



# Whiteknights Football Club

Affiliation Number MA000398

## Club Handbook 2008/2009 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 some 150 children aged between 5 and 16 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 (U7 through U9), 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 (U10 through U16) 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.

## 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 Absolom
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

Whiteknights FC is affiliated to the Berks and Bucks Football Association (affiliation number MA000398) 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 Players**

### **Obligations towards the game**

A player should:

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. 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.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship, and time-wasting.
5. 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.
6. Not use inappropriate language.

### **Obligations towards one's own team**

A player should:

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. 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:

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

### **Respect towards Opponents**

A player should:

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

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

A player should:

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

### **Respect towards Team Officials**

A player should;

1. Abide by the instructions of their Coach and Team Officials provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

### **Obligations towards the Supporters**

A player should:

1. Show due respect to the interests of supporters.

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

Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching at Whiteknights Football Club.

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parents) exactly what is expected of them and also what they, as players, are entitled to expect from their coach.
9. 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. 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. Coaches must consistently display high standards of behaviour and appearance.
12. Not to use or tolerate inappropriate language

### **Whiteknights Football Club 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:

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. 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.
7. Not use or tolerate inappropriate language.

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

The team official should:

1. 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.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. 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:

1. Show due respect to the interests of supporters.

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

A team official should:

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

### **Whiteknights Football Club Code of Conduct for Parents/Carers/Spectators**

A parent's/carer's/spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

1. Other players
2. Officials
3. Managers
4. Spectators.

This club will ensure that parents/carers/spectators within your club are always positive and encouraging towards all of the children - not just their own - and will encourage parents/carers/spectators to:

1. Applaud the opposition as well as their own team
2. Avoid coaching the child during the game
3. Not to shout and scream
4. Respect the referee's decision
5. Give attention to each of the children involved in football not just the most talented
6. Give encouragement to everyone to participate in football.

The club will ensure that parents/carers/spectators agree and adhere to the Code of Conduct and Child Protection Policy.

### **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.

2. 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
3. The Club's Management Committee will sit for any hearings that are requested.
4. 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 and General Secretary, 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. 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.
2. 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.
3. Request the purchase of equipment that falls within the team budget.
4. Ensure completed Club Player Registration (including emergency contact numbers) documents and payments are passed to the treasurer.
5. Maintain player records (control of birth certificates, medical cards, passports and FA player registration documents).
6. Take reasonably practicable measures to ensure the safety of players, in particular following the goal post safety guidelines
7. Ensure first aid provision through availability of a suitably trained first aider, and maintenance of a first aid kit (minimum one per team)
8. Distribute game schedules and maps to players, parents and away team manager.
9. Select, book and schedule of training sessions; working with coaches to provide training in line with the guidelines set out in this handbook.
10. 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.
11. Book league and cup match pitches at venues selected and approved by the club through the General Secretary.
12. 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.
13. Attend Club committee meetings (or delegate to a nominated parent) to represent the views of the team, both those of players and parents
14. 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.

## **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.

## **Child Welfare Officer**

The responsibilities of the child protection officer include:

1. 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.
2. 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.
3. 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 checks as required by FA Charter policy.
4. 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.
5. Support Club Officials by giving general guidance when dealing with Child Protection issues.

## **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.

## **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 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

## **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.

### **League Coordinator**

This role is usually held by one of the team managers playing in the respective league and responsibilities include:

1. Attend League Committee meetings
2. Attend Registration nights with relevant forms for WKFC teams
3. Advise club secretary of any key decisions or actions arising at the League Committee Meetings

### **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	Contact Number	email
Steve	Pearse	Club Chairman	07748 701396	pearases@bp.com
Chris	Hartnell	Club Vice Chairman	07921 060334	HartnellC@ealing.gov.uk
Paul	Scholey	Club Treasurer	07890 270534	scholey.paul@btinternet.com
Richard	Tyndall	Club Development Officer	07880 787007	easternaeve@ntlworld.com
Sue	Adkins	Club General Secretary	07786 888030	peteradkins427@yahoo.co.uk
Phil	Marsh	U6s Manager	07764 594486	p.marsh@ntlworld.com
Jamey	Fahy	U7s Manager	07932 759636	Jamie.Fahy@quardian.co.uk
Richard	Close	U8s Manager	07711 148683	rando.close@ntlworld.com
Ian	Blagrove	U9s Manager	07853 220334	ian.blagrove@virgin.net
Mark	Bennett	U10s Dragons Manager	07789 106996	jimbennett@btinternet.com
David	Hobbs-Maillyon	U10s Panthers Manager	07817 719743	davidhm@microsoft.com
Paul	Scholey	U11s Manager	07890 270534	scholey.paul@btinternet.com
Pat	Haran	U11s Coach	07867 765292	patrick@daytanner.co.uk
Steve	Pearse	U12 Boys Manager	07748 701396	pearases@bp.com
Richard	Tyndall	U12 Boys Coach	07880 787007	easternaeve@ntlworld.com
Marcus	Edgar	U12s Girls Manager	07810 876077	marcusedgar30@hotmail.com
Mark	Turner	U13s Boys Manager	0118 9314956	markturner68@talktalk.net
Eric	Burrow	U15s Girls Manager	07950 811185	ericburrow@aol.com
Steve	Rendell	U15s Boys Manager	0118 9449633	stephen.rendell@ntlworld.com
Sue	Bruce	Child Welfare Officer	0796 2780102	hbruce05@aol.com