



# Whiteknights Football Club

Club Handbook  
2011/2012 Season



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## Statement of Whiteknights FC Objective and Values

Whiteknights Football Club is based at the University of Reading and has a membership of over 160 children aged between 5 and 18 years.

Whiteknights Football Club is a friendly and inclusive club, with our prime motivation being to provide a safe, structured and above all fun environment for young players to develop their skills and understanding of football. Our style is perhaps one that is more encouraging than competitive, although our older age groups all play in local leagues.

The club runs Saturday morning coaching sessions for the younger age groups (U6 through U8), and has a totally open door policy - everyone is welcome to participate. For these age groups we also entertain many clubs to friendly fixtures over the season.

The older age groups (U9 through U18) play 7-a-side or 11-side league and cup football in the South Chiltern Minor League and Berkshire Youth Development League.

The Club encourages both boys and girls to join. Training and competition is usually mixed up to U11, with dedicated boys and girls teams for U12 and above, in accordance with FA rules.

The pinnacle of each season's calendar is the annual football festival, in which we host over 200 teams from the South-East to participate in a small sided tournament. This weekend brings the whole club together, and is vital in generating income to sustain the ongoing development of Whiteknights FC (See Appendix 2)

## Club History

Whiteknights Football Club was established in 1986 by a group of parents and children who met together on Saturday mornings at the Whiteknights campus of Reading University to play football.

As numbers grew, a formal arrangement was made with the University for the use of their facilities. This arrangement has stood ever since and we are grateful for their continuing support.

## Season Chairman

All posts within Whiteknights Football Club are held by volunteers who are listed in appendix 1. These volunteers have been chaired by the following individuals since the clubs inception in 1986.

Season	Chairman	Season	Chairman
1986/1987	Peter Eatherley	1987/1988	Peter Eatherley
1988/1989	Peter Eatherley	1989/1990	Peter Eatherley
1990/1991	Chris Jupp	1991/1992	Mike Wood
1992/1993	Peter Burton	1993/1994	Peter Burton
1994/1995	Peter Burton	1995/1996	Peter Burton
1996/1997	Peter Burton	1997/1998	Chris Warren / Richard Absalom
1998/1999	Chris Rayner	1999/2000	Chris Rayner
2000/2001	Harry Prestidge	2001/2002	Harry Prestidge
2002/2003	Harry Prestidge	2003/2004	Harry Prestidge / Phil Marsh
2004/2005	Harry Prestidge / Phil Marsh	2005/2006	Harry Prestidge / Phil Marsh
2006/2007	Phil Marsh	2007/2008	Steven Pearse
2008/2009	Steven Pearse	2009/2010	Steven Pearse
2010-2011	Steven Pearse	2011/2012	Steven Pearse

Whiteknights FC is affiliated to the Berks and Bucks Football Association which itself is a member of the Football Association of England and Wales.

Whiteknights Football Club has been awarded FA Charter Standard, in recognition of the high standards of coaching, administration and child protection within the club.

*Note:* Within this handbook the pronouns used are masculine, and should be read as representing both genders.

# **Whiteknights Football Club Code of Conduct**

## ***Whiteknights Football Club Code of Conduct for Football***

### **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 Play**

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

## ***Whiteknights Football Club Code of Conduct for Young Players***

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. As a Whiteknights FC player we expect you to follow this code of conduct.

### **As a Whiteknights FC player, I will:**

- ◆ Always play to the best of my ability
- ◆ Play fairly – I won't cheat, complain or waste time
- ◆ Respect my team-mates, the other team, the referee or my coach/manager
- ◆ Play by the rules, as directed by the referee
- ◆ Shake hands with the other team and referee at the end of the game
- ◆ Listen and respond to what my coach/team manager tells me
- ◆ Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

### **I may:**

- ◆ Be required to apologise to my team-mates, the other team, referee or team manager
- ◆ Receive a formal warning from the coach or the club committee
- ◆ Be dropped or substituted
- ◆ Be suspended from training
- ◆ Be required to leave the club.

### **In addition:**

- ◆ My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- ◆ The FA/County FA could impose a fine and suspension against my club.

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## ***Whiteknights Football Club Code of Conduct for Team Officials***

**We all have a responsibility to promote high standards of behaviour in the game.**

In The FA's survey of over 37,000 grassroots participants, behaviour was the biggest concern in the game. This included both the abuse of match officials and the unacceptable behaviour by over competitive parents, spectators and coaches on the sidelines.

The FA's Respect programme is aimed at tackling unacceptable behaviour across the whole game.

Whiteknights FC expects you to play your part and observe The FA's Respect Code of Conduct for team officials at all times.

### **As a Whiteknights FC team official, I will:**

- ◆ Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- ◆ Adhere to the Laws of the Game
- ◆ Display and promote high standards of behaviour
- ◆ Always respect the match officials' decisions
- ◆ Never enter the field of play without the referee's permission
- ◆ Never engage in public criticism of the match officials
- ◆ Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

### **When working with players, I will:**

- ◆ Place the well-being, safety and enjoyment of each player above everything, including winning
- ◆ Explain exactly what I expect of players and what they can expect from me
- ◆ Ensure the parents/carers of all players under the age of 18 understand these expectations
- ◆ Refrain from, and refuse to tolerate any form of bullying
- ◆ Develop mutual trust and respect with every player to build their self-esteem
- ◆ Encourage each player to accept responsibility for their own behaviour and performance
- ◆ Ensure all activities I organise are appropriate for the players' ability level, experience, age and maturity
- ◆ Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

**I understand that breaches of the code may result in action being taken by my County FA and /or The FA.**

## ***Whiteknights Football Club Code of Conduct for Spectators***

**We all have a responsibility to promote high standards of behaviour in the game.**

This club is supporting The FA's Respect programme to ensure football can be enjoyed by everyone in a safe and positive environment.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

**As a Whiteknights FC spectator, I will:**

- ◆ Remain outside the field of play and behind the Designated Spectator Area (where provided)
- ◆ Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- ◆ Always respect the match officials' decisions
- ◆ Applaud effort and good play as well as success

**In addition, when attending youth games I will:**

- ◆ Remember that children play for FUN
- ◆ Let the coaches do their job and not confuse the players by telling them what to do
- ◆ Encourage the players to respect the opposition and match officials
- ◆ Never criticise a player for making a mistake -mistakes are part of learning

**I understand that breaches of the code may result in action being taken by my County FA and /or The FA.**

## Whiteknights Football Club Child Protection Policy

1. Whiteknights Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
2. The key principles of The FA Child Protection Policy are that:
  - a. The child's welfare is, and must always be, the paramount consideration
  - b. 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 orientation
  - c. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
  - d. Working in partnership with other organisations, children and young people and their parents or carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Whiteknights Football Club recognises that this is the responsibility of every adult involved in our club.

3. Whiteknights Football Club has a role to play in safeguarding 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 Football Association's child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Child Protection and Best Practice Guidelines for Recruiting Volunteers and will:
  - a. Develop a role profile
  - b. Request identification documents
  - c. As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
  - d. Request and follow up with two references before appointing
  - e. Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Whiteknights Football Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Football Club, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

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 'grooming' within football.

5. Whiteknights Football Club supports The FA's 'whistle blowing' policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771, by writing to The FA Case Manager at The Football

Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. Whiteknights Football Club encourages everyone to know about it and utilise it if necessary.

6. Whiteknights Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person.

They will liaise directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

7. 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. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the committee or, in cases of serious bullying contact the CFA CPO.
8. Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Whiteknights Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the CFA in more serious circumstances. All prospective members will be informed of these codes.
9. Further advice on child protection matters can be obtained from:
  - a. The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
  - b. The Football Association/NSPCC Child Protection 24-Hour Helpline 0808 800 5000.
  - c. [www.TheFA.com/Goal](http://www.TheFA.com/Goal).
  - d. The FA child protection team on 0207 745 4649.

## **Whiteknights Football Club Equality Policy**

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, anyone who wants to participate in it.

The FA's commitment is to eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

The FA is also committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community.

The following policy should be at the heart of your club's activities.

### **Equality Policy for Clubs**

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Whiteknights Football Club is equally accessible to them all.

Whiteknights 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.

Our commitment is to confront and eliminate discrimination whether by reason of gender, 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.

Whiteknights Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Whiteknights Football Club will ensure that 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.

Whiteknights 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. Whiteknights Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Whiteknights 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.

Whiteknights 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 relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

Whiteknights Football Club commits itself to the immediate investigation of any claims, when it is 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 imposed as appropriate.

## Club Complaints Procedure

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

1. They should report the matter to the Club Secretary or another member of the Committee. The report should include:
  - a. Details of what, when, and where the occurrence took place
  - b. Any witness statement and names
  - c. Names of any others who have been treated in a similar way
  - d. Details of any former complaints made about the incident, date, when and to whom made
  - e. A preference for a solution to the incident
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
  - a. Warn as to future conduct
  - b. Suspend from membership
  - c. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

If the complaint is with regard to the Club's Management Committee the member has the right to report the discrimination direct to the relevant County Football Association.

# Whiteknights Football Club Constitution

1. NAME The club shall be called WHITEKNIGHTS F.C. (the Club)
2. OBJECTS:
  - a. To promote an interest and involvement in football as a team sport;
  - b. To provide an opportunity for children in the area to meet and take part in football activities, and to encourage equal participation regardless of ability;
  - c. To develop both football and social skills;
  - d. To foster the spirit of good sportsmanship and fairness whilst encouraging the pursuit of excellence;
  - e. To encourage parents to become involved in the activities, affairs of the club and in the development of skills in their children;
  - f. The Club shall be to arrange association football matches and social activities for its members and;
  - g. The Club recognises the role of the University of Reading and will strive at all times to avoid damage to any of the facilities put at the Club's disposal and to maintain a good relationship with University staff.
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 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 a majority decision at a meeting attended by at least six parents, including committee members. Notice of such meetings shall be given at least two weeks in advance.
  - 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. The members shall be the named player plus one adult nominated on the child membership registration form as Parent/Carer. The nominated adult shall not pay any fee.
  - 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 payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- 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 2 months in arrears shall be deemed to have resigned, unless agreed by the Club Committee.
- b. The Club 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.
- 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: Chairman, Vice Chairman, Treasurer, General Secretary and Child Welfare Officer, plus the team managers and other members, as elected at an Annual General Meeting.
- b. 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 of Club Officer at any time. 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. 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 the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be three.
- c. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club General Secretary.
- d. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- e. 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.
- f. 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.

## 9. ANNUAL AND SPECIAL GENERAL MEETING

- 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 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 postal address and/or e-mail 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 four.
- f. The Chairperson 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 Club General 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 Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

#### 11. CLUB FINANCES

- a. A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, Vice Chairperson the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- c. 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.
- d. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- e. The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who 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.
- f. 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.

- g. 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 vest 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.
- h. 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, providing that at least ten Club Committee members attend such a meeting
- 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.
- c. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the University of Reading who shall determine how the assets shall be utilised for the benefit of the community.

## Role and Responsibilities

### *Team Manager*

The team manager's role typically relate to off-field management of the team.

#### **The manager's responsibilities include:**

1. Holds FA Level 1 coaching certificate (unless the team has an appointed coach with this qualification)
2. Maintains upto date FA Emergency First Aid and Safeguarding certificates
3. Financial management of the team. Staying within budget and keeping a positive cash flow during the year. Any single expenditure over £300 and any overspend must be approved in advance by the Chairman.
4. Ensure sufficient funds to cover team expenses for the year. This is primarily achieved through organising team fundraising activities, agreeing the annual player registration fee with the Club Committee, and gaining sponsorship for kit and equipment.
5. Request the purchase of equipment that falls within the team budget.
6. Ensure completed Club Player Registration (including emergency contact numbers) documents and payments are passed to the treasurer.
7. Maintain player records (control of birth certificates, medical cards, passports and FA player registration documents).
8. Take reasonably practicable measures to ensure the safety of players, in particular following the goal post safety guidelines
9. Ensure first aid provision through availability of a suitably trained first aider, and maintenance of a first aid kit (minimum one per team)
10. Distribute game schedules and maps to players, parents and away team manager.
11. Select, book and schedule of training sessions; working with coaches to provide training in line with the guidelines set out in this handbook.
12. Compliance with League and Tournament rules and procedures, including telephoning results to the league official in the time frame requested and completing correctly match card and posting within 24 hours of the match.
13. Book league and cup match pitches at venues selected and approved by the club through the General Secretary.
14. Conduct of anyone associated with the club including Players, Officials and Supporters and adherence to the published Codes of Conduct, Anti-Discrimination and Equal Opportunities Policies and refer any issues through the Clubs Complaint procedure.
15. Attend Club committee meetings (or delegate to a nominated parent) to represent the views of the team, both those of players and parents
16. Team Managers are appointed by the Chairman and will report all disciplinary issues (including yellow and red card offences) and serious injuries to the Chairman or Club Secretary within 48 hours.

## ***Team Coach***

### **The coach's responsibilities include:**

1. FA Level 1 Certificate qualified or intending to complete the FA Level1 Certificate Course.
2. Teach all players:
  - a. the Club's values including the Codes of Conduct.
  - b. rules of the game.
  - c. fair play & respect for others.
3. Develop players' skills and personal esteem.
4. Keep informed on the rules and principles of association football.
5. Maintain the health and safety of players at all times by creating a safe environment with the Team Manager in which activities are carried out. Communicate any concerns that they may have to the Child Protection Officer.
6. Address minor misconduct of players in the correct manner.
7. Coaches shall caution an offending player as to the consequences of continued misconduct, including expulsion from the club by the Team Manager.
8. Coaches shall report all incidents of player or supporter misconduct to the Team Manager.
9. Where the position of Team Manager and Coach is held by one individual and it is recognised by the Club that this individual will need to delegate some of the workload to named volunteers (not the accountability). It's the Clubs view that it is not safe or proper for only one adult to coach sessions on their own, at least two adults must always be present.

## ***Club Welfare Officer***

The responsibilities of the child protection officer include:

1. Completion of the FA Safeguarding and Welfare Officer training
2. To assist the club to fulfill it's responsibilities to safeguard children and young people, implementing its child protection policy.
3. With regard to dealing with allegations or suspicions of abuse. Receive and access information from club staff, volunteers, children or parents and carers who have child protection concerns and record it.
4. Consult initially with a statutory child protection agency such as the local services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible. Make a formal referral if appropriate.
5. Publish and Monitor Child Protection Policies and advise new Officials on joining the club of their responsibilities in the matter of Child Protection and Arrange for CRB enhanced disclosures as required by FA Charter policy.
6. Be aware of the local statutory child protection network, the role of the Area Child Protection Committee (ACPC), the existence of local inter-agency child protection procedures and the relevant contact numbers and addresses of the statutory agencies in their locality.
7. Support Club Officials by giving general guidance when dealing with Child Protection issues.
8. To ensure confidentiality is maintained

## ***Club Chairman***

The Chairman is responsible for (as set out in the Clubs Constitution)

1. Convening all meetings of the Committee.
2. Appointment of Officers.
3. Insuring proper Governance over Club activities.
4. Oversees negotiations of all major spend items >£1000 on behalf of the Club and approve in advance any single or aggregate spend >£300.
5. Acting as Volunteer Co-coordinator - supporting other volunteers and help with the recruitment of new volunteers.

## ***Club Vice Chairman***

The Vice Chairman is responsible for (as set out in the Clubs Constitution)

1. To undertake the responsibilities of the Chairman in the event he/she is unavailable.
2. To undertake any actions as delegated by the Chairman.

## ***Club General Secretary***

The responsibilities of the club secretary include:

1. Minute all meetings.
2. Manage all correspondence
3. Disciplinary Procedures. Respond to any matters issued by the County Association by providing information required of Play or Official in the timescale required.
4. Maintain club register of all players signed on to the club.
5. Ensure that the club affiliation to the County FA is renewed each year.
6. Complete League Membership forms.
7. Ensure that all Player Transfer documents are completed by the rules of the League.
8. Notifies County FA and Leagues of any change of club officials

## ***Club Treasurer***

1. Maintain full fiscal control over the Clubs Income and Expenditure account. Provide Fiscal planning and alert the committee in advance of shortfalls or gaps in the Clubs finances.
2. Publish Monthly Income and Expenditure Statements by team to both Managers and the Club Committee.
3. Organise Annual Player Registration Day prior to the school holidays.
4. Receive and record individual player registration and any sponsorship payments and record all expenditure and assign as appropriate.
5. Draft and have audited annual club accounts.
6. Ensure that the club is insured to cover player or official injury.
7. Ensure that the Club Bank Account is maintained and that Cheque signatories are maintained.
8. Oversee Individual Team Manager Budgets and ensure that financial control is maintained.

## Whiteknights Football Club Goalpost Safety Guidelines

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institute, would like to draw your attention to the following guidelines for the safe use of goalposts.

Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground:
  - a. Portable goalposts must be secured as per the manufacturer's instructions
  - b. Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts
  - c. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn
  - d. Regular inspections of goalposts must be carried out to check that they are properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
3. The use of metal cup hooks on goals will be banned from the commencement of season 2007/08 and match officials will be instructed not to commence matches where such net fixings are evident for safety reasons. Nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks.
4. Goalposts which are 'home made' or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed two standards for goalposts – BSEN 748 (1998) and BS 8462 (2005). It is strongly recommended that you ensure that all goals purchased comply with the relevant standard. A Code of Practice BS 8461 has also been completed and copies of all of these three standards are available from the British Standards Institute.

Funding for replacement goals is available via the Football Foundation and eligibility criteria and further details can be obtained on their web site [www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)

## Appendix 1 – Club Contact List

Name	Surname	Role	Tel	E-mail
Steve	Pearse	Club Chairman	07748 701396	<a href="mailto:pearses@bp.com">pearses@bp.com</a>
Paul	Scholey	Club Treasurer	07890 270534	<a href="mailto:paul.scholey@oracle.com">paul.scholey@oracle.com</a>
Alison	Goodenough	Club General Secretary	07771 438384	<a href="mailto:alison.goodenough@yahoo.com">alison.goodenough@yahoo.com</a>
Margaret	Osbourne	Club Welfare Officer		<a href="mailto:margaret@bradley-osborne.eclipse.co.uk">margaret@bradley-osborne.eclipse.co.uk</a>
Steve	Pearse	U7s Manager	07748 701396	<a href="mailto:pearses@bp.com">pearses@bp.com</a>
Paul	Curtis	U8s Manager	07533 054568	<a href="mailto:paulcurtis62@googlemail.com">paulcurtis62@googlemail.com</a>
David	McGlennon	U9s Manager	07966 128334	<a href="mailto:David.Mcglennon@staples.co.uk">David.Mcglennon@staples.co.uk</a>
Jamei	Fahey	U10s Manager	07932 759636	<a href="mailto:Jamie.Fahey@guardian.co.uk">Jamie.Fahey@guardian.co.uk</a>
Richard	Tyndall	U10s Coach	07880 787007	<a href="mailto:easternave@ntlworld.com">easternave@ntlworld.com</a>
Richard	Close	U11s Manager	07711 148683	<a href="mailto:randkclose@sky.com">randkclose@sky.com</a>
Giles	Allchurch	U11s Manager	07505 307379	<a href="mailto:gilesandmim@tiscali.co.uk">gilesandmim@tiscali.co.uk</a>
Simon	Cox	U12s Manager	07903 380066	<a href="mailto:simoncox_ffc@yahoo.co.uk">simoncox_ffc@yahoo.co.uk</a>
Tim	Painter	U15s Girls Manager	07854 284573	<a href="mailto:timpainter@hotmail.com">timpainter@hotmail.com</a>
Mark	Turner	U16s Boys Manager	07768 847615	<a href="mailto:marktturner68@talktalk.net">marktturner68@talktalk.net</a>
Eric	Burrow	U18s Girls Manager	07554 426975	<a href="mailto:eric.burrow@sky.com">eric.burrow@sky.com</a>

## Appendix 2 Whiteknights Football Festival

Each year Whiteknights FC hosts a small sided football festival (tournament) at Reading Abbey RFC. The event is run over a weekend in May, and typically attracts over 200 teams to participate. The football festival is the major highpoint in our annual calendar, and is crucial to the club's sustainability, as it represents the only regular fundraising event. The festival usually generates in excess of £4000 net income, which is used to significantly subsidise the annual subscription cost for each player, as well as enabling the club to offer further reduced subscriptions for those with financial difficulties. This keeps membership of Whiteknights FC affordable, and encourages a diverse community of players and parents.

The festival is organised and run entirely by volunteers from the club (ie. Players parents and carers). It takes 9 months to plan, with the planning team consisting of: Festival Project Manager, Logistics & Catering Manager, Comms & Marketing Manager, Fixture Manager & Finance Manager. Although the planning team lead the organisation, the club committee retain overall accountability for the festival. The club needs and expects ALL parents / carers to actively participate in preparation and running the event, and this is explicitly stated in the seasonal player registration form.