



# Forest Glade Football Club – Constitution

## Club Constitution for 2008/2009 Football Season

Last Amended: 10<sup>th</sup> August 2008

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# Forest Glade Football Club – Constitution

## 1.0 Officers of the Club

The Officers of the Club shall consist of:-

*Executive Officers:-* President, Chairman, Vice Chairman, Treasurer, Club Secretary, League Secretaries (x 4), Communication Manager and Club Welfare Officer.

*Non Executive Officers:-* Team Managers and Coaches

The Executive Officers will decide the strategy of the Club and this group will make all decisions. It will consist of all of the executive committee members and other members should the Committee so decide.

## 1.1 Management of Club

The Club, for the purposes of general management, shall be governed by a committee of the Executive Officers and non-Executive Officers, duly elected in accordance with club rules. The Officers of the Club shall meet on a regular basis to manage the 'day to day' activities of the Club.

## 1.2 Executive Committee

**President** – Sue Pipe

**Chairman** - Derrick Pearson

**Vice Chairman** – Mike Burchett

**Treasurer** – Kevin Howard

**General Club Secretary** – Mike Burchett

**League Secretary 1 – South East Essex Mini-Soccer League** – Darren Crowley

**League Secretary 2 - Southend Junior League** – Lynn Spellward

**League Secretary 3 - Chelmsford Youth League** – Stuart Short

**League Secretary 4 – Mid Essex Football League** – Lee Ashley

**Club Welfare Officer** – Joanne Proudfoot

**Manager, Merchandise/Kit** – Julie Dresou

**Manager, Facilities** – Paul Dresou & Ray Pavelin

**Manager, Communications & Website** – Stuart Short

**Manager, Coaching Development** – < Vacant >

**Manager, Funding & Sponsorship** – Simon Like

**Manager, Catering** – Gill Stephen

**Manager, Special Events** – Sara Perry & Justin Harwood

**Honorary Members** – John Mansfield, John Proudfoot

## 1.3 Managers/Coaches

**Team Manager/Coach - Adults**

Jim Lee & Mark Fitzgerald

**Team Manager/Coach - U18**

Paul Thwaites, Cliff Chapman & Stuart Short

**Team Manager/Coach - U17**

Mark Harrison & John O'Shea

**Team Manager/Coach - U15**

Dave Simpson & Mike Burchett

**Team Manager/Coach - U14 S'end**

Tony Spellward & Ian Cornell

**Team Manager/Coach - U14 C'ford**

Simon Like & Craig Goddard

**Team Manager/Coach - U13B**

Steve Foote, Stuart McMillan & Gary Clarke

**Team Manager/Coach - U13A**

Paul Dresou & Dave Brown

**Team Manager/Coach – U12A**

Justin Harwood & Paul Warren

**Team Manager/Coach – U12B**

Richard Callen & Chris Rowe

**Team Manager/Coach – U11A**

Ray Pavelin, Rob Howe & Dennis Brown

**Team Manager/Coach – U11B**

Steve Ikin, Daron Glover & Kevin Harris

**Team Manager/Coach – U10 Lions**

Lee Ashley, Francis Kelman & Dave Marchant

**Team Manager/Coach – U10 Tigers**

Mark Perry & Mark Brown



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<b>Team Manager/Coach – U10 Leopards</b>	Jonathon Howe & Steve Wolfendale
<b>Team Manager/Coach – U9 Lions</b>	Andy Cox & Darren Crowley
<b>Team Manager/Coach – U9 Tigers</b>	Mark Thompson & Steve Evans
<b>Team Manager/Coach – U9 Leopards</b>	Jason Smith & Keith West
<b>Team Manager/Coach – U8 Lions</b>	Andy Spence & Graham Hopgood
<b>Team Manager/Coach – U8 Tigers</b>	Joe Simpson & TBE
<b>Team Manager/Coach – U7 Lions</b>	Richard Jeffery & Darren Crowley
<b>Team Manager/Coach – U7 Tigers</b>	Ian Turner & Neil Defries
<b>Team Manager/Coach – U6</b>	Mike Burchett & Derrick Pearson

## 2.0 Meetings

### 2.1 Annual General Meeting

If applicable, the Annual General Meeting (AGM) shall be held **on or just before the last Sunday in July each year**. All officers, managers, coaches and club members, having paid their *full subscriptions*, shall be entitled to attend the meeting and vote accordingly. Due to lack of demand, the Executive Committee have decided not to hold an AGM following the 2007/2008 season. See item 2.3 below.

### 2.2 Special General Meeting

A special general meeting of the Club can be convened by the Executive Officers. 14 days notice shall be given and all the resolutions to be progressed there at.

### 2.3 2007/2008 Feedback Form

As substitute for the AGM, all club members/parents are requested to complete the feedback form attached to this document as Attachment 1. Feedback forms should be returned to team managers, or posted to the General Secretary, 9 Flint Close, Langdon Hills, Basildon, Essex, SS16 6UD.

## 3.0 Mission Statement and Code Of Conduct

### 3.1 Mission Statement

- (a) The Club shall be called “Forest Glade Football Club (FGFC)”
- (b) The club shall be affiliated to the Essex County Football Association for adult and junior football.
- (c) The club promotes absolute equality regardless of gender, race, nationality, ethnic origin, colour, religion, sexual orientation or ability.
- (d) The objective(s) of the Club shall be:-
  - (i) To provide facilities for membership of all members playing for the Club, under the rules and regulations of the Essex County Football Association, S.E. Essex Primary Mini Soccer League, Southend & District Junior League, Chelmsford Youth League and Mid Essex League.
  - (ii) To advance the well-being of all members, and to assist in seeing and presenting playing and other facilities, and to generally organise and control the Club to the advantage of all.
  - (iii) The Club shall apply for membership and enter teams into the S.E. Essex Primary Mini Soccer League, Southend & District Junior League, Chelmsford Youth League and Mid Essex League.



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Each team to be entered must have, **as a minimum**, a Team Manager and Coach, all of whom will behave under the same conduct as the members.

- (iv) Within each team, at least one of the appointed Manager/Coach will undertake the minimum of the Level 1 Coaching Certificate, not more than 1 year from entering the club.
- (v) Each appointed committee member, manager and coach will undertake a CRB check, not more than 3 months from entering the role.

## **3.2 A Code of Conduct for Football**

Football is the National game. All those involved with the game, at every level, whether as a player, match official, coach, owner or administrator have a responsibility above and beyond compliance with the law, to act according to the highest standards of integrity and to ensure that the reputation of the game is, and remains, of the highest order.

### ***Community***

Football, at all levels, is a vital part of the Community. As a Standard Chartered Club, we are committed to working with local Schools to offer our facilities and expertise.

### ***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.

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

- (a) Coaches/Managers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.



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- (b) Coaches/Managers must place the well-being and safety of each player above all other considerations, including the development of performance.
- (c) Coaches/Managers must adhere to all guidelines laid down by governing bodies.
- (d) If it is suggested by a Coach/Manager that a member is not required to represent the Club in future, a discussion should occur between the Member/Parent(s) or Guardian(s) and the Coach(es)/Manager. If the issue cannot be resolved at this level, then the matter should be escalated to the Executive Committee (listed on Page 1).
- (e) Coaches/Managers must not exert undue influence to obtain personal benefit or reward.
- (f) Coaches/Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
- (g) Coaches/Managers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- (h) Coaches/Managers should, at the outset, clarify with the players (and, where appropriate, parent/guardian) exactly what is expected of them, and also what they are entitled to expect from their Coach/Manager.
- (h) Coaches/Managers must co-operate fully with other specialists (e.g. other Coaches/Managers, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- (i) Coaches/Managers 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.
- (j) Coaches/Managers must consistently display high standards of behaviour and appearance.
- (k) Coaches/Managers must not use or tolerate inappropriate language.

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

### **Obligations towards the game**

#### ***A player should:-***

- (a) Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- (b) Give maximum effort and strive for the best possible performance during a game, even if their team is in a position where the desired result has already been achieved.
- (c) Set a positive example for others, particularly young players and supporters.
- (d) Avoid all forms of gamesmanship and time-wasting.
- (e) Always have regard for 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.
- (f) Not use inappropriate language.



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## Obligations towards own team

### *A player should:-*

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

## Respect for the Laws of the Game and competition rules

### *A player should:-*

- (a) Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- (b) Accept success and failure, victory and defeat, equally.
- (c) Resist any temptation to take banned substances or use banned techniques.

## Respect towards Opponents

### *A player should:-*

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

## Respect towards the Match Officials

### *A player should:-*

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

## Respect towards Team Officials

### *A player should:-*

- (a) Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- (b) Show due respect towards the Team Officials of the opposition.

## Obligations towards the Supporters

### *A player should:-*

- (a) Show due respect to the interests of supporters.

## **3.5 Code of Conduct for Officials**

*(This Code applies to all our club officials and those officials appointed to use our premises)*

## Obligations towards the Game

### *The team official should:-*

- (a) Set a positive example for others, particularly young players and supporters.
- (b) Promote and develop their own team having regard to the interest of the Players, Supporters and reputation of the national game.
- (c) 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.



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- (d) Avoid all forms of gamesmanship.
- (e) Show due respect to Match Officials and others involved in the game.
  
- (f) Always have regard for 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.
- (g) Not use or tolerate inappropriate language.

## **Obligations towards the Team**

### *The team official should:-*

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

## **Obligations towards the Supporters**

### *The team official should:-*

- (a) Show due respect for the interests of supporters.

## **Respect towards the Match Officials**

### *A team official should:-*

- (a) Accept the decisions of the Match Official without protest.
- (b) Avoid words or actions, which may mislead a Match Official.
- (c) Show due respect towards Match Officials.

## **3.6 Code of Conduct for Parents/Spectators**

Our Parents/Spectators have a great influence on the enjoyment and success in football of our children. All children play football because firstly and foremost they love the game – it's fun! It is important to remember that, however good a child becomes at football within our club, it is important to reinforce the message that positive encouragement will contribute to:-

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

We encourage our Parents/Spectators to:-

- Applaud the opposition as well as your own team.
- Avoid coaching children during the game.
- Not to shout and scream.
- Respect the referees' decision(s).
- Give attention to ALL of the children involved in football, not just the most talented.
- Give encouragement to everyone to participate in football.

We will strive to ensure that the Parents/Spectators within our Club agree and adhere to the Clubs Code of Conduct and Child Protection Policy.



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## 4.0 Subscriptions and Registration

Forest Glade FC reserve the right to refuse membership to any player should the player or associated parent/supporter be deemed unsuitable or not willing to adhere to the club rules and/or code of conduct.

The committee's approval is required for any former member of the club wishing to rejoin. Seeking committee approval is the responsibility of the team manager.

## 4.1 Payment of Subscriptions

(a) Subscriptions are varied across the age groups based on the levels of expense for the club. For example, youth teams have to pay referee fees, mini-soccer teams do not. Subscriptions are as follows:-

- **Mini-Soccer (U7-U10) Members:-**

- **£110.00 for single members to be paid in one instalment on Registration Day.**
- **£100.00 each for 2 members from the same family to be paid in one instalment on Registration Day.**
- **£90.00 each for MORE than 2 members from the same family to be paid in one instalment on Registration Day.**

- **Youth (U11-U18) Members:-**

- **£115.00 for single members to be paid in one instalment on Registration Day.**
- **£105.00 each for 2 members from the same family to be paid in one instalment on Registration Day.**
- **£95.00 each for MORE than 2 members from the same family to be paid in one instalment on Registration Day.**

- **Adult Members:-**

- **£145 to be paid preferably in one instalment on Registration Day.**

(b) Should any member have difficulty paying the full subscription at registration, then they should contact their team manager or league secretary in order to split the payment in line with the club's guidelines.

(c) All subscriptions paid to date are deemed non-returnable, unless agreed by the club committee.

(d) A member shall not participate in a League and/or Cup Match until the subscription(s) have been paid.

(e) Failure to pay subscriptions by the due dates will result in the automatic de-Registration of the member/player from the Club and League.

## 4.2 Collection/Refund of Subscriptions

(a) The individual Team Managers shall ensure that each member pay their subscriptions by no later than one month from notification of fees due. This will normally be in July.

(b) Refunds to a parent/guardian for any subscriptions paid will only be reimbursed under exceptional circumstances agreed by the club's committee:

- (i) Should a member elect to leave the club prior to the end of the season, no refunds will be made.
- (ii) Should a member be asked to leave the club by the executive committee, the refund of fees will be decided upon by the committee.

In all the above instances, any refund of fees will be subject to an administration charge of £20.



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## 4.3 Registration Dates

Dates and times for registration will be decided by the club's League Secretaries in line with league requirements. Members will be advised by the individual Team Managers.

## 5.0 Misconduct of Officers, Members or Spectators

### Definition of misconduct

- (a) Violation of the rules and regulations or laws of the game of the Football Association.
- (b) Violation of the rules and regulations or laws of the game of the Essex County Football Association.
- (c) Violation of the rules and regulations or laws of the game of the respective youth Football Leagues.
- (d) Violation of the rules and regulations or laws of the game of the Mid Essex League.
- (e) Violation of the rules and regulations of this Club.
- (f) Non-payment of fees/fines/subscriptions to this Club, all leagues, Essex County Football Association or The Football Association.

### Punishment

If misconduct is duly proved to the satisfaction of the Executive Officers they shall have the power to order the offending member:-

- (a) To be suspended from all Club football activity permanently or for a fixed period
- (b) Discontinue membership to the Club.

### Default of fines

All fines imposed by any Association shall be paid in full, by the member, within 7 days of the date of the correspondence, otherwise the member shall be suspended until the fine(s) are paid in full.

## 5.1 Complaints and Representations

A complaint by a member of the Club against another member shall not be entertained unless notice is given in writing and forwarded to the Club Chairman.

## 6.0 Club Rules and Regulations

The rules, regulations and standing orders of The Football Association, Essex County Football Association and the Football Leagues entered by the club shall govern any contingency or points that may arise which are not provided for by these rules.

- (a) If there are any medical conditions that the club should be made aware of then the team manager must be informed.
- (b) All boys and girls should attend training sessions promptly.
- (c) It is preferred that each boy and girl has a pair of football boots that are clean for each training session and have a pair of shin pads.
- (d) If you are unable to attend a training session and/or match then the Team Manager(s)/Coach(es) should be advised promptly.
- (e) If you do not attend training sessions for 3 consecutive sessions, without notification to the Management Team, then it will be assumed that you have left the Club.
- (f) Players will only be allowed to play out of their age group if the league secretary has authorised it.



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- (g) Players will **ONLY** be entitled to receive medals/cups/shields, etc., if the individual has played or been substitute for a minimum of 6 games.
- (h) The Club for each age group may provide man of match awards - a trophy. It will be decided and given by the **Team Manager**. The trophy will be returned to the Team Manager for the next match.
- (i) Kit will be provided to the squad members at the beginning of the Season, as and when necessary. The kit is owned by the Club and must **ONLY** be worn when representing the Club. If any part of the kit is lost then it will be the responsibility of the individual member to replace it. A complete kit must be returned, in good repair, at the end of each playing season or if a member decides to leave the Club.
- (j) The **Team Managers' team selection is final, including the use of substitutes**. Under no circumstances should it be questioned. Failure to comply with this rule could result in dismissal from the Club.
- (k) The Team Manager **and/or** Coach(es) must only provide the tactical direction to the playing team before the game and during the half-time interval.

## 6.1 Alterations to Rules

To alter these Rules requires an initiator/proposer, which must be seconded, who shall be either an Officer, Member and/or Parent/Carer of the Club. Notice of such alterations to these rules shall be forwarded in writing to the Secretary of the Club by not later than the 1<sup>st</sup> August 2008. These will then be forwarded to each member with the Notice of the Annual General Meeting (if applicable). No alterations to these rules shall be made except at an Annual General Meeting or Special General Meeting as detailed above. Such alterations as approved by the Annual General Meeting or Special General Meeting shall become effective forthwith, except on changes to fees approved by the Executive Officers.

## 7.0 Responsibility of Valuables

No responsibility and/or claim can be made against the Club for loss and/or damage to property or personal injury, however caused.

## 8.0 Responsibility of Individuals

Every Officer/Member/Parent/Carer/Spectator should take every precaution whilst at the Clubs ground. Every individual is to consider and implement 'safety first' measures. In addition, NO individual should ever cross, or attempt to cross, the 'fenced' boundaries of the playing area.



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## **9.0 Accident and Emergency Procedures**

Any accident, notable incident or emergency should be documented and appropriately filed. Accident/Incident forms are available in the clubhouse, along with the accident/incident file.

### (i) Minor incident/injury to an adult

If necessary stop the session or match.  
Ensure the safety of yourself and other people around.  
Administer help or basic first aid if required.  
Ensure the casualty has any necessary help to get home – call someone if required.  
If necessary, complete and file an accident/incident form.

### (ii) Minor incident/injury to a child

If necessary stop the session or match.  
Ensure the safety of yourself and the other children.  
If you have to attend to the injured child, ensure the rest of the group are supervised and safe.  
Administer help and basic first aid if required.  
Ensure the child is under the care of their parent(s). If they are not present, call them.  
If necessary, complete and file an accident/incident form.

### (iii) Major incident/injury

Stop the session or match.  
Ensure the safety of yourself and other people around.  
If you have to attend to an injured child, ensure the rest of the group are supervised and safe.  
Administer help and basic first aid if required.  
Telephone the emergency services. Ensure you know the correct address for the location.  
If the parents are not at the session, telephone them immediately.  
Keep the casualty calm and comfortable until the emergency services arrive.  
Complete and file an accident/incident form.

## **10.0 Donations, Sponsorship or Grants**

- (a) All monies received shall only benefit and improve the Club in general.
- (b) Monies received will not be paid or benefit any individual either Executive, Management, Member (Player or Parent/Guardian/Carer) of the Club.

## **11.0 End of Season Medals/Trophies (UPDATED FOR 2008-2009)**

- (a) For MINI-SOCCER (U7-U10), each Team Manager will select a maximum of 3 members of their team who will receive a trophy at the End of Season Presentation. The categories are as follows:-

Clubman of the Year  
Most Improved Player  
Manager's Player of the Season



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- (b) For YOUTH-SOCCER (U11-U21), each Team Manager will select a maximum of 5 members of their team who will receive a trophy at the End of Season Presentation. The categories are as follows:-

Sportsman of the Year  
Clubman of the Year  
Most Improved Player  
Manager's Player of the Season  
Player's Player of the Season

- (c) For ADULT soccer, each Team Manager will select a maximum of 3 members of their team who will receive a trophy at the End of Season Presentation. The categories are as follows:-

Sportsman of the Year  
Manager's Player of the Season  
Player's Player of the Season

- (d) No player should receive more than one award.
- (e) Each club member under the age of 18 will receive a club medal.



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## Forest Glade FC – 2007/2008 Feedback Form

Due to the extremely low number of potential attendees for the Annual General Meeting, the Executive Committee have decided to adopt this feedback form instead.

The club believes that everyone should still be given the opportunity to have their say on the running of the club so all replies will be carefully reviewed. This provides the opportunity to ask the committee any questions you may have. Answers to any questions received will be published either by a separate letter, or perhaps on the website. A copy of the Treasurer's report can also be made available on request.

If you would like to return the feedback form, please pass to your team manager or post to the General Secretary, Forest Glade FC, 9 Flint Close, Langdon Hills, Basildon, Essex, SS16 6UD.

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Parent/Player's name (optional): .....

Team (optional): .....

Questions for the committee: .....  
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Do you have any objections to the current committee members continuing? Yes / No  
If yes, please explain: .....  
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.....  
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Other General Comments: .....  
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Please Turn Over....



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In order to improve future events at the club:

Please provide any comments you may have about the 5-a-side tournament:.....

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Please provide any comments you may have about the Presentation Day:.....

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Do you have any suggestions on improving the facilities at Forest Glade FC?:.....

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Thank you for your comments!