



Leys Park Football Club

Club Handbook

**Adopted by the Club as of
Sunday 26th June 2022**

Introduction

This handbook has been created to ensure efficient running of the Club and to avoid unnecessary issues and misunderstandings of the rules and procedures of the Club. These rules are here to enable members to have a voice and an opportunity to propose anything that they feel could benefit the Club.

Club Constitution and Rules

1. Name and Address

- (a) The Club shall be known as Leys Park Football Club.
- (b) The address of the Club shall be that of the Club Secretary.

2. Objects

- (a) To promote and develop in all aspects the game of Football among children of different ages and abilities.
- (b) To provide equal opportunities for children and young people to play in a safe environment.
- (c) To develop players to play football at the highest level possible.
- (d) To learn the importance of teamwork, sportsmanship and most importantly to have fun.

3. Affiliation

- (a) The Club shall be affiliated to Essex County Football Association and will participate in any football competition which the committee shall approve.

4. Status of Rules

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

5. Rules and Regulations

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours 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"), Essex County Football Association to which the Club is affiliated ("Essex County Football Association") and Competitions in which the Club Participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior approval by at least two-thirds of the Committee members present at such meeting.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

6. Committee

- (a) The Committee of the Club shall form two sections, **Senior Committee**, which will consist of our founding members Tony Whitham and Scott Whitham, Lisa Whitham; Club Secretary and Mark Berry; Club Chairman. Tony Whitham is also the Treasurer and Scott Whitham is the Child Welfare Officer. The **Junior Committee**, will consist of our Managers, Coaches and our 2 Parent Reps.
- (b) The Senior Committee reserve the right to create new positions during the season.
- (c) A Committee member may hold more than one position on the committee.
- (d) A Parent Rep will hold the position for no longer than 2 consecutive seasons.
- (e) Each Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“EGM”). The Club Committee shall be responsible for the management of all the affairs of the Club.
- (f) Save as provided for in the Rules and Regulations of The FA, the Essex County Football Association and any applicable Competition, the Club Senior Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football Club.

7. Annual and Extraordinary General Meetings + Committee Meetings

- (a) An 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) The AGM shall be held no later than end of August. The Club will give a minimum of 14 days’ notice of when it will be held.
- (c) All Committee members shall endeavour to attend Club meetings.
- (d) The Committee meetings shall follow a core agenda plus any other agenda put forward by the Committee in advance of the meeting. Any member not in attendance will accept the decisions made and accept the voting decision on all matters of the meeting. A minimum of 3 Committee members **MUST** be present.
- (e) Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairman of the Club shall have a casting vote in the event of a tie.
- (f) A Committee meeting shall be held on a bi-monthly basis. The Club will give members a minimum of 7 days’ notice of when it will be held. If a meeting is not required, then we will go for another two months before the next one is held.
- (g) Meetings of the Club Committee shall be chaired and minutes taken by a member of the Senior Committee.
- (h) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

8. Discipline

- (a) The Disciplinary Committee shall be made up of the Senior Committee members **ONLY**.
- (b) The Disciplinary Committee shall have the final say over discipline matters and shall issue a reprimand if they see fit. A minimum of 3 members must be present and agree in order to issue a reprimand.
- (c) The Committee and Disciplinary Committee shall have absolute discretion in matters not covered in the Club Handbook and the Code of Conduct.
- (d) Club officials fined by Essex County FA or their respective League shall be held responsible for the payment of such fines. This is non-negotiable and if payment is not received in the relevant time, the official could be removed from the Club. For players their Parent/Guardian shall be liable for payment of fines unless agreed by the Disciplinary Committee. Non-payment could see the player omitted from the team until it has been paid. If the offence is severe then the Club has every right to terminate that players position within the team and could fine the player internally as well as the mandatory County fine. However, this will be considered as a last resort and the outcome will be decided by the Senior Committee.
 - i. All fines that are given out by the Club will not benefit the Club in any way. All fines that are payable to the Club will be donated to the Clubs chosen charity which is the Lymphoma Action Charity. Lymphoma Action is a registered charity in England and Wales (1068395).
- (e) Any member of the Club committing a misdemeanour or misconduct may be called before the Disciplinary Committee to explain their actions. Sanctions could include a verbal warning, written warning, temporary suspension or you could be removed from the Club with immediate effect. These actions are non-negotiable.
 - i. The Club will **NOT** tolerate any form of abuse. Whether it be Physical Abuse, Emotional Abuse, Sexual Abuse, Neglect or Bullying. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
 - ii. The Club will **NOT** tolerate any racism whatsoever, whether it be in person or over social media. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

9. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club ("Leys Park Football Club"). Designated account signatories shall be 2 members of the Senior Committee. All monies payable to the Club shall be paid directly into the Club account.
- (b) The Senior Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club. This will be done at the discretion of the Senior Committee.
- (c) Our account year shall run from the 1st June – 31st May.

10. Membership

- (a) Membership of the Club shall be limited to;
 - i. Playing members with a minimum age of 6 years by the 31st August of the current season.
 - ii. Playing members in our Mini Kickers (Aged 4-6 years).
 - iii. Non-playing members as invited by the committee.
- (b) An annual fee payable by each member shall be determined by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall **NOT** be repayable.
- (c) At the Club a player's parent/guardian will pay a Sign on Fee (once per season) and Subs Money (monthly). The prices will be agreed at the beginning of each season by the Club's Committee. This money **MUST** be paid on time and in full.
 - i. Failure to pay these costs on time could result in your child being withheld from playing matches. This action could be taken if you get 1 full month behind with payment (subs only). If you do not pay this money on time, then you will have the first week of the following month to pay in full.
 - ii. If there is a problem with paying your subs money on time, then please talk to a Senior Committee member and we can arrange a plan to move forward.
 - iii. Subs money **MUST** be paid at all times; this is **NOT** an attendance payment.
- (d) If a parent/guardian has more than one child at the Club, they could be eligible for a discount on their fees. The amount of discount shall be agreed at the AGM and applied at the discretion of the Senior Committee.
- (e) Once a player is accepted into the Club they will be supplied with adequate clothing that represents the Club. This clothing, whilst at the Club, is the responsibility of you, the player. If any item is damaged or lost, then you will be liable to pay for a replacement. It is also the responsibility of the parent/guardian to ensure their children have the appropriate footwear, clothing, shin pads and drink at all times.
- (f) If a player joins **Leys Park FC** from another Club, then all outstanding payments **MUST** be paid in full and kit returned to the previous Club before they can sign with us.
- (g) Whilst as a Club we can't stop you from offering your child incentives when they play matches. Please could you not do this as it increases selfishness and greediness on the pitch. Your child's team manager work hard on developing their players to play a team game. By doing this reduces their development.
- (h) Whilst we endeavour to abide by equal game time. Players that miss training frequently and often could see their game time limited. This will be at the discretion of the team's manager. Please ensure you have open dialogue with the manager at all times to avoid this issue. This will be a last resort.
- (i) If a player decides to leave the Club or is removed from their team then all outstanding payments **MUST** be paid on time, in full and without incident. All items **MUST** be returned to the Club immediately. **NO** player owns their clothing; they are sponsored/remain the property of **Leys Park FC**.
 - i. A player will have 2 weeks from his notice period to pay any outstanding money and return all items. If this is not achieved in the agreed two weeks, then you'll be sent an invoice for the whole lot which will be priced at **£75** for the Match day kit, **£50** for the training kit plus **£50** for the coat. Obviously, this will be a last resort and we hope to get things sorted out amicably and without incident. If we cannot resolve, then it'll be classed as theft and it will get taken further.

11. Misc.

- (a) At the Club we encourage support at all times, however, on match days please **DO NOT** coach your child and give instructions, leave this down to the management team only. This is to avoid confusion and over coaching of the player.
- (b) Committee members that have a child or children playing for the Club will be eligible for a discount on their membership fees. This is to compensate them for their time they dedicate to the Club. The type of discount is at the discretion of the Senior Committee.
- (c) Club members are asked to contact their child's manager or any committee member if they feel they have any issues that need addressing. If it's a Welfare issue then please immediately speak to the **Child Welfare Officer, Scott Whitham**, in the first instance.
- (d) The Club shall pay for the Manager/Coaches the following;
 - Enhanced DBS Check
 - Safeguarding Children Course
 - Introduction to First Aid in Football
 - Introduction to Coaching Football Course (Level 1)

All we ask is they complete 2 full seasons in their role. If they leave before this, then they will be liable to pay the Club back.

- (e) No Club member should make any purchase on behalf of the Club without prior permission of the Treasurer. Any member in breach of this rule will **NOT** be reimbursed.
- (f) At the end of each season the Club shall host a presentation evening to celebrate the Club's activities and achievements that season. Each player shall receive a participation trophy. There will also be 5 specialist trophies per team. These shall be Managers Player, Parents Player, Players Player, Most Improved Player and Team Player Award.

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 Senior Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) If the Club was to finish or dissolve, the assets that the Club has will go into paying off debts that the Club has built up. If the Club has no debts to pay off, then the money will be donated to a charitable organisation that follows the same procedures and aims/objectives that we follow; this will be the **Lymphoma Action Charity (1068395)**.

Leys Park FC Safeguarding Children Policy

OUR RESPONSIBILITIES

As an England Football Accredited Club, Leys Park Football Club acknowledges our responsibility to safeguard the welfare of every child and young person and are committed to providing a safe environment for all. We recognise that a child is anyone under the age of 18 and subscribe to The Football Association's (The FA) Safeguarding Children Policy and Procedures.

Our Football Club endorses and adopts the following key safeguarding principles:

- the child's welfare is, and must always be, the paramount consideration;
- all children and young people have a right to be protected from abuse regardless of their; age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity;
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately; and
- working in partnership with other organisations, children and young people and their parents/ carers is essential.

Leys Park Football Club acknowledges that every child or young person who plays or participates in football must be able to take part in an enjoyable and safe environment and be protected from poor practice, inappropriate behaviour and abuse. This is the responsibility of every adult involved in our Club, including the parents/carers of our players and we will effectively communicate this to our members throughout the season.

Leys Park Football Club commits to ensuring that children and young people have the right to take part, be heard and have their views and opinions taken into consideration when making Club decisions and actions that concern them.

OUR ROLE

Leys Park Football Club has a responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The FA's Safeguarding Children Regulations (see The FA Handbook) apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials, helpers on Club tours, or medical staff or other Club officials/helpers.

SAFER RECRUITMENT

We endorse and adopt The FA's Safer Recruitment guidelines and where an individual is going to take on a specific role for the Club we will:

- Specify what the role is and what tasks it involves;
- Request identification documents;
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them;
- Ask for and follow up with 2 references before appointing someone; and
- Where eligible require an FA-accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations. Everyone working in eligible roles with children and young people, such as coaches/managers, first aiders and physiotherapists, are required to hold an in-date FA-accepted DBS enhanced with barred list Check as part of safer recruitment practice and we commit to managing this consistently with individuals in current roles and those new to role.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Leys Park Football Club, guidance will always be sought from the County Football Association (CFA) Designated Safeguarding Officer (DSO).

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

OUR CLUB WELFARE OFFICER

Leys Park Football Club has appointed a Club Welfare Officer (Youth Teams) (“CWO”) in line with The FA’s role profile who has completed the Safeguarding Children and Welfare Officer Courses. We commit to supporting the post holder to be involved with ongoing Welfare Officer training provided by The FA and/or CFA. Our CWO is the first point of contact for all parents/ carers and Club officials regarding concerns about the welfare of any child or young person. The role of the CWO and their contact information is widely communicated throughout the Club. The CWO will liaise directly with the CFA DSO and will be familiar with the procedures for referring any concerns. The CWO will also play a proactive role in increasing awareness of respect, acceptable behaviours, how to deal with low-level concerns and how to report abuse. We recognise the need for proportionality in appointing individuals to the role of CWO (Youth Teams) and where appropriate Assistant CWO (Youth Teams) to ensure visibility for our membership. Where needed, we will appoint Assistant Club Welfare Officers (Youth Teams) to support the Club and CWO to bring this policy to life and to drive safer working practice and a proactive culture as is necessary.

BULLYING

We acknowledge and endorse The FA’s identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our Club. All players and parents/carers will be able to access our anti-bullying policy and know that incidents will be dealt with appropriately. Incidents need to be reported to the CWO and in cases of repeated and/or serious bullying the CFA DSO may be contacted.

ACCEPTABLE BEHAVIOUR WHEN WORKING WITH YOUNG PEOPLE

Everyone who works or volunteers with children is responsible and accountable for the way in which they behave around and towards them. Every child has a right to be treated with respect and dignity. We always require adults within our Club to exhibit acceptable behaviour. We adopt The FA’s ‘Acceptable Behaviours guidance (5.7)’.

Codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by our Club. The Club has clear actions it will take regarding breaches of the codes, repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances.

REPORTING CONCERNS

In this Club, safeguarding is everyone’s responsibility, and we know that inaction is not an option. If anyone is worried about a child, they must report their concerns to our CWO (Youth Teams).

Our CWO will manage low-level concerns and where necessary seek advice from the CFA DSO.

- Our CWO will make referrals about more serious concerns to the CFA DSO, or in an emergency contact the Police or Children’s Social Care. We will ensure that if the child needs immediate medical treatment that we take them to a hospital or call an ambulance and tell them it is a child protection concern.
- Our CWO will keep records of the actions taken and keep the CFA DSO informed.

If at any time our CWO is not available, or the matter is clearly serious, all our members must be aware that they can:

- Contact the CFA DSO directly;
- Contact The FA's Safeguarding Team via Safeguarding@TheFA.com;
- Contact the Police or Children's Social Care; and/or
- Call the NSPCC Helpline (Monday to Friday 8am-10pm or 9am-6pm at the weekends) for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk.

WHISTLEBLOWING

Leys Park Football Club supports The FA's Whistle Blowing policy (as described in this paragraph) which requires any adult or young person with concerns about an adult in a position of trust within football to 'whistle blow' by contacting The FA Safeguarding Team by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC. We encourage everyone to know about The FA's Whistleblowing Policy and to use it when necessary.

OUR COMMITMENT

As an England Football Accredited Club, our Committee understands and accepts the collective responsibility to adhere to our safeguarding children policy and procedures and to ensure that safeguarding is always an agenda item at our committee meetings. We commit to proactively sharing our policy, procedures and CWO contact details with our members.

Leys Park FC Code of Conduct

Team Managers, Coaches and Club Officials

Play your part and support the FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the Referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests
- I will make myself familiar with safeguarding practices & review guidance on **physical contact** (5.6) & **Acceptable Behaviours When Working with Young People** (5.7) documents on the safeguarding section of EnglandFootball.com

I understand that if I do not follow the Code, I may be:

- Required to meet with the Club Committee, League or CFA Welfare Officer
- Suspended by the Club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn



We ONLY
do
Positive.

Leys Park FC Equality Policy

Leys Park Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

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

Leys Park Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

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

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

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

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

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

Photography / Video Consent Form

Leys Park Football Club recognises the need to ensure the welfare and safety of all young people in sport.

At times the Club may wish to take photos/videos of the team or individuals in it. We adhere to FA Guidelines to ensure these are safe and respectful and used solely for the purposes they are intended for, which is promotion and celebration of the activities of the Club, training and sponsorship purposes.

The Club will take all steps to ensure these images/videos are used solely for the purposes they are intended. Only Club officials or those appointed by the Club will be permitted to take photographs/videos of the children for publication on the Club's website (www.leysparkfc.co.uk), the Club's Facebook group (www.facebook.com/groups/LeysParkFC), the Club's Instagram page (www.instagram.com/LeysParkFC) and the Club's Twitter page (www.twitter.com/LeysParkFC).

Please indicate if this is acceptable to you by giving consent to your child being photographed for publication "solely" on the Club's website (www.leysparkfc.co.uk), the Club's Facebook group (www.facebook.com/groups/LeysParkFC), the Club's Instagram page (www.instagram.com/LeysParkFC) and the Club's Twitter page (www.twitter.com/LeysParkFC).