

WINWICK ATHLETIC FC

Club Rules

&

Constitution



2018/19 Season



FA Charter Standard North West Regional Development Club of the Year 2007, 2009 & 2011
FA Charter Standard National Development Club of the Year 2009
FA Charter Standard Lancashire County FA Community Club of the Year 2016
2018 marks 42 Years of Providing Football Opportunity for Local Children

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Club Anti Discrimination Policy

Winwick Athletic Football Club 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 Winwick Athletic Football Club 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 of teams.
- Appointments to honorary positions.

Winwick Athletic Football Club 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.

Winwick Athletic Football Club 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.

Club Equal Opportunity Policy

Winwick Athletic Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level of authority, to abide and adhere to this general principle and the requirements of 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 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 oriented 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 are different to the requirements of others.
- Imposing on an individual, requirements, 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 sex or race.
- 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 judgements between them – it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Winwick Athletic Football Club 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 Clubs Policy, any members offending will be dealt with under the Club's disciplinary procedure.

Winwick Athletic Football Club commits itself to less able persons 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, whenever possible to ensure that less able members are helped in gaining access to football. Appropriate training will be made to such members who request it.

1. Club Name

The club shall be called:- **Winwick Athletic F.C.** (the Club)

2. Objects

The objects of the Club shall be to arrange association football matches and social activities for its 'members'.

3. Status of Rules

These rules (the Club Rules) form a binding agreement between each 'member' and the Club. Any deviation from these agreed and published Rules to be the responsibility of the Club Member.

4. Rules and Regulations

- 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 and Parent County Association and any League or Competition to which the Club is affiliated shall be deemed to be incorporated into the Club Rules.
- The Club will abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. The Club will also conduct itself in accordance with all the principles bespoke of an FA Charter Standard Club.

5. Club Membership

- The Members of the Club, Parents and Players, from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
- Any prospective Player who wishes to be a member must apply on the Club Membership Application Form (*Club Registration & Health Form*) and deliver them to the Club Secretary via the Team Manager. Election to membership shall be at the sole discretion of the Club Committee and Managers. Membership

shall become effective upon an applicant's name being entered in the Membership Register. Prospective members wishing to move to Winwick Athletic FC shall be de-registered from their previous football Club prior to submitting their application for membership to this Club, and, in accordance with ethical League Rules, will not be permitted to undertake competitive matches or train with teams at this Club until any financial or property debts are settled in full with their former Club, to the satisfaction of that former Club's Secretary.

- (c) All Parents/Guardians of Team Players are by default deemed to be members of the Club.
- (d) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register and they need to discharge all financial and other liability to Winwick Athletic FC, with this discharge of liability being channelled through the football debt recovery process at Lancashire County FA. Such recovery process ensures that all kit or other equipment issued to them by either their team or the Club is rightfully retained by Winwick Athletic FC, prior to them becoming eligible to participate in football activities with any other football club. *See also Rule 7(c)*
- (e) The Football Association and Parent County Association shall be given access to the Membership Register on demand.

Note:
Due to the fact that the number of League Registered team players is governed by the respective League Rules in which the individual teams will participate, it is not always possible to register all of the club squad/team members as League Registered Players. It will therefore be the Individual Team Managers decision as to which club members are provided with a pre-printed League Registration Form for completion and subsequent League Player Registration.

6. Annual Membership Fee

- (a) Any fee shall be payable on a successful application for membership and annually by each member. The annual membership fee must be paid at the time of player registration otherwise the member will not be eligible to play in competitive matches.
“Fees shall not be repayable”.
- (b) The Club Committee shall have the authority to levy, in special circumstances, further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. 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 2 months in arrears shall be deemed to have resigned, unless mutually agreed otherwise by Team Manager and Member.
- (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 in any, of the Club Property. Any such property in the possession of the member must be returned within 14 days of either resignation or expulsion. Failure to return Club Property will result in the football debt recovery process at Lancashire County FA being used to recover all outstanding items. The Club Treasurer will be involved with Lancashire County FA throughout this process.

8. Club Committee

- (a) This shall consist of the following core Club Officers: Chairperson, Treasurer, Secretary; and other roles as deemed necessary, such as Vice-Chairperson, Assistant Secretary, Events & Resources Manager, Fixtures Secretary, Registrations Secretary, Mini-Soccer Coach Development, Junior Secretary, Youth Secretary, Academy Manager, Head Coach, Coach Development Officer/Assistant, Tournament Coordinator, Child Welfare Officer(s), Kit & Equipment Coordinator, Website Manager, Open-Age Coordinator, as appropriate, elected either at an Annual General Meeting or co-opted by the Committee during the season. Roles may be considered to be part of, or separate from, the Club Committee to suit individual circumstances and Club requirements.
- (b) Each Club Officer / 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 normally hold no more than two positions of Club Office at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of 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 Club Chairperson or in their absence the Club Secretary or Assistant Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee at 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 day's notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (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. Subject to there being a 14-day approval period the Club Committee may also propose modification to the Club Rules for adoption by Club Members, as deemed necessary, to facilitate efficient running of the Club.
- (g) The position of a Club Officer shall be vacated if such person is subject to a decision of the FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Special General Meeting

- (a) An Annual General Meeting (AGM) shall be held at the end of June in each year to:
 - (i) receive a report of the activities of the Club over the previous year (1st June to 31st May)
 - (ii) receive a report of the Club's finances over the previous year
 - (iii) elect the members of the Club Committee
 - (iv) propose Team Managers, Coaches and Assistants for every Club team
 - (v) consider any other business

- (b) Nominations for election of members as Club Officers / Club Committee Members shall be made in writing by the proposer and the seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 7 days before the Meeting.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 14 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 inform, or send written notice to each member at their last known address, the date of a Special General Meeting together with the resolutions to be proposed not less than 7 days before the Meeting. Telephone, text or e-mail notification to be deemed acceptable under this Rule.
- (e) The quorum for a Special General Meeting shall be at least thirty percent of the total number of club teams registered for that season.
- (f) The Chairperson, or in their absence the Club Secretary, or a member selected by the Club Committee, shall take the chair. Each team within the Club should elect one member to be present who shall have one vote; resolutions shall be passed by a simple majority. In the event of equality of votes the Chairperson of the Meeting shall have a casting vote. Proxy votes submitted for a team unable to be represented shall be accepted if delivered to the Club Secretary in writing in a sealed envelope no less than 3 days prior to the AGM or SGM.
- (g) The Club Secretary, Minutes Secretary (if elected) or in their absence a nominated member of the Club Committee, shall enter Minutes of General Meetings into the Minute 'book' of the Club.

10. Club Teams and Internal Transfer of Players

At its first meeting following each AGM the Club Committee shall appoint, subject to the requirement of Rule 23 being met, a Club Member to be Team Manager(s) or Lead Coaches who in turn will be responsible for each of the Club's football team's. The Club's football teams will be arranged into age groups according to current Warrington Junior Football League, Girls League(s), Warrington & District League and FA mandatory rules;

U5/U6 Training Academy (Myddleton Lane on grass or UA Warrington indoors)

U7 to U8 as 5v5 mini-soccer (Myddleton Lane)

U9 to U10 as 7v7 mini-soccer (Myddleton Lane and Mill House)

U11 to U12 as 9v9 (UA Warrington and Mill House)

U13 to U18 as 11v11 (Myddleton Lane and University of Chester)

U9 to U15 Girls as 7v7 and 9v9 (Myddleton Lane and Mill House/UA Warrington)

Winwick Athletic FC Open-Age (University of Chester)

Winwick FC Open-Age (Myddleton Lane) – NOT currently part of Winwick Athletic FC

The Club also supports those teams and players wishing to progress into open-age teams, whether that be to Winwick Athletic FC, Winwick FC, or any other local open-age team.

The Club Secretary enters teams, as appropriate, into the Warrington Junior Football League, from U7s to U18s, into the Warrington & District League for open-age, or into other local FA affiliated leagues, as agreed by the Club Committee and individual Team Officials, by 31st March leading up to the appropriate League AGM and 1st July start of every new season. Should any anticipated teams not be deemed viable by mid-June then the potential teams will be withdrawn by the Club to avoid being fined by the League for late withdrawal. The Club may seek late application for a team to join the League if extra players are available in a specific age group subject to other resources being available to sustain an additional club team.

The Club is committed to the appropriateness of the footballing experience gained by each player as well as to that of fair opportunity for all. Accordingly it may, on occasion, be appropriate to consider transferring players between squads within the Club to provide opportunity for players to develop and also to take account of individual squad needs. To facilitate the possibility of such amicably agreed transfer separate additional training sessions might be provided. It is also encouraged for regular inter-squad training sessions within each age group to occur to facilitate strong and healthy relationships between all players, parents and coaches in each age group. These possibilities should be encouraged and made known to all parents, particularly in the younger U7 and U8 age groups, or recently formed squads in other age groups, where transfers may be more common within the Club between squads to ensure that player development takes precedence over all other issues. This is taking into account that players moving from the Academy may, for example, require time to become acclimatised to their team-mates when taking part in friendly matches at that age and may develop at vastly different rates. The appropriateness of their footballing experience should be taken into account alongside other social factors.

The internal transfer process between squads should be dealt with by open discussion between all parties. It is expected that discussions should take place regularly between Team Managers in the presence of the Child Welfare Officer and, if appropriate, coaches from within the Coach & Player Development Steering Group. In this way the footballing opportunity for all players can be assessed in a consistent and regular manner. Parents and Managers are reminded that all discussions of this nature are for the benefit of the players themselves and should take place without fear of recrimination, with the Child Welfare Officer leading the discussion process. In older age groups it is likely to be rare where internal transfers are deemed appropriate. The Club Committee may assist at all times with the process of reaching any difficult decisions, and will intervene on the grounds of Child Welfare without hesitation, however it is preferable if the ultimate decision lies with individual Parents, Players and Team Managers.

NOTE: 'Internal' transfer of players between teams in Clubs is recognised by the Warrington Junior Football League as a frequent activity and attracts a lesser fee than for a transfer to a different Club.

Any nominated candidates for the position of Team Manager, Lead Coach or Team Coach will remain nominees until the requirement of Rule 23 has been met. It is likely that a 'mentor' or Caretaker Manager shall be appointed to protect the interests of the players in such teams until the 'nominee' is able to fulfil the requirements of Rule 23.

The duly appointed Team Manager shall be responsible for managing all the affairs of the team. The appointed Team Manager will be responsible for any Club Property (kits, equipment etc) provided to them by the Club. This applies to all team equipment which is also deemed to belong to the Club.

The appointed Team Managers / Lead Coaches shall present to the Club Committee at its last meeting prior to the AGM in June of each year a financial statement for the period 1st June to 31st May. Failure to do so shall be deemed a serious breach of the Rules as this is essential for the Treasurer to complete the end of season Club Balance sheet.

Failure to comply with these rules will incur the charge of "Not attending to club business" with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Treasurer and other Club Members as approved by the Committee. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as practicable.

Rule 19 details the breakdown as to how team finances are handled and banked by the Club Treasurer.

- (b) The income and assets of the Club (the Club Property) shall be applied only in the furtherance of the objects of the Club.
- (c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- (d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (The Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book of the Club shall be conclusive evidence of such a decision. The list of Custodians shall be restated annually at the AGM.
- (f) The Custodians shall be appointed by the Club in a Special or Annual General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a Special or Annual General Meeting.
- (g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- (h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.
- (i) The Club financial year will be 1st June to the following 31st May.

11(a). Dissolution of the Club

- (a) A resolution to dissolve the Club shall only be proposed at an Annual or Special 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 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.

11(b). Dissolution of a Team

- (d) A resolution to dissolve a team shall be proposed by the Team Manager / Lead Coach but the Club Committee shall attempt, where possible, to salvage the position and make every effort to allow the team to continue for the benefit of the players in such a team.
- (e) If the team stability cannot be salvaged then a Team Parent Association, comprising a quorum of at least three parents, shall be established to determine how the Team assets shall be utilised after the discharging of any financial or other liabilities to the Club or any external parties.

- (f) Any surplus Team assets remaining after the discharge of debts and liabilities shall be transferred to the Team Parent Association who shall determine how the assets shall be utilised for the benefit of those team members still present at the time. Alternatively, and under special circumstances, such assets may be disposed of in such other manner as the members of the Club Committee, with the consent of the Team Parent Association, shall determine.

12. Club Officers / Committee Members

Details of all Club Officers / Committee Members will be verified, published and distributed at the first Club General Meeting following each AGM, and also displayed on the Club and the Warrington League websites.

13. Attendance at Club General Meetings (CGM)

The Club General Meetings will be held no frequently than once every month during the season and all Team Managers must attend or send an alternative representative so that all teams are kept familiar with important Club decisions. CGM meetings are scheduled to take place the first Tuesday of September, October, November, February, March and May.

All Teams inclusive of U5/U6 Development Centre (Academy) **must** provide a representative at a CGM.

Repetitive apologies for non-attendance of either the Team Manager or of an alternative team representative will not be accepted.

Failure of the Team Manager / Lead Coach to attend or to provide an alternative Team Representative at a Club General Meeting will incur a charge of “Not attending to club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

14. Voting at Club General Meetings

All voting is on a simple majority basis; in the event of equality of votes the Chairperson of the Meeting shall have a casting vote.

Each team represented at a Club General Meeting is allowed one vote only. Each team within the Club should elect one member to be present who shall have this vote; resolutions shall be passed by a simple majority. In the event of equality of votes the Chairperson of the Meeting shall have a casting vote. Proxy votes submitted in advance for a team unable to be represented shall be accepted if delivered to the Club Secretary in writing in a sealed envelope not less than 3 days prior to the Club General Meeting.

A Manager or Club Committee Member with responsibility for more than one team may appoint a representative for the secondary team to allow the secondary team to have a vote.

A Club Committee Member that also represents a team is allowed one vote only. A Club Committee Member with no connection to a team may have one vote. All decisions agreed by a majority vote at a Club General Meeting are enforceable by the Chairperson.

Failure to comply with any decisions sanctioned by the majority vote will incur the charge of “Not attending to club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

15. Club General Meeting Minutes

The Club Secretary (or Minutes Secretary if elected) will enter minutes for the Club General Meetings into the Minute ‘Book’ of the Club.

Minutes duly documented will then be made available by e-mail and/or publication on the Club website at or immediately prior to the following Club General Meeting where they must be accepted and seconded prior to any other business proceeding.

Following this all minutes will be made available to any interested parties within the club.
The publishing of any meeting minutes outside the Club must be agreed to by the Club Chairperson.

16. Club Committee Meeting Minutes

The Club Secretary (or Minutes Secretary if elected) will enter minutes for the Club Committee Meetings into the Minute Book of the Club.

Minutes duly documented will then be made available at the following Club General Meeting where they must be accepted and seconded prior to any other business proceeding.

Following this all minutes will be made available to any interested parties within the club.

The publishing of any meeting minutes outside the Club must be agreed to by the Club Chairperson.

17. Annual Membership, Registration and Subscription Details

Annual Membership fees for the coming season will be proposed by the Club Committee and voted on at the AGM.

Details of the Annual Membership fees, Registration fees and weekly/monthly subscriptions will be documented and distributed after proposition and validation at the AGM in the Standing Orders.

- (a) All registered Club Members are liable for payment of the Weekly/Monthly Club Subscription Fee.
- (b) Only League Registered Members are liable for payment of the relevant full Annual Club Membership including League Registration Fee.
- (c) Non-League Registered Members, inclusive of U5/U6 Academy, are liable for payment of the Basic Annual Club Membership Fee as in the Standing Orders agreed at the AGM.

NOTES: It is each Team Managers / Lead Coaches responsibility to ensure that all Annual Membership / League Registration Fees, are paid in full to the Club Treasurer when submitting League Registration forms. Player Registrations are to be submitted for each team before mid-July. Failure to include the full Annual Membership Fee when submitting a player's League Registration Form will result in that player's registration form not being submitted to the League.

“Part payments will not be accepted”.

It is the Team Managers / Lead Coaches responsibility to ensure that all monies due are paid to the Club Treasurer on the day specified, or for late registrations as soon as possible, but within 2 weeks of Club Player Registration to enable League Registration to be processed after payment.

Failure to comply with this rule will incur the charge of “Not attending to club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

A League Registered player will only be eligible to play for the Club in League Matches once they appear as “registered” on the League OKS. Players may play in sanctioned friendly matches as soon as the Club Secretary is in receipt of the properly completed player's Club Registration & Health Form.

Any new player that a Team Manager / Lead Coach requests to be League Registered after Christmas of the current season up to the Jan 31st transfer deadline, will be expected to pay 1/2 the proposed full Club Annual Membership / League Registration Fee or the whole of the Basic Annual Membership fee. Similar discretion will be applied to any player who joins the Club up to the final signing date of March 31st.

18. Annual Player “Club Registration Fee” and Monthly Club Fund Payments

Annual Club Player Registration Fee for each season will be proposed by the Committee and voted on at the AGM.

Details of Annual Fees will be documented and distributed after proposition and validation at the AGM, and also listed on the current Club Schedule of Standing Orders.

The Annual Club Registration Fee is to be paid by each Player via the respective Team Manager to the Club Treasurer within one calendar month of that Player becoming a Club Registered Player;

- One Registration Fee payment per Player at the September CGM or at the first Club General Meeting following registration in accordance with the current Schedule of Standing Orders.

Monthly Club Fund payments are to be paid for each Club Registered Player by each Team Manager out of the Weekly / Monthly subscription monies collected from each player/parent (Sub income level and Club Fund payment amounts are recommended to be set at an appropriate level to enable each Team Fund to grow sufficiently during the season to cover all essential team needs). Monthly subscriptions for Club Registered Players are recommended to be collected for 12 months in the year (unless a Team Manager chooses to collect for a lesser number of months in the year and adjust their team budget accordingly) and from that money collected payment to the Club shall be of;

- monthly instalments per player or open-age team (September to June inclusive) payable at the Club General Meetings as directed by the Club Committee and in accordance with the current Schedule of Standing Orders. All new teams formed must pay this by standing order or other automated / regular method directly to the Club Bank Account, monthly and without fail, details of which will be supplied to teams and agreed by the Club Treasurer. Existing teams are requested to do the same as it simplifies collection for the Club Treasurer and would be greatly appreciated.

Failure to comply with this rule will incur the charge of “Not attending to club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM. Regular payments are essential for the cash-flow of the Club and all teams to be treated the same.

All team players, including non-league registered and the U5/U6 Development Centre (Academy), are required to pay an Annual Player Registration Fee. Income from U5/U6 players is paid directly into the Club fund monthly following deduction for any essential equipment (eg. balls, bibs, cones).

19. Team Finances

From season 2005/2006 each team in the Club became responsible for its own team finances. Weekly / Monthly subscription levels from Players is to be set by each Team Manager / Lead Coach but in setting

that level of contribution for each player every Team Manager should consider the recommendations given in the current Schedule of Standing Orders.

All additional monies, as opposed to the regular monthly subs referred to in Club Rule 18, owed to the Club, shall be handed to the Club Treasurer one month in arrears at the next monthly Club General Meeting (*ie. September payments are to be paid at the October Club General Meeting*) along with the monthly finance summary sheet to show the income and expenditure of each team for that period. The Club Treasurer, or other person appointed by the Club Committee (for example an external auditor) may also carry out a spot-audit on team finances at any time, given 7 days notice to the respective team manager of the request to audit the team accounts.

Failure to comply with these rules will incur the charge of “Not attending to club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

Previously all league-registered teams were provided with the cost of two tickets for the Annual League Presentation Evening(s), being paid as part of the League Affiliation Fees payable to the Warrington Junior Football League in July each year, then from 2006/2007 season the cost of Presentation tickets was borne by those wishing to attend the event and an application was made just before that event each year. From 2007/2008 season, in years where the League choose to arrange such an event, all tickets are now requested in advance at no additional charge.

Payment of all legitimate team purchases ie. the requirement for equipment, kit, footballs, winter training fees, etc, need to be paid for from each individual team fund (except for the Academy). The approved Club Kit must be purchased for all teams in accordance with Club Rule 40 b).

In exceptional circumstances of hardship a team can approach the Club for special consideration to use central Club funds for a specific purpose. Any such request will be voted on and sanctioned by the Club Committee.

20. Sponsorship and Fundraising

Any team acquiring sponsorship or additional funds through individual team effort fund raising shall keep any such funding to dispose of as seen fit by the individual team concerned.

Note: The Club Committee must be informed of any proposed sponsorship or fundraising events planned by any individual team. All sponsorship and fundraising events plus any new Sponsorship Logo to be printed on Winwick Athletic FC football kits, tracksuits, training tops etc, must first be approved and sanctioned by the Club Committee.

Any Club fund raising events organised and run by the Club Secretary (or Events Secretary or other nominated persons) must first receive the support of the Club.

Any Club sponsorship or Club fund raising monies received by the Club for the benefit of the Club will be deposited into the Club Account and utilised as agreed and voted on by the Club Committee.

Failure to comply with any part of this rule will incur the charge of “Not attending to club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

21. Club Treasurer Reports

The Club Treasurer will report the current financial statement at each monthly Club General Meeting.

The Club Treasurer will provide each Club Committee Member, Team Manager or Team Representative with a copy of the Club full balance statement at the AGM in June for the previous season (1st June to 31st May).

22. Individual Team Accounts

It is the responsibility of all the Individual Team Managers / Lead Coaches within the club to keep records and accounts that show all the monthly in-comings, out-goings and balances of all monies relevant to their respective team and team members. The Team Finances spreadsheet shall be used without exception to itemise legitimate monthly expenditure for ALL Club teams.

Each Individual Team Manager / Lead Coach is to submit to the Club Treasurer a full set of monthly team accounts, together with an annual year-end final balance statement.

The individual monthly team accounts and annual year-end final balance statement must be submitted to the Club Treasurer as close to the start of June as possible.

Club and Individual Team accounts are also to be made available for inspection by any Parent / Guardian of any Club Member, if requested. The Club will publish a statement to this effect in a newsletter each year and also on the website to ensure that all team managers make their finances open to inspection at any time, within a reasonable timescale (ie. within 14 days of receipt of such a request). Failure to allow a parent / guardian to inspect the team accounts is deemed a serious breach of Club Rules. In the same manner that the Club Bank Balance is stated at each CGM meeting, it may be requested that individual team balances are reported at such meetings if the Committee deem that to be necessary, in the best interests of the smooth running of the Club.

Team Managers / Lead Coaches are requested to seek the advice of the Club Treasurer if they need assistance and details as to what is required to fulfil the criteria of Club Rule 22. Team Managers also need to comply with the requirements of Rule 19 concerning availability of accounts for inspection / audit given 7 days notice.

Failure to produce a full set of monthly team accounts and annual year-end final balance statement will incur the charge of “Not attending to club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

23. Team Officials

- (a) **All Team Officials** ie. Team Manager, Lead Coach, Team Coach, Assistants

Must have completed an online FA CRC Check, and have received both CRC clearance and approval of the Club Committee, before taking part in training sessions, even whilst being mentored.

The duly appointed Club Designated Lead Child Welfare Officer, with the full support of the Club Committee, shall be responsible for the management, record keeping, and subsequent confirmation and validation of police check clearance forms (FA CRC Checks), as stated above in Club Rule 23(a). It is a requirement for Charter Standard that each team has at least two qualified coaches, with one on the touchline at every coaching session, match and at other team events, and so the Club Committee will work with all new Managers to ensure that they have enough additional cover to comply with this FA requirement. All CRCs shall be renewed every 3 years.

- (b) **All Team Officials** ie. Team Manager, Lead Coach, Team Coach, Assistants

Must attend the Club Annual in House Safeguarding Children Seminar conducted by the Club Designated Lead Child Welfare Officer. (Seminar to be held as part of a General Club Meeting prior to the commencement of each season, normally the one following the AGM).

Failure to comply with Rule 23(b) will incur the charge of "Not attending to club business" *with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.*

- (c) **All Team Officials** ie. Team Manager, Lead Coach, Team Coach, Assistants

Shall within their first season attend an FA Safeguarding Children Course and First Aid Course and maintain the currency of that award throughout their period of duty with the Club.

The Club will duly sponsor at least two attendees per team. A copy of all certificates should be forwarded to the Club Secretary immediately upon receipt so that the Club records can be maintained.

- (d) **All Team Officials** ie. Team Manager, Lead Coach and Team Coach, Assistants

Shall within their first season attend an FA recognised Coaching Course.

At a minimum they will be expected to achieve FA Level 1 and will subsequently be encouraged by the Club to pursue further coaching qualifications, such as the FA Youth Module Awards.

The Club will duly sponsor at least two attendees per team. A copy of all certificates should be forwarded to the Club Secretary immediately upon receipt so that the Club records can be maintained.

- (e) **All Team Officials** ie. Team Manager, Lead Coach and Team Coach, Assistants

Shall within their first season complete the FA Soccer Parent Course, which is now an integral part of becoming a Level 1 Coach.

Details of this Internet on-line course and other RESPECT related video resources are available on the F.A. Website: www.TheFA.com

- (f) Any Team Official sponsored by the Club who **fails to attend any pre-booked course, will be liable for costs under the debt recovery process of Lancashire County FA along with any other expenses incurred by the Club.**

Failure to attend any Club Sponsored course will also incur the charge of "Not attending to club business" with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

- (g) All Team Officials must maintain an attendance register for all training sessions and matches. (*Template copies are available from the Club Secretary in the first instance*).

- (h) All Team Managers, Lead Coaches, Team Coaches and Assistants are responsible for the health and safety of their members at both training sessions and matches. It is therefore necessary that prior to any training session or match, a Risk Assessment / Goal Post Safety check is completed and recorded on the monthly finance sheets held on record by a Team Official. Should a non-compliance be identified then full details shall be recorded on the appropriate Club form (*Template copies are available from the Club Secretary and on the Club Website Members' Download area*).

- (i) All Team Officials must maintain records of any incidents or accidents that occur during training sessions and matches. Details are to be recorded on the relevant Club Incident/Accident Report Form. (*Template copies are available from the Club Secretary and on the Club Website Members' Download area*).

All Team Officials must be aware of and follow the following guidelines for dealing with an incident / accident plus comply with the published emergency procedures for each venue.

- **Stay calm but act swiftly and observe the situation. Is there danger of further injuries?**
 - **Listen to what the injured person is saying.**
 - **Alert the first-aider who should take appropriate action for minor injuries.**
 - **In the event of an injury requiring specialist treatment, call the emergency services.**
 - **Deal with the rest of the group and ensure that they are adequately supervised.**
 - **Do not move someone with major injuries. Wait for the emergency medics.**
 - **Contact the injured persons' parent / guardian.**
 - **Complete a Club Incident / Accident Report Form.**
- (j) When a player is returning from an injury Team Officials must ensure that they receive a completed "return from injury form", signed by the parents of the player, or player (if open-age and 18yrs of age or above), to confirm that they have been discharged from medical care and are therefore fit to train and participate in competitive matches.
- (k) All Team Officials must maintain a register of Emergency Parent/Carer/Partner Details, which in turn must be available for all training sessions and matches. *(As detailed on Club Registration & Health Form)*. The emergency telephone contact numbers shall be held as a hard copy, perhaps as a laminated A4 sheet in the kit bag, in addition to being programmed into mobile telephones. The Club Secretary and Assistant Secretary have access to all player contact details should such emergency contact be required.
- (l) All Team Officials must ensure that a fully maintained Basic Sports First Aid Kit is available at all training sessions and matches (see also Rule 40 a).
- (m) Team Officials must inform the Club Secretary in writing, or by e-mail, as to where they will be holding training sessions, when they propose to hold the sessions and also what time these sessions are to be held. These details will be published on the Club website. Summer and winter training venues may be arranged centrally by the Club and a fair allocation will be attempted in the best interests of the Club as a whole.
- (n) Team Officials must have the permission and approval of the Club Committee to play any home or away friendly matches and also to enter tournaments, and such will only be granted in exceptional circumstances against teams of a different age group. The Club Secretary and/or Assistant Secretary will seek approval from County FA and Warrington Junior Football League to undertake friendly and tournament matches. Small sided teams must inform the Mini-Soccer Secretary in the first instance, and older teams must inform the 11-a-a-side Secretary, who will then pass on the details to the Club Secretary. In order to facilitate this requirement it will often be necessary to plan intended friendly matches and tournaments well in advance (typically 2 or 3 weeks in advance of friendly matches).
- (o) Team Managers, Lead Coaches, Coaches, Assistants or other persons who have attended courses leading to award of Certification, paid for by Winwick Athletic FC, shall be liable for discharge of liability through the football debt recovery process at Lancashire County FA if they leave and join another football club. The time period requiring such repayment shall be within two years of obtaining such Certification if moving to another Warrington Junior Football League or Warrington Youth League Club, or for 12 months if moving to a non-Warrington League Club.
- (p) All Team Officials and/or a parent member shall refrain from engaging in e-mail 'discussions' or other communications, as per Club Rule 44, and should instead raise any concerns verbally with a Committee Member if urgent or alternatively at the next available CGM meeting. E-mails are to be primarily reserved for passing on of important information from the Club Committee to the Club Members and vice versa. E-mails are not considered to be an appropriate or satisfactory method of making a 'point' to

the Club and can be misinterpreted. Such 'points' should be made at a meeting of other Club Members and/or Committee Members and debated accordingly.

24. New Team Officials

- (a) Any proposed new Team Manager, Lead Coach, Team Coach or Assistant must complete a Club Volunteer Application Form, available from the Club Secretary / Assistant Secretary and on the Club Website, identifying experience, qualifications and references. Applications should be forwarded to the Club Secretary.
- (b) Applicants will be required to attend an interview by the Club Committee and Club Designated Lead Child Welfare Officer.
- (c) Before appointment new applicants must meet the requirement stated in Club Rule 23(a), and agree to abide with the requirements stated in Club Rules 23(b) to 23(p).
- (d) Any new Team Official appointed after the Club Annual in House Child Protection Seminar will be required to meet with Club Committee and Designated Lead Child Welfare Officer for a briefing session on key issues to be aware of and also to attend the earliest possible Child Protection Course available as per 23(c).

25. Team Managers Pre Match Responsibilities (mainly applicable for U7 to U18 teams)

- (a) In preparation for home matches, Team Managers / Lead Coaches shall be responsible for contacting the away Team Manager with details, either by the OKS online automated match notification system to serve as confirmation of that displayed on the League 'OKS' Website, and/or by telephone and/or text, of the following important pieces of information:
 - 1. Winwick Athletic FC Team Managers / Lead Coaches name.
 - 2. Venue and details of how to get to the venue.
 - 3. Kick-off time.
 - 4. Name and availability of referee.
 - 5. Confirmation of team kit colours (if a clash of colours it is the home team who must change into a 2nd kit, if available, or simply wear bibs).

This must be done 5 days in advance of the fixture (both home and away teams are held accountable by the League for contacting each other, so IF you have not been contacted by the opposing manager for an away game the onus is also on YOU to contact them too).

Match details, including venue and kick-off time, to be allocated by Fixtures Secretary and/or Club Secretary onto the OKS system, in an appropriate and fair manner. Open-age Fixtures will be set by the Warrington & District League and displayed on the FA Fulltime Web System, which is linked to from the Winwick Athletic FC website. The fixtures will be allocated taking into account ever changing circumstances, including League and Referee requirements, pitch condition, individual team requirements and overall Club / Land Owner requirements. These allocations shall be accepted by all Managers, Coaches and Assistants without exception. Should an individual Team Manager, Coach or Assistant have a specific concern then they should share this with the Fixtures Secretary who will then be able to take any concerns into account. Members retain the right to complain or appeal against any decision using the official procedures as outlined in these Club Rules should they feel that they are being treated unfairly in any way.

- (b) The League appointed match official must also be contacted with the same information and to confirm their availability as specified by the Referee's Secretary through the Club Secretaries. NOTE: Some

Referees accept the OKS match notification system to signify their acceptance of having agreed to the match taking place, however it is advisable to telephone the referee to be certain that they will turn up for your match.

This must also be done 5 days in advance of the fixture.

Note:

If for any reason changes are considered as being necessary after the original arrangements have been set up on OKS and agreed by all parties, these potential changes must immediately be communicated to the away Team Manager, Referee if applicable, Fixtures Secretary and/or Club Secretary, and may require communication with the League to resolve. Please note that once set up it may not be possible in some circumstances to change, so all are urged to check fixture details well in advance (certainly 10 to 15 days ahead as a minimum).

- (c) All Club Members who need to be contacted with full arrangements for matches must be contacted by appropriate methods and in adequate time (ie. team parents, guardians and players).
- (d) If any problem is foreseen by the Manager with regards to the possibility of misconduct or breach of rules at a forthcoming fixture the Fixtures Secretary, Club Secretary and/or Assistant Secretary must be contacted immediately so that representations can be made to the League for either a match official or neutral league appointed observer to attend.
- (e) As soon as school term dates, trips, schoolboy football matches and other commitments for players become known within teams each Manager / Coach must submit details as soon as possible to the Club Secretary and/or Assistant Secretary so that the League can be informed. This will help provide the best chance that the League will sanction postponements and thus avoid fines being issued to their team by the League for not fulfilling a later fixture (refer to Rule 31). Usually postponements will only be granted for U9 to U18 teams IF a school related activity is taking place and a letter is available from the school concerning such activity, that it is for at least 2 children and also that the letter is submitted 2 days before the game.

Failure to perform these duties will be judged as “Failure to attend to Club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

26. Team Manager Home Fixture Match Day Responsibilities

- (a) The first team to use a home pitch on a match day will be responsible for the erection of goals / nets and the positioning of corner flags as well as the spectator ropes down the side of the pitch. The appropriate storage facility for equipment to be used at the home venue shall be returned and securely locked immediately upon completion of the last match at a venue to prevent loss of Club equipment and of any padlocks used to secure such storage facility. Padlocks should never be left open, but locked securely to the container to prevent theft during the match taking place. Any such financial loss sustained shall be borne by the team not securing the storage facility, including providing new padlock and sufficient keys for all Team Officials and appropriate people at the hired venue.

“Spectator ropes must be erected for all home fixtures at least 2 metres from the sidelines, the complete length of the pitch, not just from the edge of penalty area to edge of penalty area, and the Manager must ensure that all Spectators stay behind the ropes on the sides of the pitch”. “RESPECT barriers are to be used for all U7 and U8 matches”.

- (b) Any team using available changing facilities at a home venue or allowing the use of such changing facilities by a visiting team will be responsible for the condition of the changing rooms, before, during and after their respective match.

- (c) The condition of the changing rooms should be checked by the Team Officials prior to use by the following team.
- (d) If the changing rooms are in a poor condition on entry by the first home Team Official on a match day this must be communicated to the Club Secretary and/or Assistant Secretary immediately. If Club Property is also found to be either missing or damaged on entry into the storage facility the Club Secretary must again be informed immediately.
- (e) The final condition of the changing facilities at the end of the match day will be the responsibility of the team playing the final match, however should any problems be encountered with equipment, breakages or losses, then the details must be forwarded immediately so that action can be taken prior to the next users.
- (f) The team playing the final match on the pitch shall be responsible for the returning of Club Property such as, goals / nets, flags, stakes and ropes to the designated storage facility **and the condition of the store facility at the end of the match day. It is required that equipment be returned to its normal location within the storage facility in a tidy manner. Please take great care when using the mini-soccer goalpost bags to avoid damaging them (ie. Do not drag them across the ground, but use two people to carry them).**

Unless specific consent is given and approved by the Club Committee to allow equipment to be stored off site, then it must be returned to its normal storage location.

ALL EQUIPMENT MUST BE RETURNED TO THE CORRECT CLUB STORAGE FACILITY AFTER USE.

- (g) Any fine received by the Club from the Parish Council or any other Venue Owner or from any other body from whom the Club hire facilities, relating to the condition of the changing facilities or storage facility after a match day, will be handed to the Team Manager deemed responsible. The Team Manager concerned will be liable to the payment of any such fine received. *An additional club administration fee as per Schedule of Standing Orders will also be imposed.*
- (h) The Leisure Centre Manager maintains a record of any training sessions and matches that take place at Myddleton Lane, for which the Club is charged. It is therefore important that we maintain records of when the pitches have been used, for either matches or training, so we can check that the Parish Council invoices are correct. Similar arrangements may also be necessary at other Club venues. Use of the League OKS system is the main method used by the Club for recording when matches are scheduled to take place at all Club venues.
- (i) Team Managers are responsible for the behaviour of all their team club members and spectators on all match days. This requires Team Managers from time to time to remind their own spectators of the need to be respectful of Referees and to avoid calling out to opposing touchlines at all times. **NOTE:** If a Team fails to take action to control their own touchline then it is deemed by the FA that the Club has not controlled that touchline, hence the Club may be forced to take action against any offending team as they could jeopardise the ability of the entire football club to remain as an affiliated participant in sanctioned FA football.
- (j) If a league appointed official attends the venue and subsequently calls off the match they are entitled to claim half the match fee. The home team is responsible for arranging payment.
- (k) The league appointed referee's fee duly payable after the match, should be split between both teams. The home team is responsible for arranging payment.
- (l) ALL Team Managers must carry their Player ID sheets and Pre-Printed Match Sheets at all times and make them available for inspection upon request from the opposing Manager, Referee, League Representative or Winwick Athletic FC Committee Member. Failure to do so carries a heavy fine from the League, the cost

of which will be passed on to the individual team. The Warrington Junior Football League from time to time issues guidance on how checks must be made prior to kick-off, but every game must be played, even if suspicion of an illegal player in the opposing side, and if there was anything missing from an opponent, or any concerns regarding eligibility of everyone to play in a game then this must be reported to the League afterwards.

Failure to perform these duties will be judged as “Failure to attend to Club business” with a fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

- (m) ALL Team Managers, Coaches, Assistants and Designated Club Volunteers are to wear their individual ID Badges at all times (if provided during a particular playing season by the Club) whilst supervising the players within their teams at matches and also preferably at training sessions. The Club will attempt to update ID badges every September or when a new Club Volunteer becomes ‘qualified’.

27. Team Managers Post Match Responsibilities

The Club is required to relay certain match information on to the League, historically by telephone calls, but now by the online OKS League Database Management system. All daytime matches should commence between 10.00am and 2.30pm and evening matches between 6.00pm to 7.00pm. It is essential that Team Officials enter all results and information concerning behaviour of opposing teams and performance of Match Official(s) onto the online League OKS system as soon as possible (immediately after the match for any “daytime weekend” or “evening midweek” games and ideally within 1 hour of the final whistle):

- (a) Managers will be responsible for reporting on OKS, or if appropriate, communicating the following information to the Club Fixtures Secretary and/or Club Secretary.
1. Match Final Score.
 2. Full Name of Referee (**even** if just a Parent, Manager or Coach).
 3. Referee details (we need their **NAME**) (League appointed or one as agreed by both Managers).
 4. Score out of 100 for the performance of the referee (a score of 50 or less requires a typed report to be submitted to the appropriate Club Secretary inside 24hrs of the final whistle).
 5. Score out of 10 for the behaviour of the opposition Spectators, their Players and their Coaching Staff.
 6. Name of any Winwick Athletic FC player / player’s either booked or sent off and details of any major incident, injuries or accidents that may have occurred before, during or after the match.
 7. **You must ENTER details onto OKS, even if the match was postponed (even if due to Cup clashes and/or School trips, as well as for bad weather call-offs by the Match Referee or Landowner).**

Failure to update OKS and/or the Club with this information by the times specified will be judged as “Not attending to Club business” with a resulting fine being imposed in accordance with the current Standing Orders agreed annually at the AGM.

Any fine imposed by the League’s resulting from late information received due to Rule 27 (a) not being adhered to will be passed on to the respective team/teams. ***An additional club administration fee as per Schedule of Standing Orders will also be imposed.***

Scoring of the match referee at 50 marks or below must be followed within 24 hours by a written explanation of the mark.

This written explanation must be forwarded to the Club Secretary and/or Assistant Secretary who in turn will forward on to the respective League Referees Secretary.

Any disagreement with the result of the match must be received in writing by the Club Secretary who in turn must forward on to the League Secretary to reach them within 3 days of the disputed match.

- (b) Match details must be completed in full by the Manager as instructed by the League. (NOTE: The League may modify from time to time the system used eg. electronic match cards). The League 'OKS' System is currently located at <https://www.ourkidssports.com/Clubs/profile/id/46> for Winwick Athletic FC

Failure to complete the match details correctly as specified by the League will result in the League imposing a fine on the Club. The method of recording match details is changed frequently by the Warrington Junior Football League, and only the current season's system must be used which will be advised to all following the League AGM in June every season.

Any fine imposed by the League resulting from late information received due to Rule 27 (b) not being adhered to will be passed on to the respective team/teams. ***An additional club administration fee as per Schedule of Standing Orders will also be imposed.***

28. Club Discipline

The Club Committee will be responsible for all matters concerning Club, Member and/or Team Discipline. In many circumstances team issues will be dealt with in the first instance by the Team Manager (as per Rule 29), but on occasions where a Team Issue becomes reported, either verbally or in writing, to the Club Committee, then they become the body to deal with the appropriate disciplinary procedures, which in the first instance would involve inviting respective parties to attend the next available Club Committee Meeting. Club Issues will be dealt with in a similar manner by the Club Committee.

All people brought before the Club Committee, after they have been given an opportunity to present any evidence, will be asked to leave the room during Committee discussions and shall not be permitted to attend the deliberations of the Committee deciding the outcome. In the event that a Committee Member is a person being asked to attend, then that Committee Member shall, after they have been given an opportunity to present any evidence, stand down from duty during such a "hearing" and, where the Club Committee quorum is below the minimum number, or for other valid reasons, shall be replaced by another Club Manager to assist a balanced discussion during such 'hearing'.

Any Club Committee Member who is directly involved with the person(s) attending the Disciplinary Meeting, be it through team connection, or family relation connection, will not be allowed to attend the hearing in the capacity of Club Committee Member.

Matters of discipline will be debated by the Club Committee and a decision made on a simple majority vote basis. In the event of equality of votes the Chairperson of the Meeting shall have a casting vote.

The Club Committee will have the power to:

- (i) Clear of all charges
- (ii) Warn as to future conduct
- (iii) Fine
- (iv) Impose a Coaching Ban
- (v) Impose a Touchline Ban
- (vi) Suspension
- (vii) Expulsion

The outcome from a Committee deliberation will be confirmed to the person(s) in writing, in some cases after taking advice from County FA. Other than for a caution and/or sending off offence by a player, where a Member has been charged by the League and/or County FA, that Member shall automatically be considered as falling under the Club Discipline Procedure and thus invited to attend before the Club

Committee as outlined above. The Club Committee may take advice from County FA and/or Warrington League when deliberating the suitability of any punishment deemed necessary by the Club, taking into account the seriousness of the allegations and/or charges, and also the outcome of such external deliberations by League and/or County FA.

In order to assist the Club Committee in reaching their decisions and more specifically in determining a suitable level of punishment, if deemed necessary, the current Standing Orders show the current FA guidelines for comparison. The annual AGM will agree in advance suitable levels of punishment, but the Club Committee are sanctioned to impose varying degrees of punishment at their discretion to suit the level of seriousness of the breach.

Any disciplinary decisions of the Club Committee will be final and binding and enforced by the Club Chairperson.

In the event of an appeal being lodged against a decision of the Club Committee, this must be done so in writing to the Club Secretary within 7 days of such confirmation of a decision being received. An Appeals Committee shall be constituted within one calendar month of such appeal being lodged, whose membership shall be the Club Chairperson, Club Secretary, one other Committee Member and 2 members of the Parent Association (to be elected from teams without personal involvement by Club Committee). The member being disciplined will be permitted to present their evidence, or fresh evidence, one final time, but the decision of the Appeals Committee shall be final.

29. Team Discipline (of Individual Team Members / Lead Coaches)

- (a) This is the responsibility of the Team Manager / Lead Coach in the first instance but can be appealed to the Club Committee by either the Team Manager / Lead Coach if he/she requires the Clubs support or by the accused if he / she believe they are being unfairly treated or victimised.

Any appeal must follow the procedures as stated in Rule 32: Club Complaints procedure.

Notes: (i) Only Members who are 18 years or over will be allowed to attend a team disciplinary hearing by the Club Committee without parental attendance.

- (ii) It is essential that if a Club Member less than 18 years of age is requested to attend by either the Team Manager / Lead Coach or the member's parents, the Club Secretary must be informed of this intent.
- (iii) If either party feels that the presence of the Club Designated Child Protection Officer is also required, when attending a team disciplinary hearing, the Club Secretary must be informed of this intent.
- (iv) Any Club Committee Member who is directly involved with either party appealing, be it through team connection, or family relation connection, will not be allowed to attend the hearing in the capacity of Club Committee Member.

- (b) Both parties together with any supporting witnesses will subsequently be summoned by the Club Secretary to separately attend a Club Committee Meeting to enable both sides to be heard independently.

After hearing and review of all available evidence from all the parties concerned the Club Committee will debate on the course of action to take to resolve the matter under appeal.

Resolutions will be voted on and a decision made on a simple majority vote basis.

In the event of equality of votes the Chairperson of the Meeting shall have a casting vote.

Any disciplinary decisions sanctioned by the Club Committee will be final and binding and enforced by the Club Chairperson.

In the event of an appeal being lodged against a decision of the Club Committee, this must be done so in writing to the Club Secretary within 7 days of such decision. An Appeals Committee shall be constituted within one calendar month of such appeal being lodged, whose membership shall be the Club Chairperson, Club Secretary, one other Committee Member and 2 members of the Parent Association. The member being disciplined will be permitted to present their evidence, or fresh evidence one final time, but the decision of the Appeals Committee shall be final.

30. League or County F.A Imposed Discipline Hearings / Matters

- (a) Any contact that is required between the Club and either the Leagues or County Association relating to any matters or business of the Club must only be conducted by the Club Secretary.
- (b) Any League or F.A. imposed disciplinary procedures brought against any Club Member will be debated by the Club Committee and any level of Club support sanctioned.
- (c) Any League or F.A. imposed disciplinary procedures brought against the Club will be debated by the Club Committee and any required actions sanctioned.

31. Payment of Fines Imposed by Either the League or County F.A.

The Respective Team Manager will be liable for the payment of any League or County F.A. imposed fines received relating to Club Officials or Club Members up to U18s registered to their team, with open-age players themselves being liable for payment of fines.

An additional club administration fee as per Schedule of Standing Orders will also be imposed.

32. Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Polices, Rules or Code of Conduct have been broken should follow the procedures stated below.

1. They should report the matter in writing to the Club Secretary or another member of the Club Committee (for the purposes of this rule a posted letter or formal e-mail letter is required so that there is an official record of the complaint).

Your written report should include:

- (i) Details of what, when, and where the occurrence took place.
 - (ii) Any witness statement and names.
 - (iii) Names of any others who have been treated in a similar way.
 - (iv) Details of any former complaints made about the incident, date, when and to who made.
 - (vi) A preference for a solution to the incident.
2. The Club Committee will sit for any hearings that are requested.

3. The Club Committee will have the power to:

- (i) Conclude that there is no case to answer.
- (ii) Warn as to future conduct.
- (iii) Suspend from membership.
- (iv) Remove from membership.

The outcome from a Committee deliberation will be confirmed to the person(s) in writing, in some cases after taking advice from County FA.

In the event of an appeal being lodged against a decision of the Club Committee, this must be done so in writing to the Club Secretary within 7 days of such decision. An Appeals Committee shall be constituted within one calendar month of such appeal being lodged, whose membership shall be the Club Chairperson, Club Secretary, one other Committee Member and 2 members of the Parent Association. The member being disciplined will be permitted to present their evidence, or fresh evidence, one final time, but the decision of the Appeals Committee shall be final.

33. Safeguarding Children (Child Protection)

(a) The FA Child Protection Policy Statement as adopted by Winwick Athletic FC

Every child or young person, defined, as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse.

This is the responsibility of every adult involved in football.

The Football Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standard of care. (Appendix 1 Football Association Regulation)

These procedures apply to anyone in football whether in a paid or voluntary capacity. For example, volunteers in clubs, referees, and club officials, helpers on club tours, football coaches and medical staff.

The football association will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or any sexual offences should be excluded from working with children and young people. This position is re-enforced by UK legislation and guidance.

(b) Club Objectives

Are to:

- Promote the awareness of club officials, parents and supporters towards the protection of the children involved from any actual or possible abuse
- Comply with rules set down by the League and the Football Association
- Promote best practice and encouragement at all times
- Put the safety and needs of the children first

(c) **Club Policy**

- To promote the appropriate training methods to the relevant age group.
- To ensure all equipment complies with all safety standards.
- To promote positive and ethical behaviour from Club Officials, Parents and Supporters.
- To give the same protection and respect to all children no matter whether a club member or not.
- To encourage all Club Officials, Parents and Supporters to be positive at all times when being critical of children's performance.
- To recognise the need to confront and eliminate any form of abuse, be it Verbal, Physical, Emotional or Neglect.
- To record and act upon any reports of actual or potential Child Protection issues.
- To take all-reasonable steps to ensure unsuitable people are prevented from working with children.

(d) **Adherence**

All club officials shall agree to abide by and adhere to the Child Protection Policy as specified by the FA and applied within the Rules and Constitution of the Club.

34. Code of Conduct for Football

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 and improper practices.

Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

Football rejects the use of violence of any nature by anyone involved in the game.

Fairness

Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

Football is committed to the principle of playing to win consistent with fair play.

All Club Members associated with Winwick Athletic FC shall be committed to adhere to and abide with the FA Code of Conduct for Football.

35. Code of Conduct for Coaches

- Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Coaches must place the well being and safety of each player above all other considerations, including the development of performance.
- Coaches must adhere to all guidelines laid down by the governing bodies.
- Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 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 Manager and Coach.
- Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the players.
- Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must not use or tolerate inappropriate language.

- A coaches attitude must be ethically correct at all times, remembering above all the Child Protection Policy and the Rules of the Game.
- It is natural for all coaches and their subordinates to want to win, however a “winning at any cost” attitude must never be associated with the spirit of the game.
- Coaches should always remember, children play for fun, winning is only a part of this.
- Coaches should never ridicule or shout at any child for making mistakes or losing games.
- Coaches should follow medical advice regarding players returning from injury (also see Rule 23 (j)).

36. Code of Conduct for Players

Obligation towards the game. A player should:

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during the game.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship, and time wasting.
- 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.
- Never use inappropriate language.

Obligations towards the game. A player should:

- Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- 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:

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

Respect towards Opponents. A player should:

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

Respect towards Match Officials. A player should:

- Accept the decision of the Match Official without protest.
- Avoid words or actions that might mislead a Match Official
- Show due respect towards Match Officials.

Respect towards Team Officials. A player should:

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

Obligations towards the Supporters. A player should:

- Show due respect towards the Supporters.

- Look after any kit or equipment loaned to them by their team or club.
- Respect the pitch and facilities provided by the club or any other club when playing away.

37. 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:

- Set a positive example for others, particularly young players and supporters.
- Promote and develop their own team having regard to the interest of the Players, Supporters and reputation of the national game.
- 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.
- Avoid all forms of gamesmanship.
- Show due respect to match Officials and others involved in the game.
- 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.
- Not use or tolerate inappropriate language.

Obligations towards the Team

The team Official should:

- 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.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Show due respect to the interests of players, coaches and other officials, at their own club/team and others.

Obligations towards Supporters

The team Official should:

- Show due respect to the interests of supporters.

Respect towards Match Officials.

The team Official should:

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

38. Code of Conduct for Parents / Spectators

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 – it's 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.

A parents / spectators expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players
- Club Officials
- Spectators
- Each Other
- League Officials / Referees

Parents / Spectators will:

- Encourage but **NOT COACH** their child during a match.
Too many different instructions being shouted only confuses the children and subsequently effects their concentration. **Please let the coach's coach.**
- Not shout or scream at any child (It's meant to be FUN)
- Respect the Match Officials and their decisions
- Encourage all the children not just the most talented
- Give encouragement and help to Club Officials (They are all volunteers and are not paid!!!)
- Do not force an unwilling child to play the sport
- Encourage your child to always play by the rules
- Never ridicule or shout at your child for making a mistake or losing
- Teach your child that effort and teamwork are as important as winning
- Support all efforts at removing verbal and physical abuse from children's sport
- Don't question in public the judgement of officials and never their honesty
- Recognise the importance of coaches and officials who give voluntarily of their time and effort
- Remember children at play aren't professional entertainers
- Do not harass or swear at coaches or officials
- Ensure the players abide by their Code of Conduct.
- Applaud the opposition as well as their own team

Club Members are reminded that they are responsible for the behaviour and actions of those present at Club matches, training sessions and other events and are also themselves liable to Disciplinary Action under Rule 28 should they be unable to control any offending 'visitors' to the Club.

39. Insurance, Public Liability, Accident Insurance and Contractual Issues

(a) Public Liability

Public Liability Insurance is covered in the affiliation to Lancashire FA that is arranged by the Club Secretary in June of every season before the deadline of 1st July to be affiliated for the forthcoming season.

Full details of the cover can be obtained from Lancashire F.A. if required.

Copies are available by request from the Club Secretary.

(b) **Accident Insurance**

This is obtained and arranged through a credited broker in August of every season for all players up to and including U18s for the next twelve month period, but open-age players set the level of individual payment to suit their required level of cover, but still arranged through the Club and League.

Copies are available by request from the Club Secretary.

(c) **Contracts on behalf of the Club and Financial Indemnity**

The Club Committee may enter into contracts on behalf of the Club but that authority shall not extend to committing monies beyond the club's funds, or authorising expenditure in excess of £3,000 without prior approval at a Club CGM or AGM, as appropriate. The members of the Club Committee shall also be indemnified fully and without limit or exception out of the funds of the football club for contractual obligations made on behalf of the Club.

(d) **Personal Liability of Club Committee Officers**

The Members of the Club Committee or any other person acting on behalf of the Club in an authorised capacity shall not be liable for any loss or injury suffered by the Club and/or its Members as a result of the discharge of their respective duties or whilst in the pursuance of any other authorised Club business.

40. Equipment and Kit Provision

(a) The Club will provide each new team entered into the Leagues with a Basic Sports First Aid kit at the commencement of that first season. An inventory of the recommended content of the first aid kit is to be maintained by the Club Secretary, or other delegated person, for Team Managers / Coaches / Assistants / Volunteers to refer to and to be capable of regularly updating their first aid kits during the season.

(b) The Academy U6 players who become a new U7 team on 1st July each season will become eligible for a new Winwick Athletic 1st Kit supplied by the Club funds. All other existing Club Teams from U8s to U18s, and open-age, registered under the name "Winwick Athletic FC", are required to purchase a 1st Kit, when required, using their own team funds, from the supplier nominated by the Club at a cost to each team per player as shown in the Standing Orders. The Club 1st Kit colours will primarily be red body with white and black, however fabric quality, breathability, washability and modernising the style are important considerations. The Club Committee will determine the final selection of kits to be used by all Club Teams, without exception. The official Club logo, Charter Standard logo and any approved sponsor details will be added to the 1st Kit using an agreed common format. All Club 2nd kit purchases require approval from the Club Committee prior to ordering. No individual player names, aliases or nicknames are to be printed on any team kit. In order to facilitate ordering of appropriate Club kit consistent with FA, League and Club Rules the purchase of Club Kit shall be co-ordinated by a Club Member delegated with such responsibility, usually a member of the Club Committee. This will also provide an opportunity to take advantage of the bargaining power during purchase of such a bulk order on behalf of the Club. It would aid bulk purchasing capability if all intended kit purchases are made known to the Club Kit Coordinator by May of the preceding season, with orders being placed by July. NOTE: As of 1st June 2014 Winwick Athletic FC entered into an agreement with Nike UK Limited as a "Nike Partner Club" which agrees that all Winwick Athletic teams will wear their Nike approved kits for all matches, subject to the provision within FA/League Rules where a clash of colours occurs at a specific game. Failure to comply will be dealt with using the Standing Orders in force at the time.

Where team colours clash with their opponents for a Home fixture then some teams may request to use a change of strip, in which case a Winwick 2nd Kit may be worn. Since this situation is considered to be infrequent, then it is advised that the wearing of good quality bibs is equivalent to wearing a 2nd Kit rather than purchasing a 2nd Kit. Any 2nd Kit only needs to be worn by the HOME team where there is a colour clash according to Warrington Junior Football League Rules. This means that the Winwick Athletic 1st Kit will ALWAYS be worn at Away Matches and again will ALWAYS be worn at Home Matches where there is no colour clash.

The 1st and 2nd Kit colour schemes are stated on the annual FA Affiliation Forms returned to Lancashire County FA and thus must be the same throughout the Club. When Club Teams in the age range U12 to U18 decide to enter the Lancashire FA County Cup Competition then they are required to have access to an official 2nd kit, in the colour scheme advised to County FA when affiliating the Club before 1st July every season.

Failure to comply with rule 40(b) will incur the charge of "Not attending to club business" *with a resulting fine and further action being imposed in accordance with the current Standing Orders agreed annually at the AGM. NOTE: This is a serious offence as the Club is in an agreement with Nike UK Limited.*

- (c) Academy Coaches and any Year Group Managers shall be provided with necessary equipment by Club funds subject to continuing payment of player subs as per Rules 18 and 19. All Mini-Soccer and 11-a-side Team Officials will be responsible for the purchase, upkeep and maintenance of all other equipment.

41. Club Standing Orders, Fines and Charges

- (a) Club Standing Orders and fines will be proposed by the Club Committee and voted on at the AGM in July prior to the commencement of the forthcoming season. All effective Standing Orders and Club Fines will be published and distributed at the first Club General Meeting following acceptance at the AGM. The Chairperson at a Club General Meeting will serve any fines and or charges imposed by the Club.
- (b) All fines and or charges shall be paid either before or at the next Club General Meeting following imposition (unless ordered otherwise). Fines will be doubled and become payable immediately if not paid by the specified time.
- (c) The Club Committee have the power to impose, at their discretion, additional fines and charges over and above those published and specified.
- (d) All Club Members are reminded that when registering players every season that Managers, Coaches, Volunteers, Parents and Players agree to abide by decisions of the Club and its Club Committee. All decisions are based on the Club Rules & Constitution but may in special circumstances be modified to suit circumstances and to take account of advice received by officials from the Warrington Junior Football League, Lancashire County FA and/or The FA.
- (e) Typical punishments for infringements of Club, League, County and/or FA Rules are updated annually on the current Standing Orders, as a guidance document, which is based on the schedule of punishments published within the current FA Handbook. Such punishments are to be voted on, modified as appropriate and adopted at the AGM. Circumstances not currently provided for within these Rule shall also be subject to penalty should they clearly be in breach of the spirit of the Club Rules.

Note: These Club Rules, Constitution and Policies are written following the guidelines stated in the Code of Good Practice for Charter Standard Clubs. They are for the use of Winwick Athletic FC only and are in no respect intended to replace any rules as specified by the Warrington Junior Football League, Warrington Youth League, Lancashire County FA and any similar bodies that

the club may be affiliated to, either now or in the future. The Club is obliged and will continue to adhere to rules and regulations as set by these governing bodies.

42. Coach Development and Club Direction

The Charter Standard Development Club status of Winwick Athletic FC gained in December 2006 supplemented by our Community Club status from January 2013 enables the Club to focus on development of its coaches and facilities to sustain growth and enable all players within the Club to gain a valuable football experience. The Club recognise the importance of the football needs of all Club players by actively supporting coaches to undertake continual improvement and, where funding opportunities exist, the Club Committee, supported by co-opted Club General Members when required, are committed to pursuing such funding for the improvement of all in the Club. In order to co-ordinate such activities a Coach Development Officer shall take responsibility for updating all aspects of current coaching requirements. It is incumbent on the Coach Development Officer, and any designated Coaching Assistants, to promote the use of proactive coaching methods to develop all players in a fun environment. The Coach Development Officer will also make use of the Club Website facilities to promote various internally arranged and external coaching events.

Given the Club commitment to self-development and hence its pro-active emphasis on using and adapting its published 5-yr Development Plan it is also incumbent on the Club Committee, assisted by co-opted Club General Members as necessary, to take advantage of opportunities for improvement. The Club Committee will update the Development Plan on an annual basis and review the overall strategy of the Club accordingly. It is usually appropriate to update the Development Plan near to the start of each new season once the new Club Committee has been adopted by the Club at the AGM.

County FA Member Services now host all coach qualification, safeguarding children and emergency aid qualifications held by coaches in the club and this serves as an easy means of licensing the activities of coaches with our teams and of providing an accessible means of flagging up impending qualification renewals to ensure that all teams have at least two qualified people at team training, activities, matches and other events. From March 2011 Winwick Athletic FC have been required to submit for an Annual Health Check as part of the Charter Standard renewals process.

43. Management of Club Events

- (a) As the Club grows in number of teams and players it is necessary to plan all events thoroughly and well in advance. To facilitate the planning and coordination of all Club organised events, eg. Annual Presentation, Race Nights, Sports Dinners, Fun Days, Carnival Day support, etc, an Events Manager is to be delegated the responsibility to finalise arrangements and to work within an agreed budget for each event. This delegation shall either be by voting in at an AGM, CGM or CCM as circumstances require. The Events Manager will attend appropriate CCM and CGM meetings to progress such events as smoothly as possible. All Team Managers and Coaches need to support the Events Manager so that they can fulfil this role for the benefit of the Club. Should any Club Member wish to support the Events Manager or propose improvements or a new idea for existing events then that is to be supported provided sufficient notice is given so that any new proposals can be incorporated into the event planning process. Typically this will be at least 2 months in advance of all proposed Club events.
- (b) A Calendar of all Club Events, including meetings, is to be maintained on the Club Website and all Team Managers and Coaches are urged to encourage their parents and players to use the website regularly so that they remain totally familiar with what is happening within the Club.
- (c) For a number of years, at its Annual Club Presentation held in June, the Club has arranged, in addition to a trophy for every player in the Club, for the purchase of “a special trophy” to be issued by each team to their “Managers Player”, “Players Player” and “Most Improved Player”. The Club has also made an Award for the “Manager/Coach of the Year”, “Player of the Year” and “Team of the Year” for the two

“mini-soccer” and “11-a-side” sections of the Club. There is no reason to change this club policy immediately, however as the FA implement their mandatory grassroots proposals from September 2013, as outlined in Club Rule 10, the Club will need to debate whether to modernise these awards to reflect any changes in FA culture, and also to amend the selection criteria for specific awards if appropriate (eg. the Club may seek to introduce more generic Sporting Awards, Fair Play and Exemplary Conduct Awards).

44. Modern Media and Club Communications Policy

(a) **Authority**

This Modern Media and Club Communications policy applies to all Team Managers, Coaches, Volunteers, Players, Parents, Guardians or other parties with a material interest in Winwick Athletic FC (collectively referred to as the “*associates*” of the Club). This policy is approved by the Club Committee of Winwick Athletic FC and has been reviewed by Lancashire County FA who are seeking Good Practise in all areas of public and personal comments pertaining to Junior, Youth and Senior Football Clubs within Lancashire County FA. Please be advised that any comment viewed as bringing the game into disrepute can attract a disciplinary charge from County FA. Any comment viewed as bringing the Club into disrepute can also attract a disciplinary charge which will be dealt with by the Club Committee.

(b) **Social media, texts and e-mails**

Social media, professional networking sites, rapid-fire communications, blog sites, personal Web sites, texts and personal emails are all useful technologies; Winwick Athletic FC realizes this fact. Every associate has an opportunity to express and communicate in many ways, and Winwick Athletic FC encourages an online presence and text / electronic communications pertaining to ‘*Club Business*’. Above all else, everyone needs to use good judgment on what material makes its way online or into text / email messages. In particular all messages sent to the Club Secretary, or any Club Committee Officer, in connection with them carrying out their responsibilities for the Club, shall be deemed public information and in fact Club Business. There shall, at no time, be any comments, judged by the recipient, to be of a personal nature, contained in any messages sent to Club Officers by any associate of Winwick Athletic FC.

This policy will set forth guidelines that all associates should follow for all online, email, text or other communications, including those messages on the OurkidsSports Website (‘OKS’) too, in reference to Winwick Athletic FC, or in connection with any activity involving, on behalf of, or concerning, Winwick Athletic FC.

(c) **Relevant technologies**

This policy includes (but is not limited to) the following specific technologies:

- Personal blogs
- LinkedIn
- Twitter
- Facebook
- MySpace
- Personal Web sites
- Digg
- Mobile Phone Texts
- Personal and Work Email accounts

(d) **Responsibility**

Any material presented online, or within emails sent, in reference to Winwick Athletic FC by any associate is the responsibility of the poster. We encourage all communication to be made in an identifying manner, to establish credibility above all else. Along with clear identification, associates must state that any opinion is yours individually and not an official communication from Winwick Athletic FC.

(e) **Guidelines**

Winwick Athletic FC associates are encouraged to use the following guidelines in modern media and club communications, including, but not restricted to social networking, text and email practices:

- Be relevant to your specific involvement with Winwick Athletic FC.
- Do not be anonymous.
- Maintain professionalism, honesty, and respect.
- Do not make comments of a personal nature about any other associate, or associates of other Clubs or the League, or the FA, or in general about Winwick Athletic FC, or its Club Committee or of any other party.
- Apply a "good judgment" test for every activity related to Winwick Athletic FC. Could you be guilty of leaking information, trade secrets, customer data, or upcoming announcements? Is it negative commentary regarding Winwick Athletic FC or any of its associates. If it is not a good comment, then do not make it.
- Activity showing good judgment would include statements of fact about Winwick Athletic FC and its products and services, facts about already-public information, or information on the Winwick Athletic FC Web site.

Further, if any associate becomes aware of communications, social networking, text or email activity that would be deemed distasteful or fail the good judgment test, then please inform the Club Secretary of its presence.

(f) **Inaccurate or defamatory content**

Associates who participate in online, text and/or email communication deemed not to be in the best interest of Winwick Athletic FC will be subject to disciplinary action. This communication can include but is not limited to:

- Inaccurate, distasteful, or defamatory commentary about Winwick Athletic FC or any of its associates.

Disciplinary action can be taken in accordance with Club Rule 28.

(g) **Off-Limits material**

This policy sets forth the following items which are deemed off-limits for social networking or other communications.

(h) **Intellectual property, trade secrets, or customer data**

Winwick Athletic FC's intellectual property, trade secrets, and manager/coach/player/parent data are strictly forbidden from any online, text or email discourse except through mechanisms managed internally by the Club Committee of Winwick Athletic FC.

(i) **Financial information**

Any online, text or email communication regarding the financial data of Winwick Athletic FC is strictly forbidden except through mechanisms managed internally by the Club Committee of Winwick Athletic FC.



12th July 2016

Paul H McMahon

Club Secretary (on behalf of Winwick Athletic FC)