaviour. If the behaviour continues the team Manager will discuss it with the parent/guardian and a written-warning will be provided by the Club secretary. This written warning will make it clear why the behaviour is unacceptable and will warn that further action will be taken if it persists.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.

Beyond a written warning, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Suspending the individual from Club events including matches and training.
- Removing the parent/guardian from membership.
- Barring their child from playing for the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The parent/guardian will have a right to appeal to the Chairman for any sanction so issued including a written-warning.

Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.

Players

Players are subject to the code of conduct. Players who adopt behaviour which is contrary to the Club's code of conduct may find themselves subject to disciplinary procedures as follows.

Any fines received for a player under 12 will be settled by the Club. Any fines received for players above 12 will be settled by the player directly.

For less serious matters, the team Manager will discuss the issue with the person concerned and their parent/guardian, explain why it is not appropriate and warn them as to their future behaviour. The team Manager will have the right to suspend a player from training and/or matches for up to two weeks. If the behaviour continues the team manager will discuss it with the player and parent/guardian and a written-warning will be provided by the Club secretary. This written warning will make it clear why the behaviour is unacceptable and will warn that further action will be taken if it persists.

A further suspension of up to two weeks may also be given.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.

Beyond a written warning and two-week suspension, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Suspending the individual from Club training and matches for an agreed period.
- Recovery of any financial penalty suffered by the Club because of a player's actions.
- Removing the player permanently from playing for the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The player will have a right to appeal to the Head of Football Development and Chairman for any sanction so issued including a written-warning and suspension. Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.



Coaches and other Club Officials

Coaches and Club officials are representatives of the Club and as such are always expected to demonstrate behaviours which are in accordance with the Club's values and policies. Coaches and Club officials are subject to the Club's code of conduct.

Where players or members consider that a Manager has not acted in accordance with the Club's code of conduct or are unhappy with matters pertaining to the running of the team then, depending on the seriousness of the matter, the Club would respectfully request that they discuss it with the Manager to try and resolve matters going forward. Managers are expected to be approachable in these circumstances and not to react negatively or defensively to the points raised. They should listen to the person's point of view and deal with the matter courteously and professionally. It may be appropriate to include another of the team Managers in the discussion to help all parties remain objective.

The Club expects players or members to express their concerns in a non-aggressive, non-confrontational manner and to appreciate that the coach must balance the interests of the entire team with those of individual players.

For more serious matters and any issues of child protection, the matter should be brought to the immediate attention of the Club's Child Welfare Officer. The Child Welfare Officer will then deal with the matter in accordance with the Child Safeguarding Policy.

If the problem persists or the player or member is not happy with the explanation provided by the Manager, then the player and/or member should bring the matter to the attention of the Club Secretary. If the Manager concerned is the Club Secretary, then the matter should be brought to the attention of the Club Chairman.

The Club Secretary / Chairman will investigate the matter with the complainant and the Manager concerned and will attempt to resolve the issue without the need for any further action.

The Club Secretary / Chairman shall be objective and independent in their discussions and advice. If it is considered that the complaint is without merit, they shall advise the complainant of this and their reasoning.

Where the Club Secretary / Chairman considers that the complaint is valid then they shall advise the Manager of this and agree a resolution with them which allows all parties to move forward. It should be noted that managers dedicate a significant amount of time to their role. Coaching can be stressful, and managers are not infallible and will make mistakes. This does not mean that they cannot learn from their mistakes and use the experience to become even better managers. All parties to a dispute should appreciate these points.

Where the Club Secretary / Chairman considers that the Manager has acted in a manner inconsistent with the Club's code of conduct and values then they will discuss it with the coach concerned, explain why their behaviour is inappropriate and warn them as to their future conduct.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.

Beyond a written warning, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Providing a mentor to support the Manager modify their behaviour.
- Suspending the individual from Club events including matches and training.
- Removing the Manager from the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The Manager will have a right to appeal to the Chairman for any sanction so issued including a written-warning. Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.



Matters involving other officials

Where a person has an issue with the behaviour of another Club official then they should discuss the matter with the person concerned to try and resolve matters going forward.

Officials are expected to be approachable in these circumstances and not to react negatively or defensively to the points raised. They should listen to the person's point of view and deal with the matter courteously and professionally. It may be appropriate to include another official in the discussion to help all parties remain objective.

The Club expects players or members to express their concerns in a non-aggressive, non-confrontational manner. For more serious matters and any issues of child protection, the matter should be brought to the immediate attention of the Club's Child Welfare Officer. The Child Welfare Officer will then deal with the matter in accordance with the Child Safeguarding Policy.

If the problem persists or the complainant is not happy with the explanation provided by the official, then the official should bring the matter to the attention of the Club Secretary. If the official concerned is the Club Secretary, then the matter should be brought to the attention of the Chairman.

The Club Secretary or Chairman will investigate the matter with the complainant and the official concerned and will attempt to resolve the issue without the need for any further action. The Club Secretary or Chairman shall be objective and independent in their discussions and advice.

If it is considered that the complaint is without merit, they shall advise the complainant of this and their reasoning. They shall then bring this to the attention of the Management Committee.

If the complainant is still dissatisfied with the explanation provided, then they may bring the matter to the attention of the Club Chairman. The Chairman will discuss the matter with them and will be the final arbiter on the issue.

Where the Club Secretary or Chairman considers that the complaint is valid then they shall advise the official of this and agree a resolution with them which allows all parties to move forward. It should be noted that officials dedicate a significant amount of time to their role. They are not infallible and will make mistakes. All parties to a dispute should appreciate these points.

Where the Club Secretary or Chairman considers that the official has acted in a manner inconsistent with the Club's code of conduct and values then they will discuss it with the official concerned, explain why their behaviour is inappropriate and warn them as to their future conduct.

For more serious matters it may be necessary to move immediately to a written-warning or more stringent sanction.

Beyond a written warning, the Club's management committee has absolute authority to consider an appropriate level of sanction. Sanctions could include:

- Providing a mentor to support the official modify their behaviour.
- Suspending the individual from Club events including matches and training.
- Removing the official from the Club. This should be considered as a last resort

The above list is not intended to be exhaustive. The official will have a right to appeal to the Management Committee for any sanction so issued including a written-warning. Appeals should be put in writing to the Chairman and a separate appeal hearing may be called.

If the official concerned is the Club Chairman then the matter should be brought to the attention of the Club Secretary, who will then be the final arbiter on the issue.



Codes of Conduct

Respect Code of Conduct for coaches, team managers and club officials

We all have a responsibility to promote high standards of behaviour in the game.

On and off the field, all members, managers, assistants, and coaches will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials, and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

When working with players, all members, managers, assistants, and coaches will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age, and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

The following actions will be taken by my club, County FA, league, or the FA, in the event of the

- Required to meet with the club, league, or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- FACA membership withdrawn
- Required to leave or be sacked by the club.



Respect Code of Conduct for Youth Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That is why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability
- Play fairly – I will not cheat, complain, or waste time.
- Respect my team-mates, the other team, the referee, or my coach/manager.
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I am unhappy about anything at my club.
- I understand that if I do not follow the Code, any or all the following actions may be taken by my club, County FA, or the FA.

I may:

- Be required to apologise to my team-mates, the other team, referee, or team manager
- Receive a formal warning from the coach or the 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.



Respect Code of Conduct for spectators and parents/carers

We all have a responsibility to promote high standards of behaviour in the game.

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical, and social skills. Winning is not everything.

Always play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers.

I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee, and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any or all the following actions may be taken by my club, County FA, league, or the FA.

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league, or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club



Role Descriptions

Chairperson

Objective: Provide leadership and direction for the club.

Accountability: Accountable to the Management Committee

Responsibilities:

- Chair committee meetings in a way that allows everyone to present their views, so that all business is completed and that all decisions are properly understood and recorded
- Oversee and guide all decisions taken by the Committee and any sub committees.
- In conjunction with the secretary, prepare and present the Annual Report
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Ensuring volunteers are inducted to the club effectively.
- Input into the budget process so that the Club can create a strong financial base for development
- Plan and prepare a strategy which will help position the Club to achieve its longer-term objectives
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with.
- Working with the management committee, identify any new roles that need to be created.
- Consider whether some club members have taken on more than one role and whether this work could be divided to share the responsibility and workload.
- Align the skills of people associated with the club to specific roles they are suited to.
- Be the main point of contact for volunteers within the club.

Vice Chairperson

Objective: Assist the Chairman with Providing leadership and direction for the club or Act as Chair where required .

Accountability: Accountable to the Management Committee

Responsibilities:

- Chair committee meetings in a way that allows everyone to present their views, so that all business is completed and that all decisions are properly understood and recorded
- Oversee and guide all decisions taken by the Committee and any sub committees.
- In conjunction with the secretary, prepare and present the Annual Report
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Ensuring volunteers are inducted to the club effectively.
- Input into the budget process so that the Club can create a strong financial base for development
- Plan and prepare a strategy which will help position the Club to achieve its longer-term objectives
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with.
- Working with the management committee, identify any new roles that need to be created.
- Consider whether some club members have taken on more than one role and whether this work could be divided to share the responsibility and workload.
- Align the skills of people associated with the club to specific roles they are suited to.
- Be the main point of contact for volunteers within the club.



Secretary

Objective: Ensure the effective administrative running of the football club

Accountability: Accountable to the Management Committee

Responsibilities:

- Official contact between club and County FA, leagues, and other clubs
- Ensure club representation at county/league meetings
- Ensure club affiliation & league membership
- Ensure that the Members Handbook is updated annually and that all new coaches/managers/members receive a copy whether printed or electronically.
- Coordinate the Charter Standard activities and accreditation – Complete the Annual Health check before 31st March each year
- Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations
- Maintain a database of the coaching qualifications held by club coaches
- Work with team coaches to implement player recruitment
- Input into the budget process so that the Club can create a strong financial base for development
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with
- Maintenance and upkeep of membership database and details to ensure (where possible) Club has accurate mailing and contact details.

Treasurer

Objective: Keep up to date records of all the financial transactions

Accountability: Accountable to the Management Committee

Responsibilities:

- Manage and administer finances of the club
- Create annual income and expenditure sheets and balance sheets
- Ensure all payments and fines are paid on time and recorded / Deal efficiently and effectively with all invoices and bills
- Issue receipts and record all money received
- Support all fundraising and sponsorship opportunities.
- Attend committee meetings, prepare reports, and present to the auditors
- In agreement with committee, plan the annual budget
- Monitor the budget throughout the year, prepare annual accounts for AGM



Child Welfare Officer

Objective: To oversee the protection and welfare of all children associated to the club.

Accountability: Accountable to the Management Committee

Responsibilities:

- Know who the CFA Child Welfare Officer (CFA CWO) is and how to contact them
- Refer any club child protection or poor practice concerns to the CFA CWO
- Seek advice from the FA/NSPCC Helpline if the CFA CWO is unavailable or in circumstances of child welfare urgency
- Seek advice from local Social Services or the Police in an emergency
- Encourage the club to discuss and implement The FA's Child Welfare Policy
- Encourage the club to utilise The FA's Child Welfare & Best Practice Guidelines on recruiting volunteers and always requesting and following up references
- Encourage the club to discuss and implement The FA's Child Welfare and Best Practice Guidelines on the use of images and organising travel, trips, and tournaments
- Advocate that the CRC Disclosure be used as part of the club's safeguarding initiatives and encourage the club to make use of The FA CRC Unit
- Support the club in identifying those who require a CRC Disclosure
- Promote, support, and encourage the benefits of the child welfare and best practice education and awareness programme along with the RESPECT programme.
- Input into the budget process so that the Club can create a strong financial base for development
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with.

Groundsman / Facilities Officer

Objective: Maintain and develop the facilities of the club, over see any outsourced maintenance activities.

Accountability: Accountable to the Management Committee

Responsibilities:

- Input into the budget process so that the Club can create a strong financial base for development
- Plan and prepare facility requirements for the Club based on existing and forecast needs
- Identify opportunities for enhanced facilities and work closely with the Committee in that regard
- Ensure that Team Managers are regularly reminded to check goalposts before each game
- Ascertain the pitch requirements for the club on an annual basis
- Monitor the state of the pitches and deal with any issues relating to this
- Ensure access by team managers to the pitches and equipment storerooms
- Maintain pitch marking and general grounds upkeep
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children Procedures are implemented and complied with.



Fundraising Secretary

Objective: To secure additional club funding via grants, bursaries etc outside of the sponsorship programme.

Accountability: Accountable to the Management Committee

Responsibilities:

- Plan, prepare and help deliver a fundraising programme which will deliver or surpass the fundraising budget
- Coordinate and promote fundraising events and ensuring they are properly licensed.
- Evaluate opportunities for fundraising and grant applications.
- Work with the Committee to optimise fundraising opportunities.
- Apply for grants/sponsorship or other forms of financial assistance from organisations such as Sport England/Football Foundation, local Authorities, or commercial companies
- To ensure that funds are properly accounted for & information is passed on to the Treasurer
- Input into the budget process so that the Club can create a strong financial base for development

Fixtures/ Match day Secretary

Objective: Organise and Ensure all Managers are notified of upcoming fixtures.

Accountability: Accountable to the Management Committee

Responsibilities:

- Organise the Clubs fixture rota and update all Managers and Facilities Officer on a weekly basis
- Advise Clubhouse staff of the times of home matches to ensure the clubhouse is open where possible

Kit & Equipment Officer

Objective: To manage the purchasing of all club kits and equipment to ensure best value for the Club

Accountability: Accountable to the Management Committee

Responsibilities:

- The purchase of football kits and equipment and liaison with the suppliers.
- Be the point of contact for team managers about requirements for the season.
- Coaches and players kit and equipment for training and match days, including first aid equipment.
- Obtaining sponsors logos in the correct format from the team's manager, to ensure that logos are correctly printed

Communications & Press Officer

Objective: To oversee and be responsible for all news and press releases of the football club.

Accountability: Accountable to the Management Committee

Responsibilities:

- Submit four press releases to a local newspaper per year
- Provide results, news, photos, and videos to the Webmaster
- Liaise with Webmaster to keep the Club website up to date on squad news and events
- Submit Club news to the SWF Focus as necessary
- Collate information for the publication of two newsletters per year



Youth Development Officer

Objective: Responsible for the development of the skills of youth team coaches and their teams.

Accountability: Accountable to the Management Committee

Responsibilities:

- Improving the Club's managers and coaches coaching skills
- Attend coaching seminars on behalf of the club and disseminate relevant information.
- To encourage our coaches to attend football coaching seminars.
- To organise one coaching day at the Club for all coaches to attend.

Webmaster

Objective: The Webmaster will manage and administer the Club websites

Accountability: Accountable to the Management Committee

Responsibilities:

- Update website with news and ensure all material is correct and up to date
- Promote the Club to the local and national community
- Liaise with the Communications Officer
- To use the website as a tool to promote the Football Club within the community.
- Ensure the content of the website does not disclose any personal information about a child.
- Ensure that no inappropriate content is included within the website and complies with the Club's rules and policies.
- To ensure that any external sites which the website links to do not contain any inappropriate material.

School Liaison Officer

Objective: Responsible for the development of sustainable links between the Club and local schools.

Accountability: Accountable to the Management Committee

Responsibilities:

- To identify schools to liaise with and work closely with Physical Education teachers in schools to promote the Club.
- To organise, 'Open Days', 'Summer Camps', 'Taster Days' and other such initiatives to promote Youth Football.
- To represent the Club at school football events and festivals
- To forge long term links with local junior and senior schools to ensure the Club is promoted within these schools
- Advertising player recruitment within the schools
- To ensure that any external sites which the website links to do not contain any inappropriate material.

Adult Liaison Officer

Objective: Responsible for all issues relating to the development of the Club and its Adult Teams.

Accountability: Accountable to the Management Committee

Responsibilities:

- To be the point of contact for any issues, which would then be taken to the Committee where necessary.
- To liaise with managers, coaches, or players within the club's adult teams where necessary.



Team Manager

Objective: To ensure the successful management and development of the team in line with club ethos and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely.

Accountability: Accountable to the Management Committee

Responsibilities:

- Organise a pre-season briefing for players and parents/carers at the start of each season detailing acceptable standards of behaviour
- Liaise with all team members, parents, coaches, and officials to ensure all are informed of training, matches and club functions.
- Attend to administration matters as directed by the Club Secretary.
- Acknowledge fixtures from Woodham Radars Fixtures Secretary
- Co-ordinate communication with away team no later than Wednesday when playing at home of date, time, and location of game
- Arrive at home games 60 minutes before kicking off
- Ensure respect line put up, goal posts secured, corner flags in place – report any issues with equipment to the Facilities Officer
- Meet and greet opponents, any match or league officials
- Identify referee for home games
- Ensure appropriate warm up for players
- Coordinate return of respect line, corner flags, goal posts & goal pegs to appropriate storage area after matches where there is not a game on same pitch afterwards.
- Ensure home results are text / phoned in to league.
- Coordinate submission of any electronic result sheet to League after both home and away matches no later than Tuesday after the game
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Club Secretary or Club Welfare Officer.
- Determine awards with appropriate coaches and support staff
- Manage Team selection and rotation
- Depending on circumstances and where necessary take on the responsibilities of a coach.



Coach

Objective: To deliver high quality sessions that are participant-centred, structured, progressive, and fun

Accountability: Accountable to the Management Committee

Responsibilities:

- To undertake the necessary planning for each activity session to ensure the programme demonstrates progression throughout, linked to the principles of long-term athlete development (LTAD).
- To continually monitor and evaluate all sessions, activities, and programmes.
- To adapt sessions to cater for different ranges of ability and development age.
- To undertake administrative tasks associated with the post, including planning sessions and taking registers
- To be a positive role model always.
- To ensure all equipment associated with the coaching programme is correctly set up, maintained, stored, and ensure any equipment provided by the venue (goal posts) are safe to use.
- To build relationships with team managers and liaise with them to ensure they remain happy with the coaching service provided.
- To take responsibility for their own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery.
- To be familiar and comply with health and safety regulations and to undertake activity/venue risk assessments prior to all sessions, and report and record incidents/accidents/hazards.
- To adhere to the sports coach UK *Code of Practice for Sports Coaches*.
- To respect the rights of all participants and ensure that their well-being and safety are always considered.
- To work in a flexible way and undertake any other reasonable duties not specifically covered in the job description, when requested by the Club Committee. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances.