

Gosport Falcons Football Club

(Affiliated with Hampshire FA)



Founded 1991

MANAGERS, PLAYERS, PARENTS

CLUB INFORMATION GUIDE

2011 – 2012

EDITION

www.gosportfalcons.co.uk

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1.0 *Chairman's Introduction:*

On behalf of all the managers, players and volunteers at Gosport Falcons FC, I would like to offer you a warm welcome to, this, the first ever edition of our Club Information Pack. Its intention is that it sets out the standards that we would like all members within Gosport Falcons FC to adhere to, in order that we may enjoy our children's football. I trust you will find it informative and a benefit during the season.

As a Club, we want to ensure that every child that joins us is introduced to 'grass-roots football' in a safe and well organised way and develop their skills to be the best player they can possibly be for themselves and not to please others.

It is vital for the future growth and sustainability of the Club that we have your support, whether you are a player, parent/guardian or volunteer, and we openly encourage active participation by you to play your part in helping to achieve this. It's not an easy task and at times it can get disheartening but the sense of achievement in the success of the Club as a whole, can be rewarding.

This guide sets out everything that we think you need to know about the Club and how it is organised. Please take time to read it and if you have any queries, comments or suggestions then let us know.

Finally, can I thank all those members who presently give their time freely to benefit the Club. It would be difficult to quantify how much money this saves but it is easy to assess how it has allowed us to develop and have a sustainable and successful future as a community based football club.

Thank you for your continued support.



Kelvin Hardy
Chairman

2.0 *Affiliation*

- 2.1 The Club is affiliated to Hampshire County Football Association and so insured by HCFA appointed insurer.
- 2.2 The Club's affiliation number for 2011/2012 season is: HJP00354
- 2.3 Affiliated teams should not play any un-affiliated team(s)

3.0 *Club Objectives*

- 3.1 To provide the opportunity for young people in the Gosport area of Portsmouth aged 6 – 16, to play football in a structured environment.
- 3.2 To promote and develop the skills of team players, encourage team spirit, respect and good sportsmanship.
- 3.3 To ensure that all team Managers / Coaches obtain at least a Football Association Level One coaching qualification.

4.0 *Codes of Conduct*

- 4.1 Members to read and abide by the appropriate Code of Conduct.
(*see Appendix B*)
- 4.2 While the teams are under the direction of the Manager / Coaches, parents and family friends are asked not to interrupt training sessions unless in an emergency.
- 4.3 While positive suggestions / ideas are always welcome, the Club request that any negative comments / abuse etc, from the side line or training area, is withheld. Managers / Coaches are available for constructive discussions either before or after the session.
- 4.4 Anybody found displaying such negative attitudes will be asked to leave for the remainder of the session and may/will be banned from attending any further sessions.
- 4.5 The Club is signed-up to The FA's Respect programme and will follow its guidelines when addressing conduct issues.

5.0 *Ground Rules*

The rules below are guidelines for Club members / Visitors to Monckton.

- 5.1 The car park can become quite full on match days so please show consideration when parking your vehicle to maximise its use. Ensure that vehicles have safe access and are able to exit the car park. **All** vehicles are parked at their owner's risk and Gosport Falcon's FC takes no responsibility for any damages or losses.
- 5.2 If you are meeting for an away fixture, please use an alternative rendezvous point other than Monckton to avoid congestion.
- 5.3 Changing rooms and toilet facilities are available on match days. To avoid congestion in the changing rooms, please consider 'Home' teams coming already changed to play.
- 5.4 **MANAGERS must** ensure that the changing rooms and playing areas are left tidy at the end of matches and / or training sessions – all rubbish should be cleared from the field, tape and mud should be cleared from the changing room floor – you have the responsibility for your opposition also, not just your own team.
- 5.5 All equipment, such as nets, corner flags and mini-soccer goals, must be returned neatly to their correct storage facility.
- 5.6 Pitches are to be used for matches only and are out of bounds for training. Only designated areas are to be used.
- 5.7 Pitches have to be booked through the Secretary for any friendly matches etc.
- 5.8 The kicking of footballs against any part of the pavilion or in the car park is strictly prohibited.
- 5.9 Spectators are to stand in designated areas around pitches and abide by the code of conduct whilst in the confines of the ground. **FOUL & ABUSIVE** language will not be tolerated.
- 5.10 **ALCOHOL** is not to be consumed or brought within the confines of the ground.
- 5.11 Dogs are **not** allowed within the confines of the ground.

6.0 *Zero Tolerance Policy*

INAPPROPRIATE LANGUAGE & REFEREE ABUSE

- 6.1 All members/visitors to our ground at Fort Road, Gosport, **must** abide by this policy at all times.
- 6.2 Gosport Falcon's FC acknowledges that every child, young person or adult who plays or participates in football should be able to do so in an enjoyable and safe environment.
- 6.3 Gosport Falcon's FC acknowledges that all the above should be protected from poor practice and from any/all forms of abuse.
- 6.4 Gosport Falcon's FC will **not** tolerate any form of inappropriate language or threatening behaviour from parents, guest, spectators, visitors, officials or club representatives on match sidelines, particularly that aimed towards match officials and participating children.
- 6.5 Gosport Falcon's FC reserves the right to ask any individual demonstrating actions deemed to be in conflict with this policy, to move away from the match sidelines and, if necessary, to leave our Club premises.
- 6.6 Any such action will result in Gosport Falcon's FC reporting both the individual and their associated club to the relevant Football League.
- 6.7 Gosport Falcon's FC appreciates your understanding and thanks you for your co-operation.

7.0 *Racial Abuse*

7.1 At no time will the Club tolerate abuse of this nature and if any person is found guilty of such abuse the Club will, without written notice, instigate the immediate removal of the member(s) from the Club. In extreme cases, information will be passed to the relevant authority.

8.0 *Child Protection*

8.1 A designated Child Protection Officer, who is responsible for Child Protection within the Club, is elected at the AGM each year. This person will have completed the appropriate FA course.

8.2 The Club will ensure that the child's welfare is, and must always be, the paramount consideration.

8.3 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 identity. The Club will ensure the protection of all its members.

8.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

8.5 Any act, statement, conduct or other matter which harms children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

8.6 Each manager and relevant adults who will be in close contact with the players must agree to a Criminal Records Bureau check being carried out on them. A 'Self Declaration' form is to be completed by the adult whilst the CRB check is being processed.

9.0 *Club Management*

- 9.1 The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, and Secretary as a minimum, plus up to a maximum of 8 other members, elected at an Annual General Meeting.
- 9.2 Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions on the Committee at any time.
- 9.3 The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting and entered into the minutes. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.
- 9.4 Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be five members, of which two must be Club Officers.
- 9.5 Each team within the Club must be represented on the Committee. If the manager is unable to join the Committee then he/she must nominate a person to take his/her place.
- 9.6 All Committee members are expected to attend all meetings, unless prior engagement or illness, and in the event of such an occurrence, the said person must inform the Secretary prior to the meeting.
- 9.7 Committee meetings will be held on a monthly basis, (*usually the 1st Wednesday of the month*), unless prior notice is given.

10.0 *Annual General Meeting*

10.1 An AGM shall be held in May each year to:

- i. receive a report of Club activities over the previous year
- ii. receive a report of the Club's finances over the previous year
- iii. elect the members of the Club Committee
- iv. consider Club / Policy rule changes
- v. set fees for the next year
- vi. discuss any other business.

10.2 Nominations for election of members as Club Officers shall be made in writing by the Proposer and Seconder, both of whom must be existing members of the Club, to the Club Secretary not less than **14** days before the AGM.

10.3 An Extraordinary General Meeting (EGM) may be called at any time where the Management Committee considers a need to address a Club policy matter or to elect /re-elect a vacant Officer's position in the Club.

11.0 *Fees*

11.1 All players shall be required to pay a registration fee each season to join the Club.

11.2 Players shall pay a training and match fee, a sum as set each year by the Committee at the AGM. This is payable regardless of attendance at training sessions if Managers / Coaches are not notified.

11.3 Players that are not members of a squad but training with a team shall pay the same fee as set out in section 11.2.

11.4 All players training with a team out of season will be expected to pay the same fee as set out in section 11.2.

12.0 *Guidelines for Manager's*

- 12.1 The Secretary will confirm fixtures in advance of matches. He/she will confirm all timings of home and away games with the relevant Secretary of the opposing team. No Manager needs to liaise with the away team in this respect. Unless notified assume all games are 'on'
- 12.2 Managers must ensure that all children have the correct kit for training and match days (*shin-pads are mandatory*).
- 12.3 Managers must ensure that all children have removed any items of jewellery i.e. earrings, facial piercings and rings, before they can participate in training and matches.
- 12.4 Managers must ensure that all equipment is fit for its intended purpose before use and the goals/nets are secure and in accordance with the FA's 'goal post safety' guidelines.
- 12.5 Before use, pitches and areas used for training purposes should be inspected and clear of any dangerous items – the interest and well-being of the children is paramount.
- 12.6 Ensure you are aware of the number of children you are responsible for and that you know of their whereabouts at all times. You must be satisfied that they are safe, especially when they leave your control.
- 12.7 Ensure you have sufficient help available to offer assistance if it's required, a minimum of two adults should always be present.
- 12.8 Demonstrate respect to all others involved in the game, including match officials, spectators, opposing players and coaches – and your own team.

13.0 *Manager's Responsibilities*

- 13.1 Each individual Team Manager will be responsible for all matters relating to the running of his/her team. Any matter which is considered to be outside of his/her control shall be reported to the Club Committee for action.
- 13.2 All Team Managers/Assistants will adhere to the adopted Codes of Conduct for managers. He/she will also ensure that Players, Parents and Spectators are fully aware of the Club's standards and their respective Codes of Conduct. Failure to do so will/may invoke disciplinary action being taken against him/her.
- 13.3 Team Managers are responsible for collecting match/training fees which have to be paid to the Treasurer no later than **48hrs** before a Monthly Meeting.
- 13.4 Managers should ensure that their team is represented at the monthly Committee meetings.
- 13.5 Managers should, where possible, be available for parents to talk to them regarding any issues/concerns they may have, at the end of a training session or after a match on match days.
- 13.6 Managers must ensure that he/she has an up to date record of contact and medical information for each player.
- 13.7 **All** injuries/accidents must be reported to the Secretary at the earliest possible opportunity. An accident report form must be completed and returned to the Secretary. Parents/Guardians **must** be informed at the earliest possible opportunity.
- 13.8 If a Manager feels they are unable to continue with their duties, and wishes to resign, they must, whenever possible, give at least **one months** notice to the Committee accompanied by a letter outlining their reasons. The one months notice will be waived through unforeseeable circumstances, ie: illness, change of job and /or location with no prior notice given.

14.0 *Players Responsibilities*

- 14.1 As a player of Gosport Falcons FC, you have a responsibility to promote and maintain high standards of behaviour and discipline whilst a representative of the Club.
- 14.2 Be fully aware of, and adhere to, the adopted Codes of Conduct for Players. Failure to do so will/may invoke disciplinary action being taken against him/her.
- 14.3 Inform managers of any medical condition that may affect your ability to train or play.
- 14.4 Wear the correct kit when attending matches/training sessions (*i.e. correct footwear and shin-pads, which are mandatory*).
- 14.5 Players are not allowed to use the Club's facilities, kit/equipment or assets except during the Club's official activities and whilst under supervision.
- 14.6 Inform manager(s) if you are unable to attend training and/or matches as fees are still payable if you fail to do so.

15.0 *Parents Responsibilities*

- 15.1 Do not to engage in any discussions with officials or supporters of opposing teams which may be detrimental to the reputation of the Club.
- 15.2 Be fully aware of, and adhere to, the adopted Codes of Conduct for Parents. Failure to do so will invoke a refusal to attend any training sessions/matches.
- 15.3 Ensure that your child regularly and punctually attends training sessions and matches. For younger age groups, and for reasons of child protection, you should be in attendance at both.
- 15.4 Inform the manager of any medical matter that may affect a player's ability to train or play.
- 15.5 Provide your child with match fees and subs as required.

- 15.6 Provide their own children with suitable personal equipment to take part in the activities.
- 15.7 Parents will be responsible for any costs arising from damage caused by their children, to the Club's property or other property, arising from the improper behaviour of their child.

16.0 *Complaints Procedure*

- 16.1 Gosport Falcons FC has developed a number of policies and rules to ensure that the Club operates within strict guidelines and will enforce them rigorously to maintain the standards it has set.
- 16.2 General complaints should be made to the Club Secretary or to a Club Committee member (*see full 'Complaints Procedure Document' which can be found on the Club's website; www.gosportfalcons.co.uk*)
- 16.3 Child Welfare issues must be directed to the Club's 'Child Welfare Officer' only (*CWO details can be found on Club's website*).
- 16.4 Gosport Falcons FC will act appropriately and exercise its powers accordingly. This may include the involvement of the Police, the Football Association, or any other relevant body.

Appendix A – *Codes of Conduct*

Managers/Coaches

- Managers/Coaches must respect the rights, dignity and worth of each and every person and treat equally within the context of the sport.
- Managers/Coaches must place the well being and safety of each player, or other member, above all other considerations, including the development of performance.
- Managers/Coaches must adhere to all guidelines laid down within the constitution and the rules of the Football association.
- Managers/Coaches must develop an appropriate supportive relationship with each player based on mutual trust and respect.
- Managers/Coaches must not exert undue influence to obtain personal benefit or reward.
- Managers/Coaches must encourage and guide players to accept responsibility for their own behavior and performance.
- Managers/Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Managers/Coaches should at the outset clarify with the player – and where appropriate with the parent – exactly what is expected of them and also what they are entitled to expect from their manager or coach.
- Managers/Coaches must co-operate fully with specialist – e.g. officials, doctors, physiotherapists – in the best interest of the player.
- Managers/Coaches must always promote the appropriate code of conduct and positive aspects of the sport – fair play – to players, parents and spectators alike. Never condone violations of the laws of the game, behavior contrary to the spirit of the laws of the game or relevant rules and regulations or the use of prohibited substances or techniques.
- Managers/Coaches must consistently display high standards of behaviour and experience and be a role model for players, parents and spectators.

Players Codes of Conduct

- Play by the rules - the rules of your club and the laws of the game.
- Never argue with a referee or other official – without these people you can't play football.
- Control your temper - verbal abuse at officials and abusing other players doesn't help you enjoy or win any games.
- Be a team player – It's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the referees and team-mates.
- Play for your own enjoyment and to improve your skills.
- Appreciate the importance of striving to win, not winning itself.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your manager/coach, team-mates and family if you do – and many such comments are actually now illegal.

Parents/Guardians Codes of Conduct

Parents have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – its fun. It is important to remember that however good a child becomes at football it is important to reinforce the message that positive encouragement will contribute to positive attitude.

Therefore, please;

- Do not force an unwilling child to participate in football.
- Remember, children are involved in football for their enjoyment, not yours.
- Encourage your child to play to the Laws of the Game and learn rather than argue with the Referee and other officials.
- Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- Turn losing into winning by helping your child work towards skill improvement and good sportsmanship. Never ridicule or “yell” at your child for making a mistake or losing a game.
- Remember that children learn best by example. Applaud good play by your team and by members of the opposing team.
- Do not question the Referee's judgement and never his honesty. Remember, he is only human with the same feelings as you, and like you, sometimes makes an honest error.
- Support all efforts to remove verbal and physical abuse from children's football.
- Recognise the value and importance of coaches who are all volunteers. They give their time and resources to provide football for your child.
- Read the Laws of the Game to better understand what you are looking at and commenting on.

Spectators Codes of Conduct

It is extremely important to Gosport Falcons Football Club that we provide a safe and enjoyable environment for the children to play football within. As spectators, you have a key responsibility towards achieving this.

In order to ensure this, to maintain the high reputation that Gosport Falcons Football Club enjoys and in the interests of Fair Play to all, spectators are expected to abide by the following Code of Conduct.

- To encourage and applaud both teams and all the players.
- To appreciate the importance of striving to win, not just the winning. Praise effort and performance above winning itself.
- To respect all of the referee's and his assistant's decisions and not to question them.
- Not to swear or use inappropriate language
- Not to engage in any discussions with officials or supporters of opposing teams which may be detrimental to the reputation of the Club. Football is a passionate game. We know that difficult situations can arise. For the good of the game and the Clubs reputation, walk away and do not get involved.
- Allow our managers and coaching staff to provide tactics and coaching during games so that clear and consistent communications can be provided.
- Do not coach yourself. This will avoid conflicting information being given to the children.
- Avoid criticising any player for making a mistake, mistakes are part of learning.
- View from designated spectator areas only.

Supporters should also be aware that all Managers/Coaches and Players are also bound by their own Codes of Conduct.

Appendix B – *Constitution*

1: NAME

- 1.1. The Club shall be known as Gosport Falcons Football Club, hereafter (the Club).

2: OBJECTIVE

- 2.1. The objective of the Club shall be to provide association football for its Members, and such social and recreational pursuits as may be deemed desirable by the General Committee.
- 2.2. The Club shall be a not-for-profit organisation.

3: RULES AND REGULATIONS

- 3.1. Members of the Club shall abide by these Club rules at all times.
- 3.2. The Club shall be affiliated to the Hampshire County Football Association.
- 3.3. The Rules and Regulations of The Football Association and Hampshire County Football Association and any League or Competition to which the Club is affiliated for the time being, shall be deemed to be incorporated into these Club Rules.
- 3.4. The Club will abide by The Football Association's Codes of Conduct for football, players, coaches, officials and spectators.
- 3.5. All Members shall be made aware of the Club's Codes of Conduct and be expected to behave accordingly.
- 3.6. The General Committee shall have the power to suspend or expel any Member deemed guilty of conduct which breaks the Club's rules, or prejudicial to the good name of the Club.

4: ALTERATIONS TO THE CLUB RULES

- 4.1. Alteration to Club Rules may be adopted and amended at the Annual General Meeting, or at an Extraordinary Meeting called for that purpose, by a simple majority of those present.
- 4.2. The General Committee shall be empowered to adopt and alter Club Rules subject to ratification by the next Annual General Meeting.

5: EQUITY STATEMENT

- 5.1. The Club is unequivocally opposed to discrimination of any form and will promote measures to prevent it from being expressed. The club is committed to fairness in its dealings with all involved in the game.
- 5.2. The Club will abide by The Football Association's Child Protection, Equal Opportunities and Anti-Discrimination Policies.

6: OFFICERS

- 6.1. The Officers of the Club shall consist of a Chairman, Vice-Chairman, Treasurer, Secretary, Child Welfare Officer, Minute Secretary and up to five (5) other Members.
- 6.2. Officers shall be elected at an Annual General Meeting. Each Club Officer shall hold office from the date of appointment until the next Annual General Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than two positions of Club Officer at any time.
- 6.3. The Club Officers shall be responsible for the management of all the affairs of the Club.
- 6.4. Nominations for a Club Officer’s position must be received by the Club Secretary at least fourteen (14) days before the Annual General Meeting.

7: CLUB MEMBERSHIP

- 7.1. The members of the Club shall be those persons listed in the register of members (the Membership Register), which shall be maintained by the Secretary.
- 7.2. Persons eligible for membership are;
 - A parent or guardian of a team member.
 - Team managers appointed by the Club.
 - Any person over the age of 18 years can apply and be voted in by the Committee as an Associate Member.
- 7.3. Any person wishing to become a member must apply on the Membership Application Form and deliver it to the Club Secretary. Election to membership shall be at the sole discretion of the General Committee. Membership shall become effective upon the applicant’s name being entered in the Membership Register.
- 7.4. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. In the event of a member’s resignation, his/her name shall be removed from the Membership Register.
- 7.5. The General Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- 7.6. The Football Association and parent County Association shall be given access to the Membership Register on demand.
- 7.7. Life-Vice Presidents shall be those people who have served, or donated to, the Club exceptionally in past seasons. Life-Vice-Presidents shall be elected by a simple majority at an Annual or General Meeting and shall be offered lifetime membership of the Club.

8: COMMITTEE

- 8.1. The Officers and Committee Members shall be known as the ‘General Committee’.
- 8.2. Meetings of the General Committee shall be chaired by the Chairman or in their absence one of the other Officers as decided by the Committee members present.

- 8.3. Decisions of the General Committee shall be made by a simple majority of those attending the Committee meeting. The Chairman of the Committee meeting shall have a casting vote in the event of a tie.
- 8.4. Decisions of the Committee meetings shall be entered into the Minutes of the Club and shall be maintained by the Minute Secretary.
- 8.5. Any member of the Committee may call a meeting by giving not less than seven (7) days' notice to all members of the General Committee.
- 8.6. The General Committee shall aim to meet once a month and shall hold not less than six (6) meetings a year.
- 8.7. An outgoing member of the General Committee may be re-elected. Any vacancy on the General Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another and approved by a simple majority vote of the remaining General Committee members.
- 8.8. Any Committee Member wishing to withdraw from the Club must give, in writing to the Club Secretary, at least twenty one (21) days' notice of his/her intention to do so.

9: POWERS OF THE COMMITTEE

- 9.1. The property and assets of the Club shall be vested in the General Committee.
- 9.2. The General Committee shall have the power to appoint such Sub- Committees, as may from time to time be necessary, and shall receive reports of such Sub-Committees at its General Meetings.
- 9.3. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the General Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning these Club Rules.
- 9.4. The General Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any person or persons for services rendered to the Club.

10: ANNUAL & EXTRAORDINARY GENERAL MEETING

- 10.1. The Annual General Meeting (AGM) shall be held in the month of May.
- 10.2. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than seven (7) days before the meeting.
- 10.3. An Extraordinary General Meeting (EGM) may be called at any time by the General Committee and shall be called within 10 days of the receipt by the Club Secretary of a requisition in writing signed by not less than four members stating the purposes for which the meeting is required and the resolutions proposed.
- 10.4. The Chairman, or in their absence a member selected by the Committee, shall take chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.

- 10.5. Decisions of the AGM/EGM meetings shall be entered into the Minutes of the Club and shall be maintained by the Minute Secretary.
- 10.6. The quorum for the transaction of business of AGM/EGM meetings shall be nine (9).
- 10.7. Any member who, at the date of an Annual or other General Meeting, is under 18 years old may be represented by his or her parent or guardian who may cast a vote on the member's behalf.

11: FINANCES

- 11.1. The Club finances are to be kept in a bank or building society account (the Club Account) as approved by the General Committee. Individual Team accounts are forbidden.
- 11.2. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position of the Club.
- 11.3. The Club Account shall be maintained by the Treasurer and monthly reports presented to the General Committee. A Statement of accounts shall be produced annually at the AGM. Account books may be seen by any parent/guardian on request.
- 11.4. Registration, match and training fees shall be decided annually at the AGM then published in the Club's rules.
- 11.5. All monies held by Club officials must be paid to the Treasurer at least 48 hours prior to a Committee meeting. Failure to produce receipts required, or expected monies, is to be brought to the attention of the Committee by the Treasurer at the earliest opportunity.
- 11.6. Expenditure exceeding £200 can only be made by the Treasurer with the approval of the Committee.
- 11.7. The income and assets of the Club (the Club Property) shall be used only in furtherance of the objects of the Club.

12: CLUB COLOURS

- 12.1. The Club will maintain Purple as a significant colour in the Club's kit. All playing kit(s) shall remain the property of the Club.

13: SPONSORSHIP

- 13.1. Sponsorships received by the Club shall be free of any encumbrance from the sponsoring organisation or individual; otherwise the Club is obligated to refuse such sponsorship.

14: GENERAL

- 14.1. Each member of the Club shall have an equal standing within the Club.
- 14.2. Any member in breach of the Club Constitution shall be liable to expulsion from the Club.

- 14.3. Any matters not governed by the foregoing rules shall be dealt with by the General Committee. Its decision shall be final and binding.
- 14.3. Each member of the committee shall read and sign that they understand and agree to abide by the CLUB CONSTITUTION.

15: DISSOLUTION

- 15.1. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three- quarters of the members present.
- 15.2. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities. All assets of the Club are to be donated to charity. The charity will be chosen by the Committee.

AMENDMENTS: This Constitution may be amended by majority vote of the voting members present and qualified to vote at any meeting at which a quorum is present, or by written proxy. Proper grammatical or punctuation changes may be made which do not constitute a change in the intent and purpose of this Constitution.

GENDER: The use of the masculine gender in this Constitution shall be construed to mean both masculine and feminine gender.

In order to maintain the Club's "Non-Profit" status, no Member of the Committee, past or present, may personally benefit directly or indirectly from the operations of the Club.

Appendix C – *Club Rules*

General Rules & Regulations:

1. These rules (*the Club rules*) form a binding agreement between each member of the Club.
2. All persons joining the Club are deemed to have read and accepted these Club Rules, a copy of which will be made available to all potential and current members.
3. Members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavors to ensure that others 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”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.
4. Members will abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. Any person(s) connected to the Club deemed as bringing the Club into disrepute or damaging the good name and reputation of the Club will be suspended from their position pending a full investigation by a ‘Disciplinary Committee’. There will be no right of appeal to the outcome of the hearing.
6. The Committee may make byelaws (not inconsistent with these rules) to regulate the conduct and affairs of the Club.

Fees:

7. Match fees will be £3.00p as decided at the AGM. Substitutes, and those substituted, will pay the full match fee.
8. Training fees of £2:50p, for all age groups, is to be paid regardless of attending the training session. This will be waived through illness, injury or holiday by the discretion of the manager – not via another player.
9. Match fees and training fees are to be paid on time and no player is to owe more than £10:00p. (*This figure can be waived, by discretion of the manager, if members pay fees monthly*)
10. Where possible all existing Club members are to re-register with the Club by the start of the new season. Registration fee is £20:00p for every League player, which will be reviewed annually at the AGM. New members are to register with the Club as soon as possible after the 1st June. No further player registrations will be considered after the 31st January of each season. (*In extenuating circumstances, the Club committee will review each case on terms of merit*).
11. Players who are not eligible, for whatever reason, to register with the League must register with the Club. Club registration fee is £10:00, which will be reviewed annually at the AGM. The fee remains the same throughout the season or part of.

12. Each Manager is responsible for the management of fees until they are paid to the Treasurer (even if someone else collects them on behalf of the manager). All monies are to be paid to the Treasurer at least 48hrs prior to a committee meeting.
13. No Member is to open or operate a bank account of their own for the purposes of depositing monies of Gosport Falcons FC. All monies **must** be deposited in the Club account only.
14. Travel expenses will not be paid for travel within the boundaries of the Parent County Association or any of the Leagues of which the Club is a member.
15. Club Members undertaking a coaching qualification will have their fees paid for by the Club. In return the prospective coach must commit to the Club for a minimum of one complete season following successful course completion. If the coach leaves the Club before this time, any monies paid will become repayable to the Club. An individual may appeal against this decision to the Club Committee.

Players Rules:

16. All Players will play in their own age group and will only be permitted to play in an older age group if authorised by the Management Committee.
17. Each player will provide suitable football boots and shin protection, which must be worn during each match and training session(s). The remainder of the kit, shirt, shorts and socks, will be provided by the Club if a team is unable to secure sponsorship.
18. All players must wear shirts, shorts and socks provided by the Club in all games including tournaments. The only exceptions to this rule will be:
 - Where a change of shirt is required by rules of relevant competition(s).
 - Where the Club's Management Committee has previously been contacted and agreed to a request to change any Club Kit.
19. Players must return kit and pay any outstanding fees before they leave the Club. We may withhold your registration with the League if you leave owing kit or monies. This means a player will not be able to play for another club until the debt owed is repaid.
20. Players must inform their manager as soon as possible if they are unavailable for matches or training sessions. Failure to comply may render a player barred from the next game.
21. No jewellery of any kind or watches is to be worn at training or during matches.
22. All players within the Club shall be respectful to Managers, Club and Match Officials on and off the field of play. If a player commits an offence by act, word or demeanour, which contravenes this rule, it will be considered by the Management Committee and dealt with accordingly.
23. All players must return their complete kit, at the end of each season, to their manager. It is the manager's responsibility to enforce this.

Club Discipline:

24. Any Member, Player or a Supporter who, by word, act or demeanour, is considered to have brought the Club into disrepute, will be dealt with by the Management Committee, as required by the Club Disciplinary procedure.
25. The principal reasons for this procedure are not only to ensure that the standards established by the Club's Rules and Codes of Conduct are adhered to, but also to provide fair methods of dealing with alleged failure to observe such rules.

The disciplinary procedure is concerned with the following:

- Misdemeanour
- Misconduct
- Gross Misconduct
- Incompetence
- Unsuitability

In normal circumstances, the procedure will be followed in full. However, the Club reserves the right to omit any stages dependant upon the seriousness of the alleged offence(s).

26. The Club has four levels at which a disciplinary action may be invoked. They are:
 - Verbal Warning (for minor offences)
 - First Written Warning (repeated minor offences)
 - Final Written Warning (should the verbal and /or the first written warning have no effect)
 - Membership/Volunteer status removal (the Club Member or Official will be informed and will receive a written notice of this decision, together with the reason for removal). *See the 'Suspension' policy below.*

Fines:

27. Any County FA and/or League fines incurred by Members are the full responsibility of those said Members. Therefore;
 - All fines and/or administration fees levied on Club Members e.g. team managers, players, parent(s)/guardian(s) or supporters, must be paid by the said offender or, for those offenders under 18 years of age, by their parent(s) or guardian(s). Payment must be made as soon as is reasonably practicable but not to exceed more than fourteen (14) days from notification. Failure to pay such fines will result in the suspension of such individual(s) until payment is received in full by the Club. *(See 'Suspension' below.)*
 - No right of appeal exists with regards to cautions except in the case of mistaken identity and in this event the player may appeal to the Club's Disciplinary Committee for this to be reviewed.
(This is in line with County FA Disciplinary Rules).

Suspension:

28. At any stage the Club may, by written notice, suspend a Member or Club Official for a specific period during which time an investigation may be undertaken. Where a Club member or Official is suspended they will not be entitled to access either the Club's premises, use any Club equipment or property, or participate in matches or training without prior consent of the Club.
29. In the event of a severe reprimand in writing, suspension or a ban involving Team Management, the Disciplinary Committee may, at their discretion, require a change of Team Management or withdrawal of the team from all competitions.

Disciplinary Committee:

30. A Disciplinary Committee shall be formed to include the Officers of the Club, i.e. Chairperson, Vice-Chairman, Club Secretary, Child Protection Officer etc. and in addition, two (2) other Committee Member to deal with matters of a disciplinary nature. The Committee will endeavour to resolve disciplinary matters within a period of twenty one (21) days from when the complaint is made.

As a member of Gosport Falcons, you are required to abide by the above Club rules at all times whilst representing or involved in matters of Gosport Falcons Football Club.

All members are required to sign that they have received, and read, a copy of the Club Rules and agree to comply with them. Non compliance will prevent/invoke membership to Gosport Falcons Football Club.