



# **DALSTON JUNIOR BLACK REDS FC**



# **CLUB CONSTITUTION RULES & POLICIES**



## CLUB DNA

### 1. MISSION STATEMENT:

- We strive to be recognised for providing the best Grassroots Football environment for players to engage and take ownership of their own development.
- This will be done in an inclusive, non-discriminatory, friendly setting where all abilities will feel valued and part of our fantastic club.

### 2. WHO WE ARE:

- We are a Grassroots Football Club based in Dalston, situated on the outskirts of Carlisle and founded in the year 2000.
- We offer Children of all abilities the opportunity to play football in a supportive environment where learning and a love of the game are actively encouraged.
- We have numerous youth teams age u18 and below and offer a pathway for our older players to stay within the club and join our associated adult teams.

### 3. HOW WE COACH:

- Our voluntary coaches will hold player development at the core of their own individual coaching philosophies.
- They will try to develop each individual player taking into account their abilities, needs and expectations based over the FAs 4 Corner Model Technical/Tactical, Social, Psychological and Physical attributes.
- Coaches will represent the Club in a positive and professional manner at all times regardless of opponents and the outcome of games. They will show opponents, match officials and opposing team's parents respect at all times.
- In the foundation phase 5-11 our coaches will follow the England DNA fundamentals:
  - In-Possession: Stay on the ball, master the ball, Excite with the ball and seek creative solutions, Connect and Combine creatively with others.
  - Out of Possession: Positive and enthusiastic defending, Intelligent defending, Master a variety of defensive techniques and roles.
  - Transition: Instinctive decision making, Positive and intelligent attacking reactions, Positive and intelligent defensive reactions.
  - Small Sided Games will primarily be used in this age range during training, 70% ball rolling time and age appropriate game related practices will be used.
- Coaches will keep the parents updated on the team and player development as they see it, getting the parents engaged and part of the club adds to our community feel and embeds pride in being part of our Club.

### 4. HOW WE PLAY:

- Respect, teamwork and Sportsmanship will be at the centre of what we will expect from our players, coaches and parents.
- We want our players to feel pride in the fact they play for our club, this includes trying their best and challenging themselves.



- Winning is not our priority, although players should want to win and are naturally competitive, the result should not take precedence over development. Our success will be measured individually over the FA 4 Corner Model.

## **5. THE FUTURE PLAYER:**

- Player initiative is really important to us, players will be encouraged to take responsibility for their own learning and development.
- Decision making must be left to the player, having a positive attitude and demonstrating appropriate behaviour is needed in order to apply themselves to development.
- Respect for the coaches and their team mates is of utmost importance and should be actively encouraged by the parents.
- We expect our players to attend training and matches with the appropriate kit and match day equipment required to partake in the activity.

## **6. HOW WE SUPPORT:**

- We will support our voluntary coaches by providing them with FA affiliated coaching courses paid for by the Club, this will include Coaching Football, Safeguarding, First Aid and a DBS/CRC check for every volunteer.
- The club will stand by any of our coaches with regards to decision making as long as it fits with the DJBR DNA and mission statement and it's what we feel is in the best interests of the club. Players, Coaches and Parents can feel supported by the documentation the club has in place to support everyone involved with it, we have 2 club welfare officers and details of the County Leads in Safeguarding and Welfare if we require assistance.

## **7. CLUB ETHOS:**

We will strive to:

- Create a positive and safe learning environment
- Enhance player development
- Develop better human beings
- Build confidence and self esteem
- Increase player ownership and responsibility
- Create strong links with the local community
- Increase participation in Football
- Support our volunteers
- Instil Respect, Sportsmanship and Pride within the Club.



# CLUB CONSTITUTION

## 1. NAME:

- The club shall be called **DALSTON JUNIOR BLACK REDS FC.**

## 2. AFFILIATION:

- The club will be affiliated to the county FA and local league (Longhorn Youth League) for all of its age groups and in doing this will adopt the rules and regulations of the said organisations into the club rules, including but not limited to Child Protection Policies, Codes of Conduct, Equal Opportunity and Anti-Discrimination Policies.
- Only under special circumstances will a team be allowed to be affiliated to another league and only at the discretion of the club committee.

## 3. CLUB COMMITTEE:

- The Club Committee shall consist of the following club officers: Chairperson, Vice-Chairperson (optional), Treasurer, Secretary, Team Managers, Coaches (optional) and up to five other members elected at an Annual General Meeting.
- Each Club officer and Club Committee member shall hold office from the date of appointment until the next AGM unless otherwise resolved at a Special General Meeting (SGM). One person not to hold more than two club positions at any time. The Club Committee shall be responsible for the management of the club. Decisions of the Club Committee are made by a majority of those attending the committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee shall be three.
- The Committee will commit at each AGM, the clubs code of conducts, anti-discrimination, equal opportunities and child protection policies for the subsequent season.
- Committee meetings will be organised by the Secretary and Chairperson. These will be communicated when possible to all committee members at least fourteen days prior to that meeting. At least two of the senior committee members should be in attendance & each manager is expected to attend, or if unable, to send a team representative.
- A member proposed by one and seconded by another of the remaining club members and approved by a simple majority of the remaining club members shall fill any vacancy on the club committee, which arises between AGMs.
- The club committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the club rules

## 4. ANNUAL AND SPECIAL GENERAL MEETINGS:

- An AGM shall be held in each year to report on club activities and club finances over the previous year, to elect members of the club committee and to consider any other business.
- New nominations for election to the Senior Club Committee shall be made in writing to the Club Secretary at least 14 days prior to the AGM and voted on at the Clubs AGM by a proposer and seconder, both who must be existing members of the committee.



- An SGM may be called at any time by the committee and called within twenty-one days of receipt by the Club Secretary of a requisition in writing signed by no less than five members stating the purpose for which the meeting is required and the resolution proposed.
- The Secretary shall send to each member through club coaches' notice of the date of the AGM at least fourteen days before the meeting or will be notified at the clubs presentation evening.
- The quorum for AGM shall be five
- The Chair or Vice Chair, or in their absence a member selected by the club committee shall take the Chair. Each member present shall have one vote and each resolution is passed by simple majority. In the event of equal votes the chairperson shall have the casting vote.
- The Club Secretary, or in their absence a member of the committee shall take minutes of the AGM on behalf of the club committee. Minutes are to be kept on file for future reference.

## **5. CLUB MEMBERS:**

- The members of the club shall be those persons listed in the register of members, which shall be maintained by the Club Secretary or Treasurer.
- Any person wishing to be a member must apply on the Membership Application Form and hand to associated age group coach. Election shall be by sole discretion of the club committee. Membership is effective upon applicant's name being entered in the membership register.
- In the event of a member resignation or expulsion, his or her name shall be removed from the membership register.
- The FA or County FA shall be given access to the membership register on demand.
- The club constitution, rules and policies form a binding agreement between each member of the club.
- Club members only are permitted to wear the club badge and recognised club strip.

## **6. PLAYER SUBSCRIPTIONS AND MEMBERSHIPS:**

- The season membership fees, including any sibling reductions or trainee rates, will be determined at each AGM.
- Player membership forms for the coming season will be collected by each team manager and submitted to the club Treasurer as a complete team pack no later than July.
- Subscription fees can be paid in full in the first month of the training season (August) or by instalments of 50% up front in August and the remaining 50% by equal standing order instalments for the subsequent 6 months (September to February).
- Only correctly completed membership forms and subsequent full/initial payment of subs in August will result in a players membership to the club becoming live.
- If a player returning to the club for the new season has outstanding debt to the club from the previous season, then that player will not be allowed to take part in training or games until such debt has been paid.



- If a player joins the club after the start of the season the team manager will request a membership form be filled in together with the required payment of subs as confirmed by the Treasurer.
- The committee may from time to time deal with issues of long term injury that would leave a player unable to train or play matches for a period of six weeks or more. The Treasurer will consider a part refund or relief of subs due to be paid in such cases. This however will only be considered if the club manager informs the Treasurer of the situation as soon as possible so that details can be taken and logged in the subs records. If there is a dispute regarding the Treasurers decision, then the manager of the member concerned can ask in writing to the Secretary to have the case heard by the committee.

## **7. PLAYER RESIGNATIONS AND EXPULSION:**

- A member shall cease to be a member of the club from the date at which their manager gives notice to the club Secretary or Treasurer of their resignation.
- A member whose membership fee is more than six months in arrears shall be deemed to have left the club.
- If a member does not attend training for a period of six weeks without the manager being aware of the circumstances, then the manager will contact the member concerned to find out if the member is still wishing to be part of the club or is deemed to have resigned. If the latter is the case then the team manager must inform the Secretary & Treasurer at the earliest opportunity, otherwise that team member is still a registered member & liable to still pay subs.
- The committee shall have the power to expel a member, a member team, an official or a manager which in their opinion is in contravention of the club rules or shows signs of not abiding by the club procedures and policies.
- The committee shall have the power to expel a member, a member team, an official or manager when in their opinion it would not be in the interests of the club for them to remain within the club. There shall be no appeals procedures. (See club discipline procedure).
- A member, official or manager who resigns or is expelled shall not be entitled to claim any, or a share of any, of the club property.
- If a member leaves the club during the season & either part or full payment has been received by the club, a part refund can be considered only by application to the Treasurer stating the situation for leaving, date of leaving & subs paid. The Treasurer will then take this to the committee for consideration if the request has merit, e.g. full payment paid in August & good reasons for having to leave in November or paid first subs in August but has not actually started the season.
- Members not returning to the club for the following season must return all club kit. Failure to do this may result in the previous members' name being passed to the relevant league and possibly to the Cumberland Football Association. This may result in that person being unable to play League football until such kit has been returned.

## **8. CLUB TEAMS:**

- At each AGM, the club committee shall appoint a club member to be responsible for each of the clubs football teams. This will normally be the team manager or coach.



- The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the club committee at the following AGM a written report on the activities of the team over the previous season.
- Team managers must adhere to the club constitution, policies, procedures and ethics at all times and must ensure this runs through their team in both training and matches and well as with regards to general appearance and conduct.

## **9. CLUB FINANCES:**

- A bank account shall be opened and maintained in the name of the club. Designated account signatories shall be the Club Treasurer, the Club Chairperson and/or the club secretary. A maximum sum of £1000 shall be drawn from the club account by any one club signatory, with any amount over this signatory limit requiring two designated signatories. All non-electronic monies payable to the club shall be received by the Treasurer and deposited into the club account.
- The club Treasurer shall keep an assets ledger of all subscriptions and donations received by the club.
- The income and assets of the club shall be applied only in furtherance of the objects of the club.
- 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.
- The club Treasurer shall keep a purchase ledger and be responsible for the processing of all payments and remuneration owed by the club.
- The club Treasurer shall prepare an annual financial statement presented at the AGM & available to members on request to the Treasurer.

## **10. DISSOLUTION:**

- A resolution to dissolve the club shall only be proposed at a GM and shall be carried by a majority of at least three quarters of the members present.
- 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.
- Any club assets remaining after discharge of the debts and liabilities of the club shall be transferred equally to the members of the club with the consent of the County FA.



## **PLAYERS CODE OF CONDUCT**

- Always strive to perform to the best of your ability.
- Know the Laws of the game and rules particular to the age group played.
- Respect your Coaches, teammates and officials at all times, shaking hands at the end of a game.
- Treat opponents with respect at all times irrespective of result.
- Avoid violence and rough play and do not use inappropriate language.
- Accept the decisions of the match officials without protest and treat them with due respect.
- Show respect to supporters of all teams and make every effort consistent with fair play.
- Do not retaliate, even if provoked.
- Do not overreact when your team scores a goal.
- Player initiative is really important to us, players will be encouraged to take responsibility for their own learning and development.
- Be prepared to listen and learn when attending training and matches.
- Evaluate your own performance after a training and games.
- We expect Players to attend training and matches with the appropriate Kit, this includes shin pads and a drink.

## **COACHES AND TEAM OFFICIALS CODE OF CONDUCT**

- Let the players play and the officials officiate.
- Be question led in your Coaching Style, not instructions led.
- Respect the rights of every person and treat them equally.
- Place well-being and safety of players above all else.
- Follow and adhere to guide lines and rules of the FA.
- Follow and adhere to the Longhorn Youth League rules.
- Develop working relationship with each player based on mutual trust and respect but DO NOT use undue influence for personal benefit.
- Carry out activities appropriate to age, maturity, experience and ability.
- Make clear what is expected from your players and also what the players expect from you.
- Always promote fair play and display high standards of behaviour and appearance.
- Develop trustworthy relationships with players and parents.
- Help out with the rest of the Club when you can, take pride in being involved with DJBR.
- Create your own Coaching style and Philosophy that falls within the Club DNA and Ethos.





- Do not get carried away with your emotions during a game, refrain from getting involved in disagreements with Officials and Opposition Coaches.

## **PARENTS AND SPECTATORS CODE OF CONDUCT**

- Remember that Positive encouragement will contribute to:-
  - Children enjoying football
  - Sense of achievement
  - Self- esteem
  - Improvement in skill and techniques
- Your expectations and attitudes have a significant bearing on a Childs attitude towards:-
  - Other players
  - Officials
  - Managers
  - Spectators
- Your role as a Parent:
  - Adhere to the clubs codes of conduct and child protection policies.
  - Buy into the Club, this includes supporting your Childs coach and the Club as a whole, getting involved in volunteering and fundraising for the Club.
  - Be punctual, a volunteers time is more precious than someone whose getting paid, make sure your Child arrives on time for training and matches.
  - Be positive and encouraging towards all of the children within your club, not just your own.
  - Applaud opposition as well as your own team, give attention and encouragement to all children involved.
  - Let the Coaches coach, please refrain from issuing instructions to your Child during a game or training. This may be in direct conflict of what the Coach has instructed.
  - Respect the referee's decision
  - Do not abuse players or match officials (Physically or Verbally)
  - Stay behind the 5metre respect barrier, do not encroach on the pitch during play and do not stand behind either goal.
  - Do not post results from fixtures in the Foundation Phase (5-11 Years old) on any form of Social media.
  - Do not offer any sort of incentive for Goals scored for example, this will change the way your child plays the game.
  - Do not dissect your Childs performance in the car on the way home, be positive and praise hard work and determination.
  - Supress your heightened emotions especially if they're negative, don't live your Footballing life through your Child.
  - Have fun and enjoy watching your Child doing what they love with their friends.



## **MISCONDUCT POLICY**

- The club operates a zero tolerance policy towards bullying. Bullying will not be tolerated in any shape or form and will be dealt with by suspension from the club and in the extreme expulsion. ( See resignation and expulsions) this includes over all platforms of Social Media.
- All cases of misconduct either before, during or after the game will be noted or dealt with by the coaching staff.
- All cases of bad behaviour before, during or after training sessions will also be noted and dealt with by the appropriate coach.
- The club will have the power to suspend or even expel any team member found guilty of any serious breach of club rules during training or matches.
- Example of (misconduct/bad behaviour): Swearing, Bullying, Fighting, or failure to follow instruction from coaching staff.
- See also anti-discrimination Policy and equal opportunity Policy.
- These rules have been agreed for the efficient running of the club.
- Where there is a point of contention, which is not covered by these rules, the management committee have discretionary powers to act in the best interests of the club.

## **CHILD PROTECTION POLICY**

- The club recognises that it is the responsibility of every adult involved in the club to provide a safe environment and make sure every child or young person who plays football is able to enjoy and participate within this environment and be protected from abuse.
- The club recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.
- It is essential that the children and young people participating in football are able to do so in an equal, safe and enjoyable environment and for Dalston Junior Black Reds Football Club to achieve this,
- The Childs welfare must always be the main consideration.
- We recognise that 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 identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- From time to time you may see people taking photographs at games or training. If you have any objections to the taking of photo's that may include your child then make sure your manager knows your objection so that he/she can take appropriate action should a situation arise. If at any time you feel uncomfortable with anyone taking photos especially if you feel the photographer is not connected to any of the teams present, you must alert your manager at the earliest opportunity.
- In the event of an allegation directed at an adult within or outside the confines of the club, the club will act immediately through the clubs own Child Protection Officer, who will determine the facts, call a committee meeting if necessary, and if required obtain advice, or pass on to the local league Child Protection Officer to which the team is affiliated, who will investigate the situation further and decide on appropriate action.



- For further information on the FA Child Protection Policy, Visit the FA website at [www.TheFA.com](http://www.TheFA.com)

## **ANTI-DISCRIMINATION POLICY**

- The club is responsible for setting standards and values and will not discriminate or in any way treat anyone less favourably on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- The club is committed to a policy of equal treatment of all members and will not tolerate any harassment or victimisation of a member within the confines of the club and will commit itself to the immediate investigation of any claims of discrimination against its members.
- The club will not tolerate any prejudice whether verbal or physical (including bullying) and will take appropriate action in whatever context it occurs.

## **EQUAL OPPORTUNITY POLICY**

- The club will not discriminate or in any way treat anyone less favourably on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- The club is committed to a policy of equal treatment of all members and will not tolerate any harassment or victimisation of a member within the confines of the club and will commit itself to the immediate investigation of any claims of discrimination against its members.
- The club will not tolerate any prejudice whether verbal or physical (including bullying) and will take appropriate action in whatever context it occurs.

## **CLUB COMPLAINTS PROCEDURE**

- In the event of any member feeling that he or she has suffered discrimination in any way, or that club rules or code of conduct have been broken, they should report the matter to the Club Secretary or another committee member. Including details of the below:
  - Details of occurrence, When, Where, What.
  - Any witness statement and names
  - Name of any others treated the same way
  - Details of any former complaints made about incident, e.g. Date, When and whom
  - Preferred solution to incident.
- The club committee will have the power to warn, suspend or remove from membership any person found to have broken the clubs policies or codes of conduct.

## **DISCIPLINE PROCEDURE**

- The club committee will decide on issues of discipline relating to the club rules and policies. This will be exercised by first giving a verbal warning to the member, members, official or manager concerned, following by, if the matter is still not resolved, a written warning.
- At both these stages the member, members, official or manager concerned will have the right to appeal against these warnings in writing within seven days to the Club Secretary.



- Subsequent to an appeal the Club Secretary will then call a meeting of the appeal committee within fourteen days to discuss the issue. The member, members, official or manager concerned will be invited to put forward their point of view.
- The appeals committee will be made up of at least three members but no more than five members of existing club committee, two of which should be drawn from the Chairperson, Secretary or Treasurer. If any member of the appeals panel has a conflict of interest in the appeal being heard, then other senior members of the main committee may be called upon to substitute the member concerned.
- If the matter is still not resolved following the written warning procedure then the club committee has the power to expel the member, members or official in line with the club constitution.
- Following a serious discipline issue by a club official reported by the league to the Club Secretary, an SGM would be called & the committee will have the power to expel that official from the club if it feels that the membership of the club within the league may be at stake. An appeal can be put in writing to the Club Secretary within seven days of the official being expelled at which time the Secretary will follow the appeals procedure detailed above.