

Cadbury Athletic Football Club Constitution Document

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FOREWARD

Cadbury Athletic Football Club aims to provide youngsters and adults with the opportunity to play and enjoy the game of football.

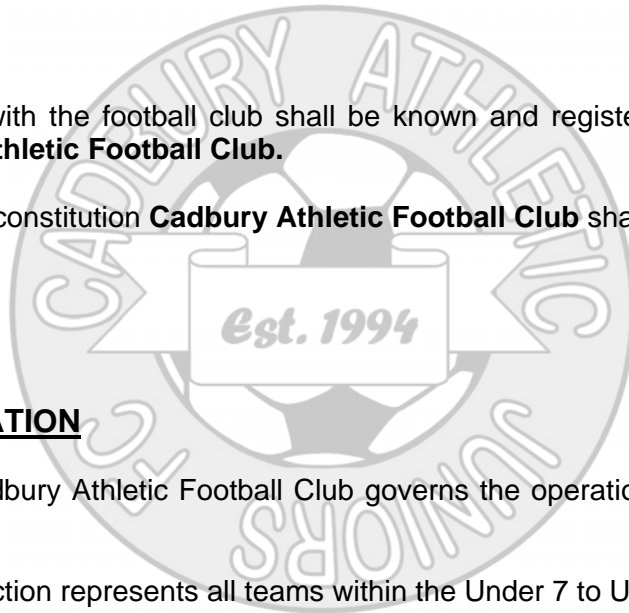
It promotes good sportsmanship and fair play, encourages loyalty and team spirit, and values each child or adults contribution to its team. It also recognises its moral and legal obligation to ensure that its managers and coaches who have a responsibility for young people within the club, provide them with the highest possible standard of care.

Cadbury Athletic places great importance on its relationship and standing within the community, requiring its members to show respect towards Match Officials, representatives of its opponents, and the facilities on all occasions when recognised as representing the football club.

TITLE

All teams associated with the football club shall be known and registered with their respective leagues as **Cadbury Athletic Football Club**.

For the purpose of the constitution **Cadbury Athletic Football Club** shall be referred to herein as 'The Football Club'.



SCOPE and AFFILIATION

The constitution of Cadbury Athletic Football Club governs the operation of its junior and senior football sections.

The Junior Football Section represents all teams within the Under 7 to Under 18 age groups

Cadbury Athletic will be affiliated to the Birmingham County F.A both as Senior members and Junior members, covering adult and junior teams. Cadbury Athletic will ensure that it abides by the rules set out by the County F.A in accordance with footballing regulations.

SECTION 1 – The Committee

1.1 The responsibilities of The Club Committee

A committee made up of the following designated officers, and up to 5 other members will run the Football Club.

- Chairperson** - To organise and chair committee meetings
- Vice Chairperson** - To deputise for Chairperson and act as a link with the Senior football section.
- Secretary** - To ensure that all correspondence received by the football club is dealt with in an appropriate manner
- Treasurer** - To receive and account for all money and to produce accounts for The Cadbury Club Executive Committee
- Committee Member** - Responsibilities as directed by the above officers
- All Officers** - Attend league meetings, organise and arrange fixtures, organise and arrange fund raising events, and any other duties as required.

For the purpose of the constitution, the officers of Cadbury Athletic Football Club shall be referred to herein as 'The Committee'.

The members by way of an election at an Annual General Meeting (AGM) will elect the Committee. In the case of the Senior Football Section, voting will be by members entitled to vote. In the case of the Junior Football Section, voting will be by the parents of registered players.

The AGM will be held on or before the 31st August each year. Elected officers will hold office for no more than 12 months, so as to allow the parents of new teams and new players to apply for office.

Those existing officers, parents or Cadbury Club members wishing to apply for membership to The Committee shall notify the current secretary of their desire to stand, and the position which they wish to be considered for. All nominations received will be presented at the AGM for consideration of those members present to vote.

The appointed officers of the committee will abide by the rules of the Cadbury Club and account to the Executive Committee of the Cadbury Club as well as to the members of the Football Club.

All members of the Committee are required to be members of the Cadbury Club.

All members, and parents / guardians of registered players will be notified by the Chairperson after the AGM of the names of the officers of the committee and their current position of office.

1.2 Committee Meetings

Any committee meeting called will require the attendance of not less than 3 duly elected officers for a meeting to be formed. A formed meeting will be able to agree expenditure and amend the constitution on the taking of a vote. Each elected officer will have one vote.

AGM's shall be notified to the members by letter from the secretary. Such notification shall be issued not less than 7 days before the date set for such meeting.

The notification of an AGM shall include the date of the intended meeting, the venue and time, and the names of those candidates who wish to stand for office.

The meeting shall be chaired by the outgoing Chairperson and shall consider the accounts for the previous year, whilst also electing the officers for the coming year.

Any other matters arising shall be notified to the Chairperson before the meeting. The Chairperson of the meeting shall then decide whether the matter needs to be discussed immediately, or whether to pass the matter on to the new committee for their consideration.

A Special General Meeting (SGM) or Emergency General Meeting (EGM) may be called

- By the committee, giving no less than 7 days notice to the members by way of letter.

Or

- By application from no less than 25 members, or in the case of the Junior Football Section, 25 parents of registered players. Such a request shall be notified direct to the committee and shall provide detail of the reason for requesting such meeting. On receipt of such a request the committee shall have 28 days to convene a meeting.

Any AGM or EGM shall be deemed to have a quorum by the attendance of not less than 9 members eligible to vote at such a meeting.

~ End of Section 1 ~

SECTION 2 – The Football Club

Objective

The Football Club aims to provide youngsters and adults with the opportunity to play and enjoy the game of football. The main objective of the Junior section is to ideally provide junior football for children from the local community.

2.1 Registration of Players

Each manager shall be required to produce to the committee, details of their selected players before commencement of each season. Any player signed after the beginning of the season shall be the responsibility of the manager to register.

All managers shall be responsible for the registration, selection, training, safety and behaviour of their registered players.

The committee shall be responsible for the selection of all managers. Any interested parties will be required to submit before the committee a fully written application; Selection will then be by interview and subject to references.

2.2 Conditions of membership

The parent or guardian of any registered player in the junior section of the football club shall for the purpose of the constitution be known herein as a member and shall be eligible to vote at any meeting.

Membership of The Football Club does not make such members a member of the Cadbury Club. All members are required to obtain membership of the Cadbury Club.

All members of the Football Club shall abide by the rules of the constitution.

2.3 Code of conduct

The manager for each team shall ensure that all players abide by: -

- (a) The laws of association football as constituted by the Birmingham County FA or whichever County FA under whose area the event they are competing in lies.
- (b) The rules of the league or competition in which the team is competing.
- (c) The rules of the Cadbury Club in so far as they apply to them.
- (d) Any manager, associate, parent or player will give of their time free of charge and shall take no payment from the section, unless otherwise agreed by the committee.
- (e) All managers/coaches will be required to undergo CRB disclosure.

The manager of each team shall ensure that any member recognised as representing The Football Club shall behave in a manner which does not bring the good name of the club into disrepute.

Any member reported to the section committee for behaviour, which is found to be unacceptable may be subject to suspension. For the junior section, the player of any parent found guilty of such a charge may also be suspended subject to the discretion of the team manager, Any fine levied to the club by the County FA for the actions of any parent shall be payable by the parent concerned. In the event of such a fine being imposed to the club the club shall suspend the player of the parent until such time as the fine is paid.

The behaviour of any manager or associate of any team shall be beyond reproach. Any manager or associate charged or reported to the committee shall be subjected to the rules of the Cadbury Club. Any fines imposed on the club by the County FA shall be payable by the manager or associate. The manager or associate shall be suspended from his position with the team until the fine is paid in full,

Any misbehaviour reported to the club committee shall be investigated by officers of the committee who shall if so required request that the individual attend an interview or provide a written report detailing the incident in question. The investigating officers will report their findings to the full committee who will then decide upon appropriate action.

The committee is duty bound when investigating any offence to take into consideration the Cadbury Club rules concerning the conduct of members. Therefore, without prejudice to the outcome of any investigation the committee can require any person to be suspended from any involvement with the club.

2.4 Finance

2.4.1 Players

Each registered player of the junior section shall be required to pay weekly subs. The amount to be paid shall be set annually by the committee to cover playing and training. The manager shall have sole discretion in the amount to be paid by individual players whose personal circumstances are known to the manager and are reported to the committee. All information passed on to the committee shall be treated as confidential.

2.4.2 Managers

Each manager shall notify the Treasurer and account to the Treasurer for income collected on a weekly basis.

Any income unaccounted for shall be the responsibility of the manager.

Any manager found to be misappropriating team funds would be suspended forthwith.

2.4.3 Income

For The Club to operate it will require weekly funds to be accounted for and for this information to be produced to the Treasurer at least once per month.

The committee will note all sponsorship funds received and account for the funds in their annual accounts. These will be made available to the sponsor if required.

The committee will require the payment of annual subscriptions. The amount to be paid shall be set annually at the AGM, and shall be payable on the registration of each player. The committee and team managers shall take into account the circumstances of parents who may have difficulty paying the fee.

2.4.4 Expenditure

The manager of each team will be responsible for paying match fees on a weekly basis, These will be accounted for in their monthly returns.

Any fines received by the club will be paid in the first instance by the club who will then seek reimbursement of these fines from the player/parent/guardian or team manager concerned.

The incurring of incidental expenditure below a value of £25 during the season will require the agreement of the section secretary and the treasurer, who must be notified before all such purchases are made.

All expenditure above the value of £25 will require the approval of the committee.

~ End of Section 2 ~



SECTION 3 - BEST PRACTICE GUIDELINES

Through the implementation of its code of practice, Cadbury Athletic Football Club with the support of its managers coaches and parents will maintain the professionalism and safeguards of good practice which are associated with the game of football.

Part 1 - Managers and Coaches

All managers /coaches must :

- Respect the rights, dignity and worth of every person with whom they work and treat them equally within the context of football.
- Place the physical and emotional well being of all young players above all other considerations, including the development of performance.
- Remember that young people play football for fun and enjoyment and that winning is only part of it therefore they must be motivated through positive feedback.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities the direct or advocate are appropriate for the age, maturity experience and ability of the players.
- At the outset, clarify with players (and where appropriate parents) exactly what is expected from them and also what they are entitled to expect from their coach.
- Always promote the positive aspects of sport (eg fair play) and never condone violations of the law.
- Always display high standards of behaviour.
- Not use or tolerate inappropriate language.
- Apply these principles to their team, and in the case of junior players, in a way that is appropriate to the age and level of understanding of the child.

Part 2 - Code of conduct for players

It is the responsibility of coaches / managers and parents of younger players to promote this code of conduct in a way that is appropriate to the child's age and level of understanding.

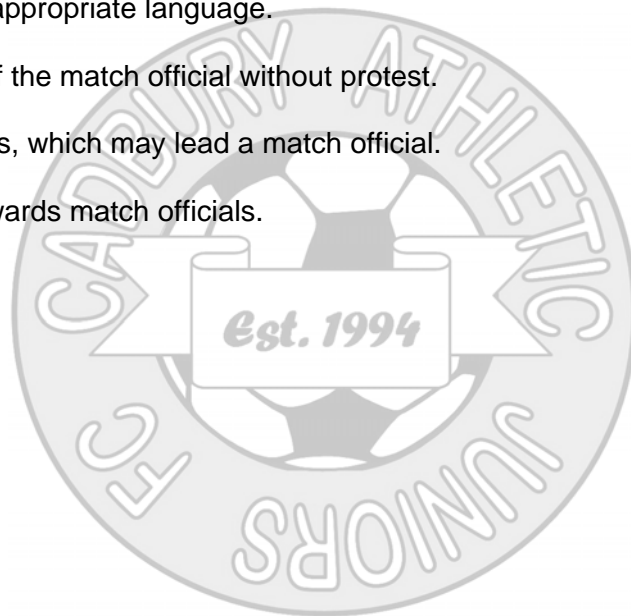
A player should:

- Set a positive example to others, older players particularly to younger players and supporters.
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.
- Know and abide by the laws, rules and spirit of the game and the competition rules.
- Accept success and failure, victory and defeat equally.
- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, and avoid violence and rough play, and help injured opponents.
- Accept the decision of the match official without protest.
- Show respect towards match officials.
- Abide by the instructions of their coach/manager providing the do not contradict the spirit of this code.
- Show due respect towards the team officials of the opposition.
- Show due respect to the interests of the supporter.

Part 3 - Code of conduct for team officials

Team officials must:

- Set a positive example for others particularly young players and supporters.
- Promote and develop his/her own team having regard to the interest of the players and supporters.
- Show due respect to match officials and others involved in the game.
- Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any other aspect of it, including others involved in the game.
- Not use or tolerate inappropriate language.
- Accept the decision of the match official without protest.
- Avoid words or actions, which may lead a match official.
- Show due respect towards match officials.



Part 4 - Code of conduct for parents and spectators

Parents and spectators have a great influence on children's enjoyment and success in football. Children chose to play football because they love the game and it is fun. A parent's positive encouragement as a spectator will contribute to children.

- Enjoying football
- Having a sense of personal achievement
- Raising their self esteem
- Improving their skills and techniques

A parents / spectators expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players
- Officials
- Managers
- Spectators

The Club expects all parents and spectators to promote and display positive encouragement towards all children involved in the game not just their own. It also encourage parents and spectators to:

- Applaud the opposition as well as your own team.
- Avoid coaching your child during the game.
- Not to shout or scream
- Respect the referee's decision
- Give attention to each of the children involved not just the most talented.

Part 5 - Equal Opportunities

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

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



Part 6 - Child Protection Policy

Through the implementation of a child protection policy and the support of its coaches and managers, The Club will maintain the professionalism and safeguards of good practice which are associated with the game.

Section 1 Introduction

1. Anyone under the age of 18 within the club should be considered as a child for the purposes of this document
2. The welfare of all children is paramount
3. All children whatever their age gender, culture, ability, language, religious belief, racial origin, and/or sexual identity should be able to enjoy the game in a fun environment safe from abuse of any kind.
4. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
5. All individuals within The Club who work with children will be made aware of good practice in order to ensure that they are not placed in situations where unmerited accusations are made.
6. The Club will work with parents/carers to ensure all youngsters within the club enjoy the game within a safe environment.
7. The Club recognises the statutory responsibilities of social services and the police to ensure the welfare of young people and is committed to complying with the Football Association Ltd "Child Protection Procedures and Practices Handbook".
8. The Club has a designated Child Protection Person who has attended the Football Association's child protection workshop. In addition each team will have a designated manager/ coach who has successfully attained the The FA Level One Coaching Certificate in Football (FA1CCF), which also incorporates child protection training.
9. All managers/coaches will be subject to CRB disclosure.

Section 2 Recognising Abuse and poor practice

It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore the responsibility of the adults in The Club to determine whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a child.

The five main types of abuse are:

Emotional Abuse

In a football situation emotional abuse may occur when:

1. Coaches /managers provide repeated negative feedback
2. Repeatedly ignore a young players effort and progress
3. Repeatedly demand performance levels above these of which the young player is capable over emphasising the winning ethic.

Abuse by neglect

In football this may be when:

1. Young players are left alone without supervision
2. A young player is exposed to unnecessary heat or cold without fluids or protection
3. A young player is exposed to an unacceptable risk of injury.

Physical Abuse

In a football situation physical abuse may occur when:

1. Coaches/managers expose young players to exercise /training which disregards the capacity of the player's immature growing body.
2. Coaches/managers expose young players to overplaying, overtraining or fatigue.
3. Coaches/managers expose young players to alcohol or give them the opportunity to drink alcohol below the legal age.

Sexual Abuse

The close proximity of coaches and others to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

Bullying

Bullying is not always easy to define, and will not always be an adult abusing a young person. It is often the case that the bully is the young person.

There are three main types of bullying:

1. Physical eg hitting, kicking, theft.
2. Verbal eg racist or homophobic remarks.
3. Emotional eg persistent negative feedback

All these will include deliberate hostility and aggression towards a victim in one or more of the following forms:

1. A victim who is weaker and less powerful than the bully or bullies.
2. An outcome, which is always painful and distressing for the individual.
3. Other forms of violence
4. Sarcasm, spreading rumours, persistent teasing, tormenting, ridiculing, humiliation.
5. Racial taunts, graffiti, gestures.
6. Unwanted physical contact or abusive offensive comments of asexual nature.

The competitive nature of football makes it a potential environment for the bully. This may manifest itself in some of the following ways:

1. A parent who pushes too hard
2. A coach who adopts a win at all costs philosophy
3. A player who intimidates others
4. An official who is over officious

Section 3 Roles and Responsibilities

Coach's managers

1. Be familiar with and adhere to club Child Protection Policy and Best Practice guidelines.
2. Undertake any relevant training provided by the club.
3. Undertake CRB disclosure.

Parents

1. Ensure the club has relevant details relating to their child.
2. Share any concerns initially with the club Child Protection Officer.
3. Be involved in club activities.
4. Assist in the supervision of young players when able and when appropriate.

Child Protection Officer

The Child Protection Officer is not an officer of the committee and can be approached directly and confidentially.

The Child Protection Officer will take all allegations of child abuse seriously and without prejudice take appropriate action where necessary with outside agencies as laid down within

The Football Association Child Protection Policy. These may include:-

**N.S.P.C.C.
Social Services
The Police**

If a young person needs medical attention an ambulance must be called and/or a Doctor informed.

All incidents reported to the Child Protection Officer will be recorded via a written report using an incident referral form. If an allegation is then reported to the police or social services they will give guidelines and advice in relation to contacting the child's parents/guardian's should the allegation relate to them.

“Non action is not an option in Child Protection”

(The Football Association 2000)

The Committee

The Club Secretary and / or the Club Chairperson will deal with any referrals, which are deemed to relate to poor practice and not child abuse. The Child Protection Officer may be included in an advisory capacity but would not be part of any disciplinary action, which may be deemed necessary by the Club Secretary/ Chairperson. All officers of the committee at an E.G.M would discuss any such action, in support of a final decision managed by the Club Secretary

If a coach/manager or parent is found to be guilty of poor practice they may be subject to suspension from any involvement with the club.

Positions of Trust

All adults who work with young people are in a position of trust, which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. The relationship is no different to that between a schoolteacher and the pupils in their care.

Code of Conduct concerning the abuse of trust

- Any behaviour, which encourages a physical or emotionally dependent relationship to develop between the person in a position of trust and the young person in their care, must be avoided.
- All those within the club have a duty to raise concerns about the behaviour by coaches/officials/volunteers or administrators, which may be harmful to young people in the club without prejudice to their own position.
- Allegations relating to a breach of code of conduct will be investigated according to Football Association disciplinary procedures.

Practices to be avoided

Everyone as a general rule should be aware that it does not make sense for a manager/coach to:

- Spend amounts of time alone with young people away from others.
- Take young people alone on car journeys however short.

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the club and/or someone with parental responsibility for the player.

Practice that is prohibited

Adults should never:

- Allow or engage in rough physical or sexually provocative games, including horseplay.
- Share a bedroom with a child or young person.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person even in fun.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or young people that they can do for themselves.
- Invite or allow children or young people to stay with you at your home unsupervised.

Section 4 Anti- Bullying Policy

The Club does not accept any form of bullying; IT WILL be prepared to:-

- Take the problem seriously
- Investigate any incidents
- Talk to the bullies and victims separately

It will then decide on appropriate action, which may include some/all of the following:

- Obtain an apology from the bully(ies) to the victim
- Inform the parents of the bully(ies)
- Insist on the return of any items borrowed or stolen.

Any incidents of bullying must be reported to team manager/coach and/or the Child Protection Officer.

Monitoring and Self-Evaluation at Cadbury Athletic Juniors F.C.

As part of our on going commitment to improve practice and to continue to develop as a club, we are implementing an annual review form.

These forms are available from your team manager.

There are three separate forms in respect of:

- Coaches /Managers
- Players
- Parents

Parents of younger players would need to help their child to fill this in and obviously relate the questions in a format that is applicable to their child's age and level of understanding.

The committee values your comments and suggestions and will use these to evaluate what needs to be done to continue to develop the club for existing future players.



Appendix

Annual Review Form for:-

Coach/Manager

Parent

Player

Incident/Accident report form

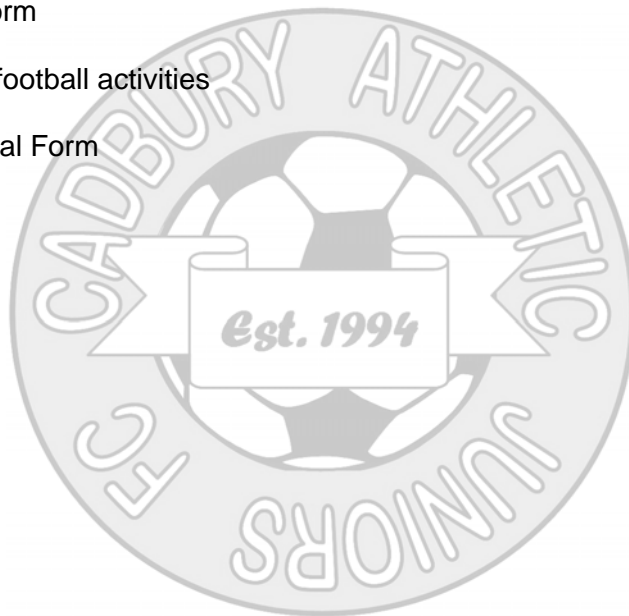
FA Personal Disclosure form

FA application form

FA volunteers reference form

Parental consent form for football activities

FA Child Protection Referral Form



Acceptance of the Constitution

The following officers of Cadbury Athletic Football Club acknowledge their recognition and acceptance for the constitution and their commitment to ensuring it is adopted by everyone connected with the club.

Name	Signature
Position Chair Person	Date
Name	Signature
Position Vice Chairperson	Date
Name	Signature
Position Treasurer	Date
Name	Signature
Position Secretary (Junior Small sided)	Date
Name	Signature
Position Secretary (Junior 11 a side)	Date
Name	Signature
Position Club Secretary	Date
Name	Signature
Position Member	Date