



1. Name

The Club is registered with the Surrey County FA as **Charlwood Village Junior Football Club**.

2. Object

The object of the club is to provide a low-cost, fun & quality introduction to the game of Association Football in an environment of positive reinforcement. Subsequently as the children get older, the aim is for the club to be a platform for the players to develop their football skills to maximum potential.

Some players will be selected to represent the club against players from other clubs in age-group specific friendly or competitive matches.

3. Recruitment of Players

The Club will generally encourage participation, by offering quality football training sessions in the local area for boys and girls from U7 age and upwards.

It is the policy of the Club that any player will be eligible to train with the Club, regardless of ability.

In order for the club's training to be beneficial to all, training groups will be divided into age groups and then sub-divided based on individuals' current level of footballing development.

The Club will invite year 1 school-age children during the Spring of each year to train at the club in the season starting on the next 1st September.

Before attending any club training session, all players will be asked to complete a registration form which will provide contact information including emergency telephone numbers and any medical information (including any allergies/illnesses which the child may have). The registration process is open all year round and should be available on paper (& online if possible).

4. Management

The business of the Club shall be conducted by the Committee, plus any additional officers appointed by the Committee. The committee shall meet periodically during the playing season with each present member entitled to vote. The committee shall have the power to:

- a. To appoint and remove Team Managers and Assistant Managers.
- b. Appoint any sub-committee that they consider necessary.
- c. To delegate powers to that sub-committee.
- d. To appoint additional Officers as required i.e. Mini Soccer Co-ordinator.
- e. To deal with matters covered and not covered by the following rules.



5. Annual General Meeting (AGM)

The AGM will take place each year to: receive a report of the activities of the club over the previous year; receive a report of the club's finances over the previous year; introduce any new rules for the forthcoming season; consider any other business.

The Secretary of the Club must receive by the by the 1st day of the month prior to the meeting taking place each year the names of those people seeking to be elected to a Committee role. An agenda will be issued prior to the AGM to club members along with a list of people seeking to be elected to any committee roles.

All persons attending the AGM will be entitled to vote on issues.

6. League & County Affiliations

The Club will play in the relevant Leagues appropriate for its teams and by doing so will affiliate to the Surrey County Football Association. The Club will compete in Cup competitions organised by the said Leagues and area Association.

Players playing in competitive or friendly leagues and/or tournaments must register with the governing league body before they are eligible to play.

The Club is mindful of the Constitution and Rules of the County Football Association and the Leagues within which its teams belong to, especially the rules pertaining to misconduct on and off the field of play, and to the eligibility of players selected to play League Representative Matches.

Players, Parents, Officers of the Club, and Managers, who receive a **CAUTION** or a **SENDING OFF**, should be made aware that the Club incurs an administration fee set by the Surrey Football Association. The offending person shall pay all such fees and fines.

7. Accidents & Insurance

The club accepts no responsibility in the event of an accident to any member of the club or to any member of the public, but will abide by the conditions of any insurance policy in force (see below) and will assist in claims as far as possible.

For the protection of its members, the club will take out Youth Personal Accident Insurance & adequate Public Liability Insurance.



8. Subscriptions

The level of subscriptions will be determined by the Committee in May prior to the season start on 1st September each year.

A signing on fee (due on the 1st June) currently set at £70 is to be paid by each & every child member, as well as a monthly subscription, currently set at £10 per month.

If the club feel that a player is in arrears during the course of the season, the committee should be informed so that they may receive communication from the committee pointing out the arrears, and the individual's parents will be invited to speak with a Club Official in confidence regarding the issue. If the Parent is having financial problems, the club may agree a suitable solution with the player's parent or guardian to ensure that the player is able to continue to be part of the Club.

9. Team Kit & Equipment

The match kit will be given to players to use only in matches (not to keep) and should be returned upon leaving the club or when requested by the club (usually after 2 years of the team's use).

The Club match kit consists of royal blue shirts with white trim (or periodically other colour with royal blue trim), royal blue or white shorts, white or royal blue socks. In any given season, the whole club will wear the same design of kit.

The club training kit design & colours may vary from year to year.

10. Sponsors

Club sponsors will be kept informed by the Management Committee of significant events such as Cup Finals, Club Presentation Day, One-off functions etc. and invites given.



11. Club Finances

The financial year of the club shall be the twelve month period from April 5th to April 4th in any given 12 month period. All club finances shall be directed to the training of the members and for participation by the club in club authorised, FA affiliated competitions and the purchase of equipment to achieve that aim. Any other club activities are to be paid for separately, by those members participating.

The Club will keep a bank account which will require any two from three signatories for any withdrawal. The signatories will be The Chairperson, Secretary and Treasurer.

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

The Club shall prepare an annual Financial Statement to be presented at the Annual General Meeting.

12. Audit

The accounts of the club shall be audited, when necessary, by a person who is not a member of the committee. The auditor should be appointed by the committee.

13. Team Managers

The executive committee or team manager (with the approval of the executive committee) may appoint a paid coach with professional coaching qualifications to assist the manager with the football education, tactics and fitness at training and/or on match-days. The cost must be agreed and met by the players' parents/guardians, separate to the club's prescribed match-day or training fees or by special agreement of the committee.

The team manager shall have responsibility for squad selection, ensuring training is coached, and the final decision as to whether or not to sign more players once the season has started.

All Team managers and coaches must submit a valid and up to date FA CRB check to the club, before they can take full or joint charge of any team. Whilst the CRB is in the process they may assist an existing coach or manager.

Managers must maintain a register and make this available to the club secretary as requested.



14. Training

Where possible, the coaches will work from a club-wide training curriculum which fosters a universal playing philosophy across the age groups. We aim to encourage & support players to enjoy being part of our football club by constantly attempting to be the best teammate they can be; by playing fairly; by conducting themselves appropriately & ultimately being part of a team which is determined to win, whilst being gracious in defeat.

Each age group will endeavour to have at least 1 training session per week. Where possible, teams will train on all-weather surfaces during the winter months.

15. Match Squad Selection

The Club would like to offer *football for all* & a good experience for all players and not to alienate any section (e.g. highly talented players OR lesser talented players).

Managers will generally keep children of similar ability together and will generally pick the more developed groups as the *1st team* of each age group. This team will represent the club in matches and tournaments against other clubs, including regional fixtures – the team may carry a name which doesn't make its status obvious; whilst the lesser developed groups will benefit from a good ratio of training-to-competition and will be more likely to receive their match opportunities in the local friendly league, friendly matches, fun tournaments & in-house fixtures.

A team manager may at any time invite players to join the 1st team (from the club's existing players or from outside the club's existing players) when a squad is under its maximum quota (7 players for 5-a-side; 9 players for 7-a-side; 11 players for 9-a-side; 14 players for 11-a-side).

A team manager may also at any point for any reason remove/replace players from the 1st team, regardless of squad numbers. Usually a manager will need to take this step to ensure the individual abilities in the match-squad are as closely matched and complimentary to each other as possible.

Team Managers should notify the required players' parents/guardians as soon as possible when players are required to represent the Club in: local league matches; squads for particular tournaments; friendlies; & in-house matches. Players' parents/guardians should notify their Team Manager as soon as possible if their child becomes unavailable.

The registration fee does not guarantee any player that they will play matches even if they have received a match kit to use at matches.

The club expect all members to commit to the constant improvement of their abilities at training, which includes attending as near to *every training session* as possible.



16. Equal Opportunities & Anti-Discrimination

The Club will adopt and adhere to the Football Association Equal Opportunities and Anti-Discrimination policies and in doing so will appoint a designated person to ensure that the policies are carried out at all levels.

Charlwood Village Junior FC is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle.

Charlwood Village Junior FC commits itself to the immediate investigation of any claims of discrimination towards any of its members and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

17. Results of Matches

The Area Association and Leagues have a set procedure for the Clubs to notify them of all results or cancelled games, plus the non-attendance of the opposing team; this is the responsibility of the Team Manager.

18. Child Protection Policy

The Club will adopt and adhere to the Football Association Child Protection Policy and in doing so will appoint a designated person (Child Welfare Officer) to ensure that the Child Protection Policy is carried out at all levels.

19. Code of Conduct

The Club will adopt and adhere to the Football Association Code of Conduct for Managers and Coaches, Players, Team Officials, Parents and Spectators. These Codes are issued to the respective persons as required and may also be included in the Club's Welcome Pack. (See the separate Code of Conduct).



20. Disciplinary Procedure

The disciplinary procedure is in place to ensure that members of the Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of a player breaching the code of conduct the following will apply:

i. **Players persistently failing to meet the agreed expectations**

- a. In the first instance, the Age Group Manager will speak to the player and his parents regarding his behaviour and explain what is expected.
- b. If the player's behaviour does not improve, the Age Group Manager will again speak with his parents and may exclude the player for up to 4 weeks if it is thought that his/her behaviour is negatively impacting others club members.
- c. The final sanction will be permanent exclusion from the Club. Before this final sanction is enacted, an interview with the player and his parents must take place with the Executive Committee. The Management Committee will take the final decision.

ii. **Players sent off for Violent Conduct or Swearing**

In addition to any penalty set by the Surrey FA:

- a. Any player sent off for violent conduct or swearing will automatically miss the next game.
- b. A second offence will result in missing two games.
- c. In the case of a Club Official breaching the code of conduct, an interview will take place with the Executive Committee. The findings will then be presented to the Management Committee who will make the final decision.



21. Incident & Accident Reporting Procedure

All Incidents/Accidents, whether they involve injury or not, shall be reported to the Executive Committee and the incident be logged and investigated. In the event that an injury results, the well-being of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of the Club.

The responsible person in charge of each team at the time of an Incident/Accident, which results in an injury, must ensure that the player is given adequate first aid if required.

The responsible person or the Team Manager must notify the player's parents (if not present) of the nature of the Incident/Accident or injury at the earliest opportunity.

The details of the Incident/Accident must be reported to the Club Secretary, within 24 hours on the Incident/Accident Report Form.

The Team Manager must contact the Player's Parents within 24 hours of an Incident/Accident resulting in an injury to ascertain the well-being of the player.

22. Complaints Procedure

In the event that any Club member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, they should follow the procedures below.

They should report the matter to the Club Secretary or another member of the Committee. The report should include:

- a. Details of what, when and where the occurrence took place.
- b. Any witness statement and names.
- c. Names of any others who have been treated in a similar way.
- d. Details of any former complaints made about the incident, date, when and to whom made.
- e. A preference for a solution to the incident.

The Club's Management Committee will sit for any hearings that are requested.

The Club's Management Committee will have the power to:

- a. Warn as to future conduct any person found to have broken the Club's Policies or Code of Conduct.
- b. Suspend from membership any person found to have broken the Club's Policies or Code of Conduct.
- c. Remove from membership any person found to have broken the Club's Policies or Code of Conduct.