

# Coxhoe United Football Club

## Club Constitution 3/6/08 – as agreed at the AGM on 29/4/08.

### Club Officials

The business and affairs of the club are managed and conducted by a committee consisting of the officers of the club.

The officer's of the club are a Chairperson, Vice Chairperson, Secretary, Treasurer, Fundraising Chairman, Chair of the Coaches, Club Welfare Officer and the Minutes Secretary. In addition to these positions, the club may also have additional members of the committee (e.g. Child Protection Officers and Team Representatives). Officers are elected at the annual general meeting and hold office until the next AGM.

Committee meetings are held on a monthly basis to deal with club business. The committee is responsible for the control of the club and the pursuance of its objectives as stated within the rules of the club. Club officers are also responsible for the day-to-day operation of the club within their specific areas of responsibility. All officers should be required to make a report at each committee meeting. In this way the committee can keep proper control of the club's activities. All meetings will be minuted and kept for a minimum of 6 years.

One person can not fill more than one of these functions, as teamwork in the organisation of the club is as essential as teamwork on the field of play. As the club progress up the leagues, a greater number of duties/responsibilities may have to be undertaken by the club and additional officers may be required (e.g. someone to produce a match day programme or a specialist Fixtures Secretary).

### Chairperson

The Chairperson does not have specific duties, he or she will oversee the work carried out by the other officers and preside over committee meetings.

### Secretary General

The Secretary is the official contact between the club and any competition/County Football Association and therefore The Football Association. The County Football Association will correspond with the Secretary rather than other club officials. The Secretary's duties will also include:

- **Affiliation.** Each established club is required to renew its affiliation to its County Football Association each year. A form for this purpose is dispatched to each club and it is advisable to complete the form and return it with the appropriate fees to the County Football Association office as soon as possible.
- **League membership.** In most cases established clubs will be sent membership renewal forms by each league or other competition in which it competes.
- **Correspondence.** All correspondence must be dealt with without delay. This is most important for any disciplinary matters.
- **Insurance.** The club will have insurance cover for their officials and players in case of injury or accident while travelling to matches or playing football. The Club will ensure that there is suitable public liability insurance in place, either by the pitch hirer or by the club or County Football Association.

- **Club records.** The maintenance of comprehensive club records is essential. The following information needs to be accurately maintained:
  - **Financial records.** Financial records must be kept to record income and expenditure, and any assets (e.g. vehicles) or liabilities (e.g. any loans). This information shall be provided by the Treasurer. All normal Inland Revenue and Customs and Excise requirements will need to be met, on so much as they apply.
  - **Players' register.** An up-to-date record of the names, addresses and dates of birth of all past and current club players and officials must be maintained. Registration forms must be obtained, correctly completed and forwarded to the appropriate competition officer, within the prescribed time, as set out in the competition rules.
  - **Transfers.** Clubs wishing to sign a player registered with a club playing in the same league must refer to the rules of transfer as determined by the league.
  - **Contract players.** A contract player is a player who has signed a standard FA contract which must be lodged with the Football Association to make it valid. Players who have signed for clubs as players under written contract are not permitted to play for any other club while the contract remains in force. If a club is to claim compensation for the transfer of any player, that player must be under written contract or have been offered re-engagement in accordance with FA Rules.
- **Notification.** Notify all leagues and competitions in which your club competes of any change of any officers.
- The County Football Association must also be informed in writing of a change in Secretary or Chairperson.

#### **Secretary match duties**

In respect of match duties the Secretary must ensure that:

- **Date, venue, colours and timings.** Opponents and match officials are notified of the exact location, time of kick-off and colours (shirts, shorts and socks). Maximum notice should be given (competition rules generally give details of minimum notice required). If there is a clash of colours, arrange for the away team to change (N.B. some competitions may require home team to change colours). Make certain that the goalkeepers' jerseys are a different colour from those to be used by both teams. Some competitions permit notification to be made by telephone. Others require notification in writing. Check the rules to avoid problems, which may lead to fines. Telephone contact has its advantages as a rapport can be established with other clubs, but can lead to confusion and/or disputes at a later date. It is better to confirm any telephone arrangements in writing immediately whenever possible.
- **Knock-out competitions.** If involved in a knock-out competition, check the rules relating to qualification of players, number of substitutes allowed and method of obtaining a result if the match is drawn (i.e. extra time, replay or kicks from the penalty mark).
- **Travelling time.** When travelling to away matches, sufficient time must be allowed to arrive without causing a late kick off. The home team should arrange for the dressing rooms to be opened at least one hour before the game.
- **Match balls.** Match balls which meet the requirements of Law 2 of the Laws of Association Football have to be provided. The competition rules may state how many match balls need to be provided, but at least two should be available.

- **Match Officials**
  - Confirm appointment of Referee. If a Referee has not been appointed, arrange for a club member (preferably a qualified Referee) to be available to take charge.
  - Arrange for someone to greet the Referee and make him/her feel welcome.
  - Submit team sheet to match officials and opposition when required by rules of competition.
  - Ensure that the Referee is paid promptly after the match (always obtain a receipt) according to competition rules.
  - If possible appoint competent Club Assistant Referees. Some competitions permit substitutes to act as Club Assistant Referees, but it is neither advisable nor desirable.
- **Results.** Ensure that the result is telephoned to the league or the competition secretary as soon as possible after the match. The rules of the competition will state the time by which a result must be notified. If the club competes in more than one league/competition, make sure that a match return card is completed and submitted to the competition within two days after the match. Insert the details required and ensure the Referee is marked accurately on his performance.
- **Disciplinary procedures.** Responding to disciplinary matters issued by the County Association is strictly the responsibility of the club. It shall be the duty of the club Secretary and the player or official involved, within 14 days of the date stated on the notification, to ensure that the Association Secretary receives such information as may be demanded necessary. Failure to do so may lead to further action being taken against the club and/or the player or official. Club secretaries are advised to refer to the full disciplinary procedures in their County FA Handbook.
- **Hospitality.** Provide appropriate hospitality for opponents and match officials according to club custom or competition requirements.

### **Treasurer**

The Club Treasurer must manage and administer finances for the club. The additional issues that require the Treasurer's attention are as follows:

- The income and expenditure record and balance sheet must be presented to the club's annual general meeting and considered there by the members.
- A cash book and all vouchers must be retained by the club for at least two seasons proceeding the current season to be available for production to the County Football Association whenever required. The Inland Revenue or other bodies may require more.
- A financial statement must be prepared which must be verified each year by an appropriately qualified person. A copy of any financial statement shall, on demand, be forwarded to the Football Association.
- When a club official with the authority to sign cheques is appointed, the bank must be notified without delay and a new bank mandate must be completed.
- Establish the dates by which All County Football Association, league or other competition fees are due, as fines may be imposed for late payment.
- All clubs should operate a separate bank or building society account for the transaction of club business.

### **Fund-raising Chairperson**

The Fundraising Chairperson should organise the fundraising meetings of the club, these should be minuted to ensure key points can be relayed back to the main committee for approval, if required and ensure the fundraising is split between the relevant age groups. They should be the clubs contact with their County Football Association for details of any FA grants and loans and other funding opportunities available from the Football Association or other sources.

### **Chair of the Coaches**

The Chair of the Coaches should organise regular meetings of the club's coaches to ensure they are working to the same goals and that items such as selection policy, team development and coach developments are being progressed. They should ensure key points are relayed back to the main committee for approval, if required and ensure that best practices from their County Football Association and the FA are being delivered to all involved in the coaching side of the club.

### **Club Welfare Officer**

The Club Welfare Officer should be responsible for all of the Child Protection Officers and ensure that the club is aware of all of the latest guidelines as laid out by their County Football Association and the FA and liaising with the relevant authorities and agencies. They need to ensure all CRB checks are up to date and any child protection issues are dealt with quickly and efficiently within the clubs guidelines. The welfare of the children should always be their primary focus and commitment.

### **The Minutes Secretary**

The Minutes Secretary is responsible for ensuring an accurate record is kept all the key points in the monthly meetings and the AGM and that the minutes are distributed and kept as a record of the clubs affairs for 6 years.

### **Club Rules**

**1. Name...**Coxhoe United F.C. (the Club)

**2. Objectives**

The object of the club shall be to introduce and improve children of all levels and ages to the game of Association Football including where possible the arrangement of Association Football matches for all members and provide social activities for all club members. The club also has a wider responsibility to the community to ensure its activities and objectives also match those of other organisations within the village and wider community.

**3. Status of Rules**

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

**4. Rules and Regulations**

- a) The Club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent 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 the Club Rules.
- b) No alteration to the Club Rules shall be effective without prior written approval by the parent association.
- c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

## **5. Club Membership**

- a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall 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 shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- d) The Football Association and Parent County Association shall be given access to the Membership Register on demand.

## **6. Annual Membership Fee**

- a) An annual fee may be payable by each member but this shall be determined by the Club Committee each year. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be returnable.
- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

## **7. Resignation and Expulsion**

- a) 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. A member whose annual membership fee or further subscription is more than two months in arrears shall be deemed to have resigned.
- b) The Club Disciplinary 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.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

## **8. Club Committee**

- a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Minutes Secretary, Club Welfare Officer, Fundraising Chairperson and the Chair of the Coaches.
- b) A full committee would be formed from the officials above with the addition of the following:- Child Welfare Officers and 1 elected representative from each team or age group if no team registered (Each team to nominate a representative)  
The full committee would sit for annual general meetings or special general meetings only.
- c) All officers are elected at an Annual General Meeting.
- d) Each Club Officer shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. No Individual person may hold more than one position of Club at any time.  
The Club Committee shall be responsible for the management of all the affairs of the Club, however all meetings can be attended by members registered with the club and with the prior agreement of the Chairman they may make representation. Decisions of the Club Committee shall be made by a simple majority of those officials attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.  
Meetings of the Club Committee shall be chaired by the Chairperson or in their absence by the Vice Chair.  
The quorum for the transaction of business of the Club Committee shall be five.
- e) Decisions of the Club Committee at meetings shall be entered into the Minute Book of the Club to be maintained by the Minutes Secretary.
- f) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than eight meetings a year.

- g) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- h) Save as provided for in the Rules and Regulations of The Football Association and the County Association, to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- i) A Disciplinary Committee is available to deal with complaints received or breaches of Club Rules and Codes of Conduct – see Club Complaints Procedure.

## **9. Annual and Special General Meetings**

- a) An Annual General Meeting (AGM) shall be held in each year to:
  - i) Receive a report of the activities of the Club over the previous year
  - ii) receive a report of the Club's finances over the previous year
  - iii) elect the members of the Club Committee
  - iv) consider any other business
- b) Nominations for the election of members as Club Officers or as members of the Club Committee 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 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- e) The quorum for a General Meeting shall be 7
- f) The Chair, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- g) The Minute's Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## **10. Club Teams**

At its first meeting following each AGM the Club Committee shall appoint a Manager / Coach to be responsible for each of the Club's football teams. The appointed Manager / Coach shall be responsible for managing the affairs of the team for the following season. The appointed Manager / Coach shall present to the Club Committee prior to the AGM a written report of the activities of the team in the intervening period.

## **11. Club Finances**

A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be appointed at the AGM with a minimum of three signatories. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

- a) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- b) The Club Committee shall have 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.
- c) The Club shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.

- d) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians (the Custodians), one of whom 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.
- e) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- f) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by the Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall be vested automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- g) The Custodians shall 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.

## **12. Dissolution**

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

## **13. Club Complaints Procedure**

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

- o They should report the matter in writing to the Club Secretary or another elected official of the Committee, the report should include:
  - Details of what, when and where the occurrence took place.
  - Any witness statement and names
  - Names of others who have been treated in a similar way.
  - Details of any former complaints made about the incident, date, when and to whom made.
  - A preference for a solution to the incident.
- The Club's Disciplinary Committee will sit to hear any complaints received or to resolve any breaches of Club rules or Codes of Conduct and will consist of the following club officials;
  - Secretary (Chairperson)
  - Vice Chairman
  - Child Protection Officer
  - Manager / Coach
  - Chair of the Coaches

The Committee will sit as soon as possible after the incident or receipt of any complaint to resolve the issue. Any appeal against the decision of the Disciplinary Committee must be made in writing to the Secretary within 7 days of the meeting and will result in an Appeals hearing, the Appeals Committee will consist of the following club officials ;

- Chairman (Chairperson)
- Treasurer
- Club Welfare Officer

The decision of the Appeals Committee shall be final.

## **Codes of Conduct.**

Football is the national game. All those involved with the game at every level, whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of the Football Association.

### **Community**

Football at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

### **Equality**

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### **Participants**

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

### **Young People**

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

### **Propriety**

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

### **Trust and Respect**

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

### **Violence**

Football rejects the use of violence of any nature by anyone involved in the game.

### **Fairness**

Football is committed to fairness in its dealings with all involved in the game.

### **Integrity and Fair Game**

Football is committed to the principle of playing to win consistent with Fair Play.

## **Code of Conduct for Managers /Coaches**

Managers / Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affect the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Managers / Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for managers / coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate from a win-at-all-costs attitude.

Increased responsibility is requested from managers / coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

The FA Coaches Association Code of Conduct (which reflects the standards expressed by sports coach UK) and forms the benchmark for all involved in coaching.

### **The FA Coaches Association Code of Conduct**

1. Managers / Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Managers / Coaches must place the well being and safety of each player above all considerations, including the development of performance.
3. Managers / Coaches must adhere to all guidelines laid down by the governing bodies.
4. Managers / Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Managers / Coaches must not exert undue influence to obtain personal benefit or reward.
6. Managers / Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Managers / Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Managers / Coaches should, at the outset, clarify with the players (and where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Managers / Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Managers / Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Managers / Coaches must consistently display high standards of behaviour and appearance.
12. Not to use or tolerate inappropriate language.

### **Code of Conduct for Players**

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This code focuses on players involved in top-class football. Nevertheless, the key concepts in the code are valid for players at all levels.

#### **Obligations towards the Game**

A player should:

- Make every effort to develop their own sporting abilities in terms of skill, technique, tactics and stamina
- Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time-wasting
- Always have regard to 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

#### **Obligations towards One's Own Team**

A player should:

- Make every effort consistent with Fair Play and the Laws of the Game to help his own team win
- Resist any influence which might, or might be seen to, bring into question his commitment to the team winning

#### **Respect for the Laws of the Game and Competition Rules**

A player should:

- Know and abide by the laws, rules and spirit of the game, and the competition rules
- Accept success and failure, victory and defeat, equally
- Resist any temptation to take banned substances or use banned techniques

### **Respect towards Opponents**

A player should:

- Treat opponents with due respect at all times, irrespective of the result of the game
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents

### **Respect towards the Match Officials**

A player should:

- Accept the decision of the Match Official without protest
- Avoid words or actions which may mislead a Match Official
- Show due respect towards Match Officials

### **Respect towards Team Officials**

A player should:

- Abide by the instructions of their coach and Team Officials, provided they do not contradict the spirit of this code
- Show due respect towards the Team Officials of the opposition

### **Obligations towards the Supporters**

A player should:

- Show due respect to the interests of the Supporters
- Never get involved verbally or physically with any supporter from either your team or the opposition.

### **Code of Conduct for Team Officials**

This Code applies to all team/club officials (although some items may not apply to all officials).

#### **Obligations towards the Game**

The Team Official Should:

- Set a positive example for others, particularly young players or supporters
- Promote and develop his own team having regard to the interest of the players, supporters and reputation of the national game
- Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interest
- Avoid all forms of gamesmanship
- Show due respect to Match Officials and others involved in the game
- Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game
- Not use or tolerate inappropriate language

#### **Obligations towards the Team**

The team official should:

- Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means
- Give priority to the interests of the team over individual interests
- Resist all illegal or unsporting influences, including banned substances and techniques
- Promote ethical principles
- Show due respect to the interests of players, coaches and other officials, at their own club/team and others.

#### **Obligations towards the Supporters**

The team official should:

- Show due respect to the interest of supporters.

## **Respect towards the Match Officials**

A team official should:

- Accept the decision of the Match Official without protest
- Avoid words or actions, which may mislead a Match Official.
- Show due respect towards Match Officials.

## **Code of conduct for Parents / Spectators**

- Parents/spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun.

### **Obligations during a Game.**

#### **Parents / Supporters should;**

- Applaud the opposition as well as your own Team.
- Avoid coaching the child during the game.
- Refrain from shouting and screaming.
- Respect the referee's decision.
- Give attention to each of the children involved in football, not just the most talented.
- Give encouragement to everyone to participate in football.
- Not use inappropriate language.

### **Please remember positive encouragement will contribute towards;**

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improvement in the child's skills and techniques.

### **A parent's / supporter's expectations and attitudes have a significant bearing on a child's attitudes towards;**

- Other players.
- Officials.
- Managers / Coaches.
- Supporters.

Ensure that parents/spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy.

## **Anti-discrimination and Equal Opportunities Policies for Clubs**

As the governing body of the game, the Football Association is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic, origin, colour, religion, or ability and to encourage equal opportunities.

The following policies are to be at the heart of our club's activities.

### **Anti-Discrimination Policy for Clubs**

- Coxhoe United 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 everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

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

This includes:

- The advertisement for volunteers
  - The selection of candidates for volunteers
  - Courses
  - External coaching and education activities and awards
  - Football development activities
  - Selection for teams
  - Appointments to honorary positions
- Coxhoe United Football Club will not tolerate sexual or racially based harassment to 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.
  - Coxhoe United Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.

### **Equal Opportunities Policy**

- Coxhoe United Football Club 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 and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- All members are expected to abide by the requirements of the Race Regulations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited in:
  - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
  - Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different to the requirements of others.
  - Imposing on an individual, requirements which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
  - Victimisation of an individual.
  - Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
  - Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the club's recruitment, selection, promotion and training processes, as well as disciplinary and other matters (in other words all instances where those in control of members are required to make judgements between them) it is essential that merit, experience. Skills and temperament are considered as objectively as possible.
- Coxhoe United Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practise cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.
- Coxhoe United Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting, assistance will be given wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

**Incident/Accident Report Form**

Coxhoe United Football Club

- 1 Site where accident happened:
- 2 Name of person in charge of session/competition:
- 3 Name of injured person:
- 4 Address of injured person:
- 5 Date and time of incident/accident:
- 6 Nature of incident/ accident:
- 7 Give details of how and precisely where the accident took place. Describe what activity was taking place (e.g. training programme, getting changed):
- 8 Give full details of the action taken including any first aid treatment and the name(s) of the first-aiders(s):
- 9 Were any of the following contacted:
 

Police	Yes	ﻓ	No	ﻓ
Ambulance	Yes	ﻓ	No	ﻓ
Parent/Guardian	Yes	ﻓ	No	ﻓ
- 10 What happened to the injured person following the incident (e.g. went home, went to hospital, carried on with session)?
- 11 All of the above facts are a true and accurate record of the incident /accident.

Signed: ..... Date: .....

Name (print): .....