

Maresfield Dynamo Junior Football Club



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Maresfield Dynamo Junior Football Club

Club Policy

www.mdjfc.co.uk

committee@mdjfc.co.uk



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1. Executive Committee

The Club Committee will be formed at the Annual General Meeting and will elect the following officers to the Executive Committee: Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer, and any other officers considered necessary for the smooth and efficient running of the club. To make the quorum for an Executive Committee meeting any 3 members of the Executive Committee must be present.

The Executive Committee is responsible for the following:

- Oversight and maintenance of the highest levels of child welfare.
- Ensuring that all managers and coaches have the appropriate level of qualifications.
- Ensuring that all adults involved in the club have completed a CRB/DBS check.
- Ensuring consistently high levels of coaching and team management.
- Provide guidance and support on coaching, training and managerial best practice.
- Organise training courses via local and County FA.
- Appoint and remove Team Managers and Coaches.
- Managing the Club finances.
- The Treasurer will provide financial monthly updates to the Club Committee, and an Annual Statement of Accounts.
- Provide clear and transparent financial governance, ensuring that the club is financially sound.
- Maintain appropriate controls and governance of The Club
- Define the strategic direction of the club and making recommendations to the Club Committee about changes to The Club Constitution.
- Represent the Club with external organisations including any Leagues and County FA.
- Hear and resolve any disciplinary matters, including internal club disputes.
- Engage with the local community, including schools, to encourage mutually beneficial relationships.
- Define, embed and maintain moral standards of behaviour consistent with the FA Respect Campaign

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The Executive committee cannot make decisions but will make recommendations for the Executive and Club Committee to vote on during a scheduled and advertised meeting. In the event a vote is tied, the Chairman will have the casting vote

Executive Committee Members: (committee@mdjfc.co.uk)

Chairman – Russell Horscroft

Vice Chairman – Charlie Wilkinson

Secretary – Ruth Aldis

Treasurer – Sally McDonald

Club Welfare Officer – Bekkie Collins / Verna Lingard

2. Club Committee

The Club Committee will consist of the Executive Committee, Team Managers and Coaches plus any parent or carer with a child in the club that wishes to participate. Members will be voted in at the AGM each year, and subsequently during scheduled committee meetings if necessary. To ensure fair representation there must be 2 Committee Members per age group. Club Committee members are responsible for the following:

- Ensuring that all required qualifications are completed at the appropriate time.
- Attending monthly committee meetings. A minimum of 1 member for each current children's age group within the club is desirable.
- Raising any concerns about their age group to the Executive Committee.
- Collecting annual membership fees and registration forms promptly and passing to the Club Secretary/Treasurer.
- Ensuring that all players attending training or playing in their teams are registered with The Club, with the exception of children that are participating in a free taster session.
- Voting on any issues referred to them by the Executive Committee.
- Ensuring that all assistant coaches are ratified by the Executive Committee.
- Following the FA Respect Code and representing The Club in line with the expected standards of behaviour and moral values.
- Supporting the Club in fund raising activities throughout the year.

Decisions of the Club Committee will be made by a majority of those attending the Committee meeting; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee will be eight, including at least two members of the Executive Committee.

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3. Annual General Meeting (AGM)

The AGM will take place in the Summer of each year to:

- Receive a report on the activities of The Club over the previous year.
- Receive a report of The Club's finances over the previous year.
- Elect nominees for the positions of Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer and any other officers considered necessary for the effective running of the Club.
- Introduce any new rules for the forthcoming season.
- Consider any other business.
- Executive Committee members, parents, players, Coaches and Team Managers are invited to attend the AGM.

The Club Secretary must receive nominations for the election of Executive Committee members, in writing by a proposer and seconder, at least 2 weeks before the AGM. Both proposer and seconder must be members of The Club.

An Agenda will be available upon request prior to the AGM; this will include a list of people seeking election to the Executive Committee roles.

AGM minutes will be taken and published to all members of the Club Committee within 2 weeks of the AGM; this will include details of all nominations and election of club officials.

4. Extraordinary General Meetings (EGM)

An EGM can be called by the Executive Committee to discuss issues arising during the year; the Secretary will send details to all Committee Members giving at least 2 weeks' notice of the agenda items.

5. Member of Leagues

The Club will play in League(s) appropriate for its teams and by doing so will affiliate to the Sussex Football Association. The Club will compete in Cup competitions organised by the League(s) and Area Association as appropriate.

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6. League and Area Association Rules

The Club is mindful of the Constitution and Rules of the Area Association and Leagues that its teams belong to, especially the rules pertaining to misconduct on/off the field of play, and the players selected to play League Representative Matches.

Players, Parents, Officers of the Club, Managers and Coaches, receiving a CAUTION or a SENDING OFF, should be aware that the Club incurs an administration fee set by the Sussex Football Association. The offending person will pay all such fees and fines.

7. Results of Matches

The Area Associations and Leagues have set procedures for clubs to notify them of results or cancelled games, plus the non-attendance of the opposing team; it is the responsibility of the Team Manager to ensure that these procedures are followed. The offending person must pay any fines incurred as a result of repeatedly not following these procedures.

8. Club Finances

A bank account will be held and maintained in the name of The Club. The Executive Committee will ensure adequate controls and governance around the receipt of funds and the payments out of the account as defined by the Committee.

All expenditure should be incurred according to the aims and objectives of the club, any expenditure that is not aligned will be approved by the Club Committee.

The Club finances will be a standard agenda item on the monthly Club Committee meeting agenda.

9. Child Protection Policy

The Club acknowledges its responsibility to safeguard the welfare of every child and young person (under 18 years of age) in Club football activity. The Club subscribes to the Football Association's child protection and best practice policy and procedures and will appoint a Club Welfare Officer (CWO).



10. Equality Issues

The Club, in all its activities will not discriminate, or in any way treat anyone less favorably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. This means the Club will treat people fairly and with respect, and that it will provide access and opportunities for all. The Club will not tolerate harassment, bullying, abuse or victimisation of an individual.

The Club commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. The Club's complaint procedure should be used in such instances.

11. Incidents and Accidents

All Incidents / Accidents whether they involve injury or not shall be reported to the Club Welfare Officer and the incident be logged and investigated as appropriate. In the event that an injury is sustained, the wellbeing of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of The Club.

It is the Coaches responsibility to make sure First Aid kits are always be adequately stocked.

The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid. The responsible person or the Team Manager must notify the player's parents (if not present) of the nature of the Incident / Accident or injury at the earliest opportunity. The details of the Incident / Accident must be reported to the Club Welfare Officer, within 24 hours on the Accident Report Form. The Team Manager, or a member of the Executive Committee should endeavour to contact the Player's Parents within 24 hours of an accident resulting in an injury to ascertain the wellbeing of the player

12. Recruitment of Players

It is the policy of The Club that any player will be eligible to train with The Club, regardless of ability.

All players joining The Club must complete and sign a registration form which provides emergency contact details and any medical information which the parent deems necessary e.g. allergies, asthma.

As a Grassroots club we encourage players, both boys and girls to join to enjoy this fantastic game, our pledge as a club is that all players will get at least 50%* match time in any game.

*Subject to training attendance and behaviour.

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13. Subscriptions/Fees

Annual subscriptions will be payable each year. The level of subscriptions and method of collection will be determined by the Executive Committee and presented to the Club Committee for approval – this will include a “training only” fee for players who are not eligible, or who chose not to play in matches.

Managers who have players who are unable to pay full fees must discuss the individual circumstances with the Executive Committee who, in turn, will make a recommendation to the Club Committee at the next scheduled meeting for agreement of the amount to be paid. If fees remain unpaid, the player will not be allowed to continue to play or train with the Club.

Fees are arranged as follows:

A registration fee of £50 due in May before the start of the Season. This is to ensure numbers for teams are manageable and teams are not entered into leagues that may not be viable, which may result in a fine for the Club.

Fee amounts can be found on either the web site, registration form or by contacting the Executive Committee at committee@mdjfc.co.uk

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14. Training and Match Equipment

Coaches will complete an equipment audit list at the end of each season.

Team Managers needing equipment must request it via email to the Executive Committee – committee@mdjfc.co.uk. The treasurer will email the list and a guide price before the next scheduled meeting and will make a recommendation during the meeting for the Committee to vote on. If the vote is in favor the purchase will be approved and ordered.

The exception to this is a small or emergency item, up to the value of £100 that is needed urgently before the next committee meeting. In this scenario, Team Managers should email the Executive Committee and explain why the item is urgent and passed to the Club Treasurer to approve. The decision of the Club Treasurer shall be final in this event. If approved the item may be purchased straightaway and the Club Committee informed at the next committee meeting.

When requested, Team Managers must return the equipment to the Club at the end of the season.

14.1 Kit

The Club colours are orange shirts, black socks and black shorts.

All match kits must adhere to The Club guidelines; they must be labelled with the Maresfield Dynamo Junior Football Club logo, sponsors name and or logo and the relevant number. No individual names can be printed on shirts.

The sponsor shall be approved by Sussex FA, via the Club Secretary.

The Treasurer must approve all purchases of kit. Kit can only be purchased upon receipt of the player registration fee.

When a player joins the Club and pays a registration fee, they will be provided with a kit; a shirt, socks and shorts. Kit may have been pre-worn but shall be in good condition.

Outgrown kit will be replaced once in any season by the Club. Team Managers with children needing kit must request it via email, to the Executive Committee at committee@mdjfc.co.uk. The Treasurer will then assess, the Club Treasurers decision is final.

Kit that is lost or damaged outside of normal club use is the financial responsibility of the child's parents to replace. In this scenario, kit should be ordered by the parents directly from our club shop.

Shorts and socks shall be available for parents to buy directly at any time via our Club shop. The club does not reimburse for any purchases of kit directly from the club shop without prior authorisation.

All kit and equipment remain the property of Maresfield Dynamo Junior Football Club and must be returned if requested.

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15. Sponsors

Individuals and / or companies wishing to sponsor the Club should contact any Club Representative who, in turn, should contact a member of the Executive Committee. Club sponsors will be kept informed by the relevant Team Coach or Secretary of significant events such as Cup Finals, Club Presentation Day, one-off functions etc. to ensure that they are invited. A small, regular write up of team progress or news should also be offered, along with any photos.

The general formula used for annual sponsorship amounts is £250 for one team (up to 10 players) and £500 for two teams. This is a guide and is negotiable with the Executive Committee. The aim should always be to keep sponsors annually.

In the event a sponsor withdraws, the existing kit may be worn until a new sponsor is found. Any children that join in the interim will be provided with plain shirts if new ones are needed. Once a new sponsor is found, existing kit may be overprinted if appropriate or new kit will be sourced.



16. Complaints Procedure

If any Club member feels that they have a grievance, or that the Club Policies, Rules or Codes of Conduct have been broken, they should report the matter to the Club Secretary and/or another member of the Executive Committee by emailing committee@mdjfc.co.uk with the following information:

- i. What, when and where the occurrence took place.
- ii. Any witness statement and names.
- iii. Details of any former complaints made about the incident.
- iv. A preference for a solution to the incident.

The Club's Executive Committee will sit for any hearings that are required, to facilitate arbitration and conflict resolution.

The Club's Executive 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 Code of Conduct.
- d) Disciplinary Procedure

The Club will adopt and adhere to the FA Codes of Conduct for Managers, Coaches, Players, Team Officials, Parents and Spectators. These Codes are issued to the respective people as required. See appendixes for codes of conduct for parents, players and coaches.

The disciplinary procedure is in place to ensure that members of The Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of a breaches of any Code of Conduct the following will apply:

16.1 Players Failing to Meet the Agreed Expectations

The age group Manager will raise individual issues with the Club Secretary and Club Welfare Officer.

The age group Manager will speak to the player and his/her parents/guardian regarding their behavior.

If the player's behavior continues to be in breach of The Club standards, an interview with the player and the parents / guardian will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from The Club.

If a Player is sent off for violent conduct or swearing, in addition to any penalty set by the Sussex FA, the Executive Committee will review the case and may impose an additional sanction.

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16.2 Officials Failing to Meet Agreed Expectations

In the case of a Club Official breaching the Code of Conduct an interview will take place with the Executive Committee, who have the authority to revoke membership of the Club.

16.3 Parents / Spectators and Carers Failing to Meet Expectations

In the case of a parent, spectator or carer breaching the Code of Conduct, a meeting will take place with the Executive Committee, who have the authority to take the appropriate action.

17. Dissolution

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.

The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of The Club shall be transferred to another Club, the Sussex Football Association or The FA, for use by them for similar community sports.

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Player Code of Conduct

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

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

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

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club. In addition:
- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

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Spectators and Parent / Carers Respect Code of Conduct

We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

We ask that you respond to all communications from the club in a timely manner, this enables the coach to plan sessions and fixtures. Please ensure your child arrives on time for both training and matches wearing shin pads, correct footwear and correct attire.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything!

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

I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

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

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or County FA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed

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- Required to leave the club along with any dependents.

In addition:

- The FA/County FA could impose a fine and/ or suspension on the club.



Coaches Code of Conduct

With regard to my players:

- I believe that my role as a coach is to contribute to the overall success, physical, athletic and mental growth through participating in football.
- I will endeavor to be a good instructor and a positive role model for my players.
- I believe that the score of a game comes second to the safety and welfare for my players.
- I will endeavor to put winning in its proper perspective.
- I am responsible for understanding and competing within the letter and the spirit of the rules set out by the FA.
- I will teach my players to understand and play within the letter and spirit of the rules as well.
- Every player will get at least 50% match time. (Subject to training attendance and behaviour)
- Communicate effectively with Parents and Players using approved methods.
- Select teams of mixed ability in fair and transparent manor using Spond.

With regard to opposing teams:

- I believe that the way my team conducts itself has an influence, for better or worse, on those we compete against.
- I will endeavor to make my team a positive role model.
- I will not coach, nor allow my players to play, with intent to cause injury to opposing players.
- Neither I, nor my players and spectators, will display hostile behaviour towards opposing players.
- Neither I, nor my players and spectators, will speak in a negative manner toward any member or spectator from the opposing team.
- I will emphasize winning without boasting and losing without bitterness.
- Communicate effectively with the league and opposition when organising fixtures and reporting results.

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With regard to Referees:

- I believe that referees, just as coaches and players, are attempting to do their best.
- I will instill in my players and spectators a respect for that fact.
- I understand that my attitude can influence my players and spectators.
- I will display a controlled and undemonstrative attitude towards referees at all times.
- Neither I, nor my players and spectators, will address a referee before, during or after the game in a demeaning fashion.
- Communicate effectively with the referee when organising fixtures.

Other items:

- Arrive on time and make sure you are set up for training or fixtures.
- Pitches are marked correctly for fixtures.
- Correct kit in organised kit bag including First Aid supplies.
- We expect at least one representative of the team to be present at Committee meetings.
- We expect you to create a FUN environment for the kids.
- We expect the kids to work hard and get better every day—they are having fun and working hard, we have accomplished our goals.
- We expect coaches to remain positive; it's not all about winning.
- We expect you to Communicate effectively with both the MDJFC Committee, Coaching Assistants, Team Secretary, Parents and Players.
- We expect you to advise the Executive Committee, Assistant Coaches and Secretary in good time if you are unable to make a coaching session or fixture.
- There will be fines and suspensions if any coaches cannot conduct themselves.

Coaches are responsible for the conduct of their players and the spectators on their side of the field, specifically as it relates to the referees, coaches, players, and spectators of the other team. Verbal and/or physical abuse will not be tolerated. Any coach showing this type of behavior shall be subject to disciplinary action as dictated by and at the discretion of the Club and the FA. I further understand that my failure to abide by this code of conduct may result in disciplinary action by the Club and or the FA, which may include but is not limited to game suspension and/or my rights to participate as a coach for Maresfield Dynamo Junior Football Club.