



MATLOCK TOWN
JUNIORS FC



CHARTER STANDARD
CLUB

CLUB RULES & TEAM OPERATING PROCEDURES

OCTOBER 2016



MATLOCK TOWN JUNIORS FC



Club Rules and Team Operating Procedures Sept 2010

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1 The Club

The club name is **Matlock Town Juniors Football Club**. Our home ground is Cavendish Playing Fields, Bent Lane, off Cavendish Road, Matlock, Derbyshire DE4 3HL

1.1 Club Membership

1.1.1 A register of all club members will be established at the start of each season. Membership is principally achieved in one of the following ways:

1.1.1.1 Players by payment of the annual subscription fee and completion of the membership form

1.1.1.2 Club Officers (forming the Club's Executive Committee) by election at the AGM

1.1.1.3 Club Committee (the Club's Full Committee) by election at the AGM

Members may resign, or new member may seek election at any of the monthly committee meeting.

1.2 Committee

1.2.1 The Full Committee will be made up of representatives from each team within the club. A team must have a minimum of one representative and a maximum of two representatives on the committee at any one time.

1.2.2 An Executive Committee will be made up of Officers from the Full Committee. The Executive Committee shall consist of at least a number of Officers that represent half of the teams operating in any one season.

- 1.2.1 The Executive Committee shall consist of the following officers:
- 1.2.1.1 A Chairperson
 - 1.2.1.2 Honorary Vice-President
 - 1.2.1.3 Secretary
 - 1.2.1.4 Treasurer
 - 1.2.1.5 Head of Soccer School (who shall be a qualified Welfare Officer)
 - 1.2.1.6 Welfare Officer
 - 1.2.1.7 Head of Mini-Soccer
 - 1.2.1.8 Events Manager
 - 1.2.1.9 Equipment Manager
 - 1.2.2.10 Volunteer Co-ordinator (Girls Soccer)
 - 1.2.1.11 No one person may hold more than two of any of the above posts at any one time.
- 1.2.2 The club officers and committee are all elected annually at the Annual General Meeting in July, each year. A proposer and seconder, who are existing members, are required for the election of each Club Officer.
- 1.2.2.1 The Executive Committee will meet once per month during the season to:
Discuss matters arising within the club and plan the progress of the Club for the future
 - 1.2.2.2 Amendments to the Club Committee as a result of any resignations and actions that are required will also be considered at the monthly meetings.
 - 1.2.2.3 Any Full Committee Member (who is not on the Executive Committee) or any other interested party may participate (but have no voting rights at) any meeting of the Executive Committee.
- 1.2.3 The Full Committee shall meet at four (4) key dates within the season:
- i) Start of the Season (September Meeting)
 - ii) Prior to Christmas (December Meeting)
 - iii) Springtime (March Meeting)
 - iv) AGM (July Meeting)
- additional meetings may be called as & when necessary – these will generally be an Extraordinary General Meeting (EGM).

- 1.2.4.1 Amendments to the club Committee as a result of any resignations and any actions that are required will also be considered at the full Committee meetings.
- 1.2.4.2 Should there be a need for urgent decisions in relation to 1.2.4.1 above these may be resolved by suitable alternative methods (e.g. an electronic vote via e-mail)

1.3 Decision Making Process

- 1.3.1.1 The quorum for a meeting of the Full Committee is at least 8 members (representing 8 different teams) of the Committee. No decisions will be reached without the attendance of at least 8 members (representing 8 different teams) of the Committee at a meeting.
- 1.3.1.2 Club matters can only be voted on and decided by elected members of the Committee, each team having one vote.
- 1.3.2.1 The quorum for a meeting of the Executive Committee is at least 5 members of the Executive Committee. No decisions will be reached without the attendance of at least 5 members of the Committee at a meeting.
- 1.3.2.2 Club matters can only be voted on and decided by elected members of the Full Committee, each Full Committee Member having one vote.
- 1.3.2.3 The Honorary Vice President (currently a representative from Matlock Town FC) will not have any voting rights on either the Full or Executive Committees.
- 1.3.2.3, as with 1.2.4.1 above, should there be a need for urgent decisions these may be resolved by suitable alternative methods (e.g. an electronic vote via e-mail).

- 1.3.3 At all meetings The Chairman has the deciding vote in any tied vote.
- 1.3.4 At all meetings the Secretary or his/her representative will record the decisions made at each committee meeting. The minutes for each meeting will be kept in the *Minutes Book*.
- 1.3.5 Any decisions, which affect the running of the club, or teams, will be incorporated into the *Club Rules and Operating Procedures*, which will then be up-issued at the AGM or as soon as practical thereafter (by agreement with the Full Committee).

1.4 Disciplinary Process

1.4.1 The committee will consider any disciplinary issues as a result of members breaking FA, League or Club rules. The committee will have the right to suspend or expel members found to be in breach of the above. An appeal can be submitted to D.C.F.A. under its appeal process.

1.5 Property Ownership

1.5.1 All equipment (including kit purchased for teams) purchased by the club will remain the property of the club. Resigning members will hold no title to any club property.

1.6 Dissolution

1.6.1 Should the club cease to exist the Full Committee will decide what should happen to any remaining assets.

2 Affiliation

2.1 Matlock Town Juniors Football Club is affiliated to the Derbyshire FA. Our current affiliation number is HYB00395

2.2 All our teams currently play in and are registered with the Rowsley and District Youth Football League

3 Club Aims.

3.1 To arrange association football matches and social activities for its members.

3.2 To develop the football abilities of all the children within our teams.

3.3 To ensure that football opportunities are available for every child in the area.

3.4 To ensure that the opportunities we offer are enjoyable for everyone.

3.5 To be honest fair and sporting towards others whilst abiding by all rules of the F.A.

3.6 To provide social development and a community spirit within the area.

3.7 To give people the security of knowledge of Child Protection / Welfare and its importance to us.

3.8 To build up club age levels from 6 years to senior level that we are all proud of

3.9 Up to and including the U16s age group the above will be achieved without a 'win-at-all costs' approach. At the U18s age group a more competitive approach may be adopted, as decided by the incumbent Team Manager.

How Do We Achieve These Aims?

- 3.10 By working together as a team.
- 3.11 By efficient fund management.
- 3.12 Fair and equal treatment to everyone.
- 3.13 By setting good examples of fairness, sportsmanship and good behaviour.
- 3.14 By developing the skills of our team coaches.
- 3.15 By planning for the future.
- 3.16 Should any representative of the Club fail to meet the Club Aims stated above then paragraph 1.4 would be implemented.

4 Team Coaches/Managers

- 4.1 Coaches/Managers are responsible for the safe, ethical and efficient running of their teams. The safety of players is paramount and should be considered above all other requirements.
- 4.2 At least one coach from each team is required to have completed FA Coaching Level 1 certificate or equivalent and to have completed courses on Child Protection and Emergency First Aid.
- 4.3 The Club will provide a 50% contribution towards the cost of FA approved courses, up to a maximum value of £100.00. All applications to attend courses should be approved by the Club Executive Committee.
- 4.4 The Club will reimburse costs incurred by members who have to renew any relevant certificates, as long as approval has been given by the Executive Committee and a copy of the certificate is passed onto the club.
- 4.5 A person who had received a contribution from the club in regards to 4.3 and 4.4, would have to repay a percentage back if they left the club prematurely.
 - 4.5.1 50% if they left within one year after payment.
 - 4.5.2 25% if they left within two years after payment.

5 Team Equipment

- 5.1 The club will provide reasonable equipment for each team to carry out effective coaching/training.
- 5.2 Requests to purchase equipment must be approved by the Club Executive Committee. Managers/Coaches should details to the Equipment Manager of the equipment they wish to purchasd on their behalf. The Equipment Manager will also carry out regular audits to

ensure that all equipment requirements are up to date & equipment is suitable for use

- 5.3 Once approved by the Executive Committee the Equipment Manager can proceed to purchase the equipment.
- 5.3.1 The Executive Committee, may if it considers appropriate, agree a delegated sum for the Equipment Manager to expend on equipment without Executive Committee approval – this must be within its own terms of reference.

- 5.4 The Club Treasurer, subject to reasonable notice being given, can issue cheques for the purchase of equipment.
- 5.5 Alternatively the Equipment Manager can make a direct payment, which will be reimbursed by the Club. Once purchased, an official supplier invoice/receipt must be provided to the Club Treasurer.
- 5.6 First Aid Equipment
 - 5.6.1 Each team will be equipped with a First Aid Bag complete with at least the equipment as listed in [Appendix B](#). It is the responsibility of the Equipment Manager to supply First Aid Kits and refills as necessary.

6 [Team Kit](#)

- 6.1 Each team is responsible for providing and financing its own kit. Wherever possible managers should seek sponsorship for new kits. Alternatively other teams may have spare team strips, which can be utilised.
- 6.2 The club's home colours are royal blue shirts, royal blue shorts and royal blue socks, the official club away shirt is yellow, together with a standard Rain-jacket all as per the approved Standardised Kit – see appendix C
- 6.3 Teams would need the consent of the committee members to use a kit other than the officially approved kit.
- 6.4 However, U18s teams may, step outside the above kit rules in order to have parity with senior Matlock Town teams.
- 6.5 Coaches & Managers should wear the officially approved standardised Coaches Kit (generally Navy Blue), all in line with FA Rules & Guidelines - see Appendix D.

7 [Finance](#)

The aim of the Club is to run as a non-profit making entity. In order to maintain its ongoing status and achieve its long-term development aims it is important that the Club is run on a sound financial basis.

7.1 [Bank Account](#)

- 7.1.1 A bank account is maintained in the name of the club. This is currently with the NatWest Bank - Matlock Branch.
- 7.1.2 All withdrawals from the club account require two signatures. Withdrawals will only be via an authorised cheque; deposits will be recorded using a paying-in slip.
 - 7.1.2.1 Should a cheque (or other financial transfer) be made payable a Club Member then the payee must not be a signatory on (or authoriser of) that cheque.

7.1.3 Signatories will be approved by the Management Committee, a minimum of three are required.

7.1.3.1 The Treasurer of the Club will always be a signatory.

7.2 [Accounts](#)

7.2.1 Annual accounts will be submitted by the Treasurer at the AGM.

7.2.1.1 These will detail income and expenditure for the season, together with the current bank balance and outstanding income and expenditure for the current season.

7.3 [Fees and Charges](#)

7.3.1 The Club Management Committee will agree annually, at the AGM, the charges for Player Membership, Training and Match Fees. See [Appendix A](#)

7.3.1.1 U18 Teams (only) may, where deemed appropriate by the Manager, step outside the approved fees & charges for additional costs incurred at adult football. This can only be implemented for genuine additional costs that are deemed fair & reasonable (e.g. laundry costs). A record of such costs should be kept of such costs for audit purposes.

7.3.1.2 Player Membership Fee (Registration/Insurance)
A player may not play competitive football for a team until he/she has paid the required membership fee and completed the membership form.

7.3.1.3 Any player aged 16 and over can sign the *Membership and Consent Form* themselves as long as their registration fee has been paid.

7.4 [Collection and Charges for Match and Training Subs](#)

7.4.1 It is the responsibility of each team manager to ensure that all the above charges are collected in a methodical and efficient manner.

7.4.2 All players without exception are liable for training and match fees. Any deviations to this policy must be agreed by the Committee

7.5 [Payment of Subs and charges](#)

7.5.1 All training and match subs between 1st September and 1 May must be paid into the club.

7.5.2 Any training fees collected outside this period may be used for team equipment or social events.

- 7.5.2.1 Any manager found to be using subs for his/her personal benefit would be dismissed from the club.
- 7.5.3 Managers are responsible for completing the approved payment slip ([Appendix C](#)) on a monthly basis. All sections of the slip must be completed; failure to do so will result in slips/monies being returned.
- 7.5.4 All monies generated by teams should be handed in in time for the next monthly committee meeting. It must be accompanied by a completed slip showing expenditure and surpluses.
- 7.5.4.1 It is the responsibility of the individual Team Manager to make suitable arrangements to deliver monies to the Treasurer for the above deadlines, either directly, or by arrangement with another member of the Executive Committee.
- 7.5.5 Failure to follow these instructions will result in a £10.00 levy being deducted from that team's end of season trophy allocation.
- 7.5.6 The treasurer is to notify the Chairman if monies have not been handed in during the stated period. The Chairman to report at the next Executive Committee meeting any team that has failed to hand in their monies.
- 7.5.7 The offending team has the right to appeal. This would be done at the next Full Committee meeting and the Committee would vote on the levy being applied for the first offence. If no appeal the Committee still have to vote.
- 7.5.8 For second or subsequent failures during the season to hand monies in at the allotted time the levy will be applied and the Committee would have to vote to reimburse the levy. If no appeal no vote.

7.6 [Fines](#)

- 7.6.1 It is the responsibility of players to pay for their own disciplinary fines. However, the Club will, in the first instance pay any fine directly to the DCFA and then seek recompense from the individual. In exceptional or extenuating circumstances managers may make an appeal to the Club Management Committee for the Club to pay a player fine (i.e. not seek recompense from the individual). The decision of the Club Management Committee will be final.
- 7.6.2 The Club Secretary will pass the fine onto the individual directly (usually by post), requesting payment and explaining Club policy. At each meeting the Secretary will inform the Club of any outstanding unpaid fines and the committee will decide the next course of action.

7.7 [Expenditure Levels.](#)

- 7.7.1 The Executive Committee shall have limitations placed upon the level of expenditure that it can approve. Expenditure on any one item will be limited to £350.00, with the exception of the

following (as these are regular payments made without Committee Approval):

- League registration fees etc;
- Payment of the annual insurance policy; and
- Payment of pitch & training facility fees (To Cavendish Sports Fields Association)

7.7.2 The £350.00 limit will be reviewed annually at the AGM

7.8 Allocation of Funds

The committee will decide on the allocation of club funds for Trophies, Christmas and End of Season Events at the appropriate points in the season. This will coincide with the Full Committee Meeting programme.

8 Rowsley and District Youth League

8.1 Each team will be provided with a Rowsley and District Youth League Hand Book and a team sheet/results book. (Note about new electronic results system?)

8.2 PLEASE ensure that you familiarise yourself with all the rules and reporting requirements of the League. If in doubt seek confirmation from the League, or other team managers.

8.3 PLEASE be aware of the fines, detailed towards the back of the handbook.

8.3.1 The Chairman will advise all Committee meetings of any fines received in the preceding month. The club will normally pay fines, however the committee will have a right to review this policy for teams, which are deemed to be persistently not complying with League rules.

9 Codes of conduct

9.1 Code of conduct for Coaches

9.1.1 Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

9.1.2 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.

9.1.3 Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral

education of young people are first priority, before the achievement or the reputation of the club, coach or parent.

9.1.4 Coaches should:

- Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Place the well-being and safety of each player above all other considerations, including the development of performance.
- Adhere to all guidelines laid down by governing bodies.
- Not exert undue influence to obtain personal benefit or reward.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Always promote the positive aspects of the sport (e.g. fair play) and never condone behaviour contrary to the spirit of the game.
- Never condone violations of the laws of the game or relevant rules and regulations.
- Never condone the use of prohibited substances or techniques.
- Consistently display high standards of behaviour and appearance.
- Not use or tolerate inappropriate language.

9.2 [Code of conduct for Team Officials](#)

9.2.1 Managers and Team Officials have a responsibility to set a positive example for others, particularly young players and supporters.

9.2.2 Team Officials should:

- Promote and develop their own team having regard to the interest of the players, supporters and reputation of the national game.
- Make every effort to develop the sporting, technical and tactical levels of the team and to obtain the best results by the team, using all permitted means.
- Give priority to the interest of the team over individual interests.

- 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.
- Promote ethical principles.
- Avoid all forms of gamesmanship.
- Show due respect towards Match officials and others involved in the game.
- Accept the decisions of the Match Official without protest.
- Not use or tolerate inappropriate language.

9.3 [Code of conduct for Players](#)

9.3.1 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.

9.3.2 Players should:

- Understand and play by the rules laid down by the F.A.
- Give maximum effort and strive for their best possible performance.
- Listen to their manager and follow any instructions.
- Avoid all forms of gamesmanship and time wasting.
- Accept the match officials decisions.
- Treat opponents with due respect.
- Show due respect to supporters and team officials from both sides.
- Not use inappropriate language.

9.4 [Code of conduct for Parents/Spectators](#)

9.4.1 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 positive encouragement from parents/spectators will contribute to the child's development and will have a significant bearing on that child's attitude to others in the game.

9.4.2 Parents/spectators should:

- Applaud the opposition as well as their own team.
- Avoid coaching the child during the game.
- Not scream and shout.

- Respect the match officials decisions.
- Give encouragement to all children not just the most talented.
- Not use inappropriate language.

Appendix A

Charges for Season 2010 - 2011

- Player Subscription - Start of Season £20.00
(Insurance and Registration)
 - After 1 Decemember £12.00
 - After 1 February £6.00
- R&DYL League/Cup Fixture –
 - ¾ Size Pitch Per player per match £2.00^{①③}
 - Full Size Pitch Per player per match £2.50^{①③}
- R&DYL League/Cup Fixture –
 - Mini Soccer Saturday Per player per match £2.00^③
 - Mini Soccer Sunday Per player per match £2.00^③
- Training (except below) Per player per session £1.50^{②④⑤}
- Cavendish ATP Sole Use Per player per session £2.00^{②③⑤}
- Home Friendlies To cover the cost of pitch and referee's fees
- Tournaments To cover the cost of team entry

①Teams may at their own discretion charge £1.50 for players starting as substitute.

②Minimum charges – income should at least cover the cost of facilities being used.

③Raffle – U10 and above teams may if they wish run home match day raffles to subsidise the cost of training/matches. However monies paid to the club should not be less than the charges stated above. Any excess from raffle collections may be used towards team kit/events/equipment etc.

④Teams training more than once per week are only required to cover the costs of second and subsequent sessions.

⑤ Training fees must be collected and paid into the Club from 1 September to 1 May.

U18 Teams (only) may, where deemed appropriate by the Manager, step outside the approved fees & charges for additional costs incurred at adult football. This can only be implemented for genuine additional costs that are deemed fair & reasonable (e.g. laundry costs). A record of such costs should be kept of such costs for audit purposes.

Appendix B

Minimum First Aid Bag Contents

(Supplied by the Club Equipment Manager)

- Antiseptic Cream or Spray
- Antiseptic Wipes
- Eye Wash
- Skin Closure Strips
- Crepe Bandage
- Triangular Bandage
- Assorted Plasters 20
- Fabric Dressing Strip
- Sterile Dressings
- Plaster Tape
- Disposable Gloves
- Scissors
- Paper Tissues
- Water Bottle or Spray