



**Perton & Codsall Utd. F.C.**

# CLUB CONSTITUTION

March 2011 version

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# Perton & Codsall Utd. F.C.

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## Perton & Codsall Utd. F.C.

Dear Player and Parents

On behalf of the Management Committee I would like to welcome you to Perton & Codsall United Football Club, and I hope that this is either the beginning or continuation of a long and happy association between you and the club.

The aim of the club is to provide youngsters with the opportunity to play football, having been properly coached, thus enabling them to enjoy the game played in accordance with the rules and regulations of the Football Association and their respective League or Cup competitions.

In addition, the club will aim to continue its development in order to provide the best possible facilities for our players, parents, and supporters.

With this in mind, I would ask you to remember that with a club of our size catering for 9 different teams, the financial burden is considerable, so when called upon to assist in fund raising events, please ensure that you contribute in some way in order to keep our Central Funds in a healthy condition.

Finally, on the behalf of the management committee I wish you an enjoyable and successful season, and hope that you will take pride in playing for or supporting Perton & Codsall United Football Club.

Yours sincerely

Brian Griffiths  
Chairman  
Perton & Codsall United Football Club.



# Perton & Codsall Utd. F.C.

## Management Committee

### Season 2010-2011

Chairman	Brian Griffiths 20 Knights Avenue Tettenhall Wolverhampton, WV6 9QA	Home 01902 755525 Mobile 07887836692
Club Treasurer	David Turner 9 Tutbury Avenue Perton Wolverhampton WV6 7UR	Home 01902 742915 Mobile 07808 094741
Club Secretary	10 Lytham Road Perton Wolverhampton, WV6 7YY	Home 01902 756670 Mobile 07813 696892
Child Protection Officers	Rick Ward  James Hearn	07789 926166  07540 747840



# Perton & Codsall Utd. F.C.

## Introduction

Perton & Codsall United Football Club were founded in 1998 to provide opportunities for children within the surrounding area to play football.

Since this date the club has grown and is continuing to grow, now running teams from Under 9's to Under 16's.

## F.A. Charter Standard for Clubs

Perton & Codsall United are one of only a small number of clubs that are either striving to achieve the FA Charter Standard, or have already been awarded it.

The Charter Standard was introduced as part of the "Charter for Quality" produced by the Football Association in 1997, it was designed to raise standards, recognize good practice, and reward quality.

This means that the club must be a competent organization with a Management Committee, a Club Constitution, Accounts, a Child Protection Policy, Codes of Conduct and Disciplinary Procedures, plus many other requirements.

The club's managers and coaches will have F.A. Coaching and First Aid qualifications, which in addition to their attendance at an accredited FA Child Protection Course, combines to ensure quality coaching for the children and peace of mind for the parents.

## Club Objectives

The main aim of our club is to provide players and supporters who have an interest in football the framework and facilities to pursue that interest.

With Perton & Codsall United FC its members are of prime importance and we hope that during each season everyone concerned can take pride in playing for, or supporting Perton & Codsall United FC in a truly sporting manner.



# Perton & Codsall Utd. F.C.

## Club Membership

The members of the club shall be the officers of the club, team representatives, the players, and the parents or guardians of the players.

Players under the age of eighteen shall be junior members and not hold voting rights at meetings of members of the club.

## Club Management

The officers of the club are the Chairman, Secretary, Club Treasurer, and the Child Protection/Training officer.

Each team should have at least one representative on the Management Committee, which takes responsibility for the running of the club.

The club holds an Annual General Meeting (AGM) at which the election of officer and rule changes take place. We do encourage members to attend in order to state their opinions, volunteer their assistance, and also serve on the Management Committee if elected.

New faces and ideas keep the club fresh!



# Perton & Codsall Utd. F.C.

## Club Finances

1. The club has a central fund bank account which pays for :

County FA Affiliation Fees

Insurance

League Registration Fees

Pitch Fees

Coaching and First Aid Courses

Child Protection Training Courses

Criminal Records Bureau Checks

Club Presentation Night

Club Development

Referee Costs

Strips and Accessories

Football and First Aid equipment

Hire of training facilities

Christmas parties

Easter gifts

End of season activities/parties

Misc. expenses

2. Team Funds

Each team has a Treasurer responsible for the collection of registration fees, weekly/monthly subscriptions, sponsorships and fund raising events.

Each player has to pay a monthly subscription to the Perton & Codsall United FC central fund, the amount of this subscription being set at the AGM.

3. Player Registration Fees

An annual fee is charged for each family registered with Perton & Codsall United FC. The amount of the annual fee is subject to review at the AGM.

This payment is made to the central fund and is currently seen as the fairest and most equal way of raising club finances.



# Perton & Codsall Utd. F.C.

## Club Discipline

1. The club has prepared Policies and Codes of Conduct, the principles of which must be adhered to by all club members.
2. All members will be subject to the rules and regulations of the Football Association. The member concerned, not the club, must pay any fine imposed by the F.A. on a club member.
3. Should any member be requested to attend a meeting called by any County Football Association or the League in which their team participate, they must always be accompanied by at least one officer of the club.
4. Bad language will not be tolerated from players, supporters, or team representatives at any time.
5. Misconduct by players, supporters, or team representatives, on or off the pitch, before, during, or after a match, shall be reported to the Management Committee where disciplinary measures may be taken against the offending parties concerned.
6. In the event of serious misconduct, the Chairman or Secretary shall have the power to suspend any member from participating in the activities of the club until the individual has met with the Management Committee and appropriate action has been agreed.
7. All correspondence should be undertaken through the Club Secretary.



# Perton & Codsall Utd. F.C.

## Club Complaints Procedure

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

1. They should report the matter to the Club Secretary or another member of the committee.

The report should include:

- Details of what, when, and where the occurrence took place.
- Any witness statement and names
- Names of others who have been treated in a similar way
- Details of any former complaints made about the incident (date, when and to whom made)
- A preference for a solution to the incident

2. The Club's Management Committee will sit for any hearings that are requested.

3. The Club's Management Committee will have the power to warn as to future conduct, suspend, or remove from membership any person found to have broken the Club's Policies or Codes of Conduct.



**Perton & Codsall Utd. F.C.**

# POLICY DOCUMENTS



# Perton & Codsall Utd. F.C.

## Child Protection Policy Statement

We at Perton & Codsall United FC believe that all children who play football should be able to participate in an enjoyable, safe environment, and be protected from abuse.

We recognize our responsibility to safeguard the welfare of children and young people by protecting them from physical, sexual, or emotional harm, and from neglect or bullying.

To this end we have adopted the F.A. Child Protection Policy and intend to work within the guidelines set out in its procedures handbook.

A copy of this policy is available for inspection from the Child Protection Officer.

.....  
Rick Ward  
James Hearn  
Child Protection Officers  
Perton & Codsall United Football Club



# Perton & Codsall Utd. F.C.

## Anti-Discrimination and Equal Opportunity Policy

Perton & Codsall United FC 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 gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Perton & Codsall United FC means that in all our activities we will not discriminate or in any way treat anyone less favourably on the grounds of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

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

Perton & Codsall United FC 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.

Perton & Codsall United FC is committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organization, and within football as a whole.

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



## **Perton & Codsall Utd. F.C.**

### Anti-Bullying Policy

Perton & Codsall United FC will not tolerate bullying in any form, whether by players, coaches, managers, club officials, parents, or spectators.

The Club will investigate any reported incident of bullying.

Where evidence of bullying is found, the club will take appropriate action to eradicate the practice and give full support to any victim of bullying.



**Perton & Codsall Utd. F.C.**

# CODES OF CONDUCT



# Perton & Codsall Utd. F.C.

## THE RESPONSIBLE FOOTBALL COACH CODE OF CONDUCT

1. Coaches must respect the rights, dignity, and worth of each and every person and treat each equally within the context of the sport
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guideline laid down by the rules of the Football Association.
4. Coaches must develop an appropriate working relationship with each player based on mutual respect and trust.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience, and ability of players.
8. Coaches should, at the outset, clarify with the player (and where appropriate their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (eg. Other coaches, officials, sports scientists, doctors, physiotherapists etc.) in the best interest of the player.
10. Coaches must always promote positive aspects of the sport (eg fair play) and never condone violations of the Laws of the game, behaviour contrary to the spirit of the laws of the game or relevant rules and regulations, or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour, appearance, conduct (no swearing, smoking etc) and fitness.



# Perton & Codsall Utd. F.C.

## CODES OF CONDUCT FOR TEAM OFFICIALS

This code of conduct has been adapted by Perton & Codsall United FC from the Codes of Conduct set out by the F.A.

### Obligations towards the game.

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop own team having regard to the interest of the players, supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the interest of the game, including where publicly expressing an opinion of the game or any aspect of it.
7. Do not use or tolerate inappropriate language.

### Obligations towards the team

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect for the interest of the players, coaches, and officials; their own club/team and others

### Obligations towards the parents/spectators

1. Show due respect for the interests of parents/spectators
2. Avoid words or actions which may mislead parents and spectators

### Obligations towards Match Officials

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



# Perton & Codsall Utd. F.C.

## CODES OF CONDUCT FOR PLAYERS

Players are the most important people in sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at all cost - fair play and respect for all others in the game is fundamentally important.

This code of conduct has been set out by the F.A. and focuses on players involved in top class football. Nevertheless, the key concepts in the code are valid for players at all levels and it embodies the attitudes and principles expected from a player at this club.

### Obligations towards the game

A player should:

1. Make every effort to develop their own sporting abilities in terms of skill, technique, tactics, and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly younger players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Not use inappropriate language.

### Obligations towards one's own team

A player should:

1. Make every effort consistent with fair play and the Laws of the game to help his own team win.
2. Resist any influence, which might, or might be seen to, bring into question his commitment to the team winning.

### Respect for the Laws of the Game and Competition Rules

A player should:

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



## **Perton & Codsall Utd. F.C.**

Respect towards opponents

A player should:

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

Respect towards the Match Officials

A player should:

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Respect towards the Team Officials

A player should:

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

Obligations towards the Supporters

A player should:

1. Show due respect to the interests of supporters.



# Perton & Codsall Utd. F.C.

## CODES OF CONDUCT FOR PARENTS/SPECTATORS

Parents/spectators have a great influence in children's enjoyment and success in football. All children play football because first and foremost they love the game - it's fun!

We at Perton & Codsall United FC have set out this Code of Conduct for Parents/Spectators and believe that compliance with this code will contribute to children's enjoyment of football, and add to their sense of achievement and self-esteem.

### Parents/Spectators Code of Conduct.

1. Do not force an unwilling child to participate in football.
2. Remember children are involved in football for their enjoyment, not yours.
3. Encourage your child to play to the Laws of the Game and not to argue with referees and other officials.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn losing into winning by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good play by your team and members of the opposition.
7. Do not question the referee's judgment or honesty. Remember he/she is only human with the same feelings as you, and like you, sometimes may make an honest mistake.
8. Never act in any way, whether vocally or physically, which may be considered unacceptable to others.
9. Support all efforts to remove verbal and physical abuse from children's football.
10. Recognise the value and importance of coaches who are all volunteers. They give their time and resources to provide football for your child.
11. Read the Laws of the Game yourself to better understand what you are looking at and commenting on.
12. Respect the decisions made by the team manager.
13. Promote this Code of Conduct.



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# Perton & Codsall Utd. F.C.

## ACKNOWLEDGMENT Season 2010-2011

Player Name .....

- Team (please tick)
- Under 11's
  - Under 12's East
  - Under 12's West
  - Under 13's West
  - Under 13's Wolves
  - Under 14's
  - Under 16's Colts
  - Under 16's Wolves
  - Under 17's

### To be completed by the Parents/Guardians

I confirm that I have read the Club's Constitution, and that I will abide by the Club's Code of Conduct.

Signed ..... Date .....  
(parent/guardian)

Signed ..... Date .....  
(parent/guardian)

### To be completed by the Player

I confirm that I have read the Club's Code of Conduct and agree to abide by this.

Signed ..... Date .....  
(player)

**PLEASE COMPLETE THIS FORM, TEAR IT OFF,  
AND HAND IT BACK TO YOUR TEAM MANAGER.**