

Corby Kingswood Juniors Football Club

1. Standard Club Rules /Constitution

Name

The Club shall be called Corby Kingswood Juniors Football Club and will be referred to in the constitution as the Club.

Aims and Objectives

The aims and objectives of the Club shall be:

- To develop the football skills of players, both as individuals and as members of a team
- To develop players understanding of the rules of association football as defined by the Football Association (FA)
- To provide members with an opportunity to participate in competitions
- To include players of all abilities
- To develop enjoyment of association football whilst respecting fellow competitors, officials and spectators and without a "win at all costs" attitude.
- To raise funds through social or other activities to support the foregoing aims and objectives.

Status Of Rules

These rules (the Club Rules) form a binding agreement between each member of the Club and to include Managers, Coaches, players, parents and guardians. Failure to abide to the Club Constitution will be deemed a breach of said rules and constitution and will be subject to the disciplinary procedures as laid down in the constitution.

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 prior written approval by the parent Association.
- (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures and the Equal Opportunities and Anti-Discrimination Policy.
- (d) The Club will also abide by its own Codes of Conduct.

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 Treasurer.
- (b) Membership is open to all who have an affinity to the Club. All players are deemed as non-voting members.
- (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.

Child Protection

The Club endorses the Child Protection Policy and procedures of the FA and NSPCC to complement the Club Code Of Conduct. See separate section.

Fees

- (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 successful application for membership and annually by each member, renewable only at the AGM and the first meeting thereafter.
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 fulfill the objects of the Club.

Fines

Any player or member who by their actions or lack of actions causes the Club to be fined or incur administration fees shall, at the discretion of the Management Committee, reimburse the Club said monies.

Any disciplinary matter resulting in the person from the club having to attend a personal hearing with either the League and or NFA should be made known to the full Committee.

The General Secretary and one other member of the committee to meet the person who is subject to the disciplinary charge; in the case where this is a player the team manager and parent or guardian to also be present. A full report to be issued to the full committee.

One member of the committee to attend disciplinary hearing and that person to report back to all the committee when a decision will be made about the next course of action to be undertaken.

Subs

All registered players are required to pay an annual subscription of £40 to the club, at the time of signing on (this does not include the registration fee for the Weetabix, Countywide or Midlands Girls Leagues that the club are affiliated to).

Cheques to be made payable to Corby Kingswood Juniors F.C. Only players who have paid their subs in full will be eligible to play for the club.

Managers are responsible to make all parents aware of this rule so not to cause any embarrassment to any parties.

The Club Committee is ultimately responsible for collection of non-payment of subs.

Families who have more than one player registered with the club will pay a sliding scale second child £30 third and subsequent children £20.

Teams who wish to book indoor training will finance the cost themselves.

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 one month in arrears shall be deemed to have resigned.
- (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.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property or a refund of fees, though, as above, the Chairperson has the discretion to provide a full or partial refund of fees if it feels that it is appropriate to do so.

Club Committee

The affairs of the Club are managed by the Club Committee, working to a written constitution under the guidance of the Club Chairperson.

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, General Secretary, Girls Secretary, Child Protection & Welfare Officer, Club & Schools Liaison Officers, Grants & Funding Officer, Charter & Procedures Administrator, Football Development Officer, Minutes Secretary, Clubhouse Manager.
All shall be elected at an Annual General Meeting by the membership attending that meeting. All posts shall be honorary.
- (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 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 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 a meeting at least per calendar month.
- (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.

Annual and Special General Meeting

- (a) An Annual General Meeting (AGM) shall be held in each year in the close season 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 by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 7 days before any General Meeting other than the AGM. In the case of the AGM, no prior notice is required.
- (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 notify members of a General Meeting via notice board, letter, email or through a notice on the club website.
- (e) The quorum for a General Meeting shall be 7.
- (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, provided they have attended at least 50% of meetings in the year since the prior AGM, 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 Secretary, or in their absence a member of the Club Committee, shall record Minutes of General Meetings.
- (h) Any club rule which membership wish to change must be submitted in writing to the secretary at the monthly meeting prior to the AGM.
- (i) No proxy votes shall be accepted. All players shall be deemed as non-voting members.

Club Teams

At the AGM the Managers responsible for each of the club's teams will be recorded in the Minutes. The Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The Committee shall have the final say on the number of teams in each age group. The appointed members shall be responsible for managing the affairs of the team and for the conduct of the team players on and off the field when representing the Club at any level. He/She shall also be responsible for all team kit belonging to the Club or on loan to their team. The Manager shall have the final say in any team selection involving his/her team. No player under suspension or banned shall play for any team representing the Club.

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.

A manager is only permitted to manage one team per age group at eleven-a-side and for small sided a maximum of three teams per age group. This rule can be suspended by verbal agreement of two members of the committee for short term emergency reasons for example, manager/assistant illness or the manager/assistant having left the club.

All team Managers must complete a form of all players within their squad to include any medical condition or allergies. The record card must also contain contact telephone numbers of parents/guardians of all players. This record card to be provided by the Club and the onus is on the Manager to complete and ensure it is taken to all training sessions and matches.

Training

Between the months of April and October all teams in the club should train at the Abington Road venue and so help to unify the club. During the winter months, November through to March, teams are free to train at other venues in the town.

Coaching Courses

The Club commits itself to the provision and funding of coaching courses that enhances the qualifications of its volunteers.

Any Coach or volunteer leaving the Club within three years, of qualification funded by the Club, to take up a similar position within another Club or organization will reimburse the Club with 50% of all cost of said courses.

Transfers

Any player wishing to move teams within the Club must in the first instance contact both managers in writing to inform them. Both managers must then contact the Club Secretary who will inform the committee to confirm the transfer after a meeting of all concerned.

Meeting

The club shall have a full meeting on the first Sunday of every month. The club committee shall meet on the second Sunday of every month. Both these meetings shall start at 18.30 and close no later than 20.00. The Club General Secretary/ Chairperson have the discretion to call extra meetings if and when required.

Club Finances

- (a) A bank account shall be opened and maintained in the name Corby Kingswood Juniors F.C. Designated account signatories shall be the Club Treasurer, the Club Secretary and one other club Member. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. Official receipts for all monies received shall be signed by either the Secretary or Treasurer and deposited into 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 and primarily to be used for the purchase of strips and equipment for all teams.
- (c) The Club Committee shall have the 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 Treasurer shall ensure that a proper Book of Accounts be kept and that it is independently audited by a properly qualified person on an annual basis. The auditor shall audit, and then certify the annual statement of accounts and balance sheet before they are issued.
- (e) Any equipment (clothing included in this) purchased for the Club must in the first instance be authorized in writing by the Club Treasurer. Any purchases without said authorization will have to be paid for by the purchaser.
- (f) No event of any nature to be booked without the full backing of the Committee. All teams at all ages are expected to make some kind of donation to the Clubs three main fundraising events, recognized as Penalty Shoot-out, Christmas Raffle and Race Night, either in ticket sales or a donation from their own team funds. This amount will be set out by the Club Committee.
- (g) Individual teams are permitted to have the facility of an account for their team use provided that the bank account has three signatories. No sum shall be drawn from the team Account except by cheque signed by two of the three designated signatories. All teams must provide details of bank account details including signatories to the Club Treasurer. In addition the team accounts must be copied to the Treasurer each month by latest the first Friday of the month.
- (h) The Club Treasurer to present each month at Committee Meeting an extract from the accounts to show the income and expenditure for that month since the previous meeting and the actual balance in the account. Each month figures are to be provided for players subs to show the amount if any in arrears and proposed action to remedy. A separate account to be held and reported monthly, for the income and expenditure relating to Abington Road.

Club Colours

All teams representing the Club must wear strips of shirts in black and white vertical stripes, black shorts and black socks. The club badge must be shown on the shirt.

Approval of the Committee must be sought before any kits are purchased.

Administration

All correspondence concerning Corby Kingswood Juniors Football Club shall be directed only through the Club General Secretary. No correspondence to go out on Club headed paper unless authorized by the Club General Secretary.

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.
- (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 parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

2. A Code of Conduct for Football

Football is the national game. All those involved with the game at every level and 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, high. This code applies to all those involved in football under the auspices of The Football Association.

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 & 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 & Fair Play

Football is committed to the principle of playing to win consistent with Fair Play. This code applies to all those involved in football under the auspices of The Football Association.

3. Code of Conduct for Coaches

Coaches are key to the establishment of ethics in football. Their concepts of ethics and their attitude directly affect the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications. It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent. 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).

Code of Conduct for Coaches which forms the benchmark for all involved in coaching:

- 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, parent) exactly what is expected of them and also what they 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. Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

4. Code of Conduct for Players

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost - Fair Play and respect for all others in the game is fundamentally important. This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

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. Fair Play and respect for all others in the game is fundamentally important.

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.

5. 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. Set a positive example for others, particularly young players and Supporters / Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game - its fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

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

6. Code of Conduct for Parents / Spectators

Parents / Spectator's expectations and attitudes have a significant bearing on a child's attitude towards:-

- Other players
- Officials
- Managers
- Spectators

Ensure that Parents / Spectators within your club are always positive and encouraging towards all of the children not just their own. Encourage Parents / Spectators to:-

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

Ensure that Parents / Spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy. Ensure that parents/spectators within your club are always positive and encouraging towards all of the children not just their own.

7. Anti-Discrimination

Corby Kingswood Juniors F.C is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Corby Kingswood Juniors F.C means that in all our activities we 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. This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

Corby Kingswood Juniors F.C will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Corby Kingswood Juniors F.C is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

8. Equal Opportunities Policy

Corby Kingswood Juniors F.C is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality. All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited in:

Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientated or disability less favourably than others.

Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which is different to the requirements for Imposing on an individual's requirement, which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position), which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.

- Victimisation of an individual.
- Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above

grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters etc. - in other words all instances where those in control of members are required to make judgments' between them - it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Corby Kingswood Juniors F.C commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination. Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

Corby Kingswood Juniors F.C commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members, the difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

9. Goalpost Safety

Tragically during the past few years, nine children including Jack Sheerin, a seven year old from West Yorkshire, and Jonathan Smith, an eleven year old from Essex have been killed by falling goalposts. Football should be fun, safe and enjoyable, whether you play in a park, at school or for a local club. That's why The FA is working with manufacturers and the British Standards Institution to set new standards in goalpost safety. The four golden rules of the leaflet and campaign are - Check It, Secure It, Test It, Respect It, and The FA needs YOUR help. FA National Goalkeeping Coach Ray Clemence launched The F.A's Goalpost Safety campaign to highlight the safety issues involved with using goalposts in grassroots football back in August 2000 at Watford FC, and is keen to raise awareness of the campaign once more. Said Clemence: "The issue of goalpost safety is one that I take very seriously".

Under no circumstances should children use goalposts as gymnastic equipment, they are simply not designed for "Play your part that, if you want to become England's Number 1, you have to defend your goal, not attack it". During the 2001/02 season, The Football Association carried out a programme of on site inspection and testing of goalpost sets at a number of sites across the country. Some of the findings are as follows:

- Of all goals tested, 41% of mini soccer goals, 50% of 5-a-side goals and 22% of junior goals failed stability tests
- Ground conditions can affect the stability of goals therefore it is important to liaise with manufacturers on the appropriate ground fixings in relation to weather conditions
- Staff at every second site were unaware of the safety campaign involving goalposts.

Through extending this campaign to the third year - with 250,000 leaflets going out to Clubs, Schools, youth groups, referees, coaches and leisure facilities across the country from the beginning of November 2002 - The FA is committed to raising this awareness and aims to create a safer environment for all football. Steve Parkin, Director of The FA National Game Division, investing £35million a year - £20million via The Football Foundation - to lead the development of, and investment in grassroots football said: "The launch of the campaign in August 2000 was vital to The FA's commitment to making safety a top priority in football at all levels. By re-launching the campaign in season 2002/03, we wanted to stress to everyone involved in playing and organising football that they must play their part to ensure that such tragic accidents never happen again." Under no circumstances should children use the goalposts as gymnastic equipment, and goalposts should not be used at all, unless they are in good condition, securely anchored to the ground, and are stable. If you would like to receive copies of the leaflet for your organisation, contact your local County Football Association, or send an e-mail with your name, address and the quantity of leaflets you require, to:

Georgina.Hill@TheFA.com

10.Complaints and Disciplinary Procedures

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 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 statements 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

The Club's Management Committee will sit for any hearings that are requested (see below).

Disciplinary Procedure

In the event of a complaint or any incident that comes to the attention of the Club's Management Committee, the Club has the discretion to hold a Disciplinary Hearing.

If the Committee wish to hold a Disciplinary Meeting, the person(s) accused of breaking the Club Policies, Rules or Code of Conduct will be asked to attend a hearing. The Committee will give notice of at least one week before the hearing is to take place. A copy of the written complaint will be provided.

The person accused has the option of providing their own written statement for the Committee to consider in advance of the meeting. This statement will be provided no less than three days before the hearing and will also be provided to the person(s) who raised the complaint.

All parties shall be allowed to call persons who have witnessed the said complaint.

Only the complainant, the accused, witnesses and members of the Committee will be allowed to contribute to the hearing.

At least three days prior to the hearing the accused must, in writing, inform the Club Secretary the names of the persons he/she will invite to represent them.

The Club Committee for the purposes of any hearing shall be no less than three.

At the conclusion of the hearing, the Club's Management Committee will have the power to

- Warn as to future conduct
- Suspend from membership for a period of up to 3 months
- Expel from membership any person found to have broken the Club's Policies and/or Code of Conduct.

11. Child Protection Policy

1. Corby Kingswood Juniors Football Club acknowledges its responsibility to safeguard the welfare of every child and young person including vulnerable adults who have 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. A vulnerable adult is someone who is aged 18 years or over who 'is or may or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'.

(Who Decides- Lord Chancellors Department (1997)) 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:

Children and vulnerable adults welfare is, and must always be, the paramount consideration

- All children, young people and vulnerable adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children, young people and vulnerable adults and their parents or carers is essential.

We acknowledge that every child, young person or vulnerable adult 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.

Corby Kingswood Juniors Football Club recognises that this is the responsibility of every adult involved in our club.

3. Corby Kingswood Juniors Football Club has a role to play in safeguarding the welfare of all children, young people and vulnerable adults 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:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Corby Kingswood Juniors 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 Corby Kingswood Juniors 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 Corby Kingswood Juniors Football Club via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children, young people and vulnerable adults. 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, young people or vulnerable adults. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. All Members of the Club including Committee*, Managers* and their Assistants* and Coaches* and all* who have direct access to the players MUST complete a CRB Disclosure Application Form and provide required documentation to enable an F.A CRB CERTIFICATE certificates renewable every three years) to be issued in their name. Failure to provide the completed form and documentation within 10 days of receipt will result in the offending individual being suspended from ALL Club activities until such documentation is supplied. There can be no exception to this rule. Non-action is not an option in Child Protection. Corby Kingswood Juniors Football Club recognises and accepts its responsibility for the safety and welfare of all children, young people and vulnerable adults who come to the club by protecting them from physical, sexual or emotional harm and from neglect or bullying.

The children's and vulnerable adults welfare is, and must always be the Paramount consideration. In addition all as identified above* must attend a workshop from the FA 'Child Protection and Best Practice' within three months of joining the Club.

This does not apply to helpers aged 16 and under.

The onus on getting the forms and additional evidence to the Club Welfare Officer lies with the individual concerned and not with the Club Welfare Officer. It can take up to two months from submission to the FA to receipt of the result.

6. Corby Kingswood Juniors Football Club supports The FA's whistle blowing policy.

Any adult, young person or vulnerable adult 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.

Corby Kingswood Juniors Football Club encourages everyone to know about it and utilise it if necessary.

7. Corby Kingswood Juniors 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 young person or vulnerable adult.

They will liaise directly with the NFA 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. Corby Kingswood Juniors Football Club

8. 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 NFA CPO.

9. Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Corby Kingswood Juniors 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 NFA in more serious circumstances. All prospective members will be informed of these codes.

10. Further advice on child protection matters can be obtained from:

- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook
- The Football Association/NSPCC Child Protection
- 24-Hour Helpline 0808 800 5000
- www.TheFA.com/Goal
- The FA child protection team 0207 745 4649.

12. Recruitment and Selection of Volunteers - Guidelines

Corby Kingswood Juniors Football Club is committed to providing a safe environment for children and young people. The club will follow the guidelines developed by the Football Association on the recruitment and selection of volunteers working with children and young people. All reasonable steps will be taken to ensure that unsuitable people are prevented from working with children and young people. The guidelines below outline the methods the club will use to assist with their recruitment choices.

Stage 1 - Planning

- The club will draw up a Job Description for each post identified
- A Person Specification will also be prepared highlighting the skills and experience needed to fulfill the post.

Stage 2 - Advertising

- The post will be advertised in the local community centres and schools. Occasionally a post may be advertised in the local press. Whatever method of advertising is used there will be a statement that reflects the club's Child Protection Policy. The advertisement will not discriminate in terms of age, race, gender or disability.

Stage 3 - Application Form

- The club will use application forms to collect information about applicants for voluntary posts. This will ensure consistency of approach.
- Applicants will also be asked to confirm their identity through their passport or driving licence
- A minimum of two club committee members will look at the applications to ensure fairness.

Stage 4 - Meeting/Interview

- A short meeting will be held with applicants to explore further the Information contained in the application form.
- A minimum of two club committee members will be present to ask questions at the meeting.
- Questions to the applicant will be prepared in advance of the meeting.

Stage 5 - References

- Applicants will be asked to provide two references from individuals who are not related to them before any appointment is made. If possible the references should demonstrate that the individual has experience of working with children or young people.

Stage 6 - Criminal Record Bureau (CRB) Disclosures

- The club will carry out a CRB check through the Football Association as a final check in the recruitment process. This will confirm whether the applicant is a suitable person to work with children and young people.