



**Club Handbook**  
**2009 – 2010 Season**



# Worton and Cheverell Football Club

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## Constitution and Club Rules

### 1. NAME

- 1.1. The club shall be called Worton and Cheverell Football Club (the Club)

### 2. OBJECTS

- 2.1. The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

### 3. STATUS OF RULES

- 3.1. These rules (the “Club Rules”) form a binding agreement between each member of the Club.

### 4. RULES AND REGULATIONS

- 4.1. The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.
- 4.2. No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- 4.3. The Club will also abide by The FA’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

### 5. CLUB MEMBERSHIP

- 5.1. The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Treasurer.
- 5.2. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.
- 5.3. In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
- 5.4. The FA and Parent County Association shall be given access to the Membership Register on demand.

### 6. ANNUAL MEMBERSHIP FEE

- 6.1. An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- 6.2. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.



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## 7. RESIGNATION AND EXPULSION

- 7.1. 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 his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- 7.2. The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the complaints Procedure in force from time to time.
- 7.3. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

## 8. CLUB COMMITTEE

- 8.1. The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.
- 8.2. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer 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 Secretary or in their absence the Vice Chairman. The quorum for the transaction of business of the Club Committee shall be three.
- 8.3. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- 8.4. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- 8.5. 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.
- 8.6. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- 8.7. 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 EXTRAORDINARY GENERAL MEETINGS

- 9.1. An AGM shall be held in each year to:
  - 9.1.1. receive a report of the activities of the Club over the previous year;
  - 9.1.2. receive a report of the Club's finances over the previous year;
  - 9.1.3. elect the members of the Club Committee; and
  - 9.1.4. consider any other business.
- 9.2. Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- 9.3. An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.



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- 9.4. The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- 9.5. The quorum for a General Meeting shall be 9
- 9.6. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- 9.7. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## 10. CLUB TEAMS

- 10.1. At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

## 11. CLUB FINANCE

- 11.1. A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. 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.
- 11.2. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- 11.3. The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- 11.4. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- 11.5. The Club may also in connection with the sports purposes of the Club:
  - 11.5.1. sell and supply food, drink and related sports clothing and equipment;
  - 11.5.2. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
  - 11.5.3. pay for reasonable hospitality for visiting teams and guests;
  - 11.5.4. and indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- 11.6. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- 11.7. The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- 11.8. 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 shall be conclusive evidence of such a decision.
- 11.9. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 11.10. On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of



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a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

11.11. 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.

## **12. DISSOLUTION**

12.1. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

12.2. 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.

12.3. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.



## Codes of Conduct

The FA has introduced their Respect Programme as a direct response to the increasing examples of bad behaviour within grassroots football. To avoid confusion the following Codes of Conduct will replace those previously used by the club. Respect works on placing responsibility for their actions on individuals: break your Code, and bear the consequences.

### Respect Codes of Conduct - WCFC responsibilities:

Each Respect Code of Conduct explains that action can be taken for breaking a Code, so these are understood from the outset.

WCFC have two main responsibilities around the Codes:

1. To ensure everyone within the club, whatever their role, has read, agreed and accepted their relevant Code - and understood the actions which could be taken if Codes are broken
2. To deal fairly and consistently with anyone who breaks 'their' Code

### Respect Code of Conduct for Young Players (Under 16)

It is important everyone behaves themselves when playing football. As a player, you have a big part to play. That's why The FA is asking every player to follow a **Respect** Code of Conduct.

#### When playing football, I will:

- Always do my best, even if we're losing or the other team is stronger
- Play fairly – I won't cheat, complain or waste time
- Never be rude to my team-mates, the other team, the referee, spectators or my coach/team manager
- Do what the referee tells me
- Shake hands with the other team and referee at the end of the game
- Listen to my coach/team manager and respect what he/she says
- Talk to someone I trust, for example my parents or the club welfare officer if I'm unhappy about anything at my club.

**I understand that if I do not follow the code, action may be taken.**

### Respect Code of Conduct for Adult Players

On and off the field, I will:

- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Promote fair play and behave within the spirit of the Laws of the Game
- Always respect the match officials' decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Avoid bullying, intimidation and poor behaviour
- Speak to my team-mates, the opposition and my coach/manager with respect
- Ask my team captain to talk to the referee if I have a problem relating to the game
- Remember we all make mistakes
- Shake hands with the opposing team and the match officials at the end of every game.

**I understand that breaches of the code may result in action being taken by my County FA and/or The FA**



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## Respect Code of Conduct for Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed by everyone in a safe and positive environment. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

I will:

- Remain outside the field of play and behind the Designated Spectator Area (where provided).
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Always respect the match officials' decisions
- Applaud effort and good play as well as success.

In addition, when attending youth games I will:

- Remember that children play for FUN
- Let the coaches do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition and match officials
- Never criticise a player for making a mistake –mistakes are part of learning.

**I understand that breaches of the code may result in action being taken by my County FA and /or The FA.**

## Respect Code of Conduct for Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game. In The FA's survey of over 37,000 grassroots participants, behaviour was the biggest concern in the game. This included both the abuse of match officials and the unacceptable behaviour by over competitive parents, spectators and coaches on the sidelines.

The FA's Respect programme is aimed at tackling unacceptable behaviour across the whole game. Play your part and observe The FA's Respect Code of Conduct for coaches, team managers and club officials at all times.

I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure the parents/carers of all players under the age of 18 understand these expectations
- Refrain from, and refuse to tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, experience, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

**I understand that breaches of the code may result in action being taken by my County FA and /or The FA.**



## **Respect Code of Conduct for Match Officials**

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game - both on the pitch and on the sidelines. Play your part and observe The FA's Respect Code of Conduct for Match Officials at all time.

When officiating I will:

- Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Not tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games which I officiate

**I understand that breaches of the code may result in action being taken by my County FA and /or The FA.**



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## Anti Discrimination Policy

Worton and Cheverell 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 Worton and Cheverell 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 for teams.
- Appointments to honorary positions.

Worton and Cheverell 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.

Worton and Cheverell 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 within football as a whole.

## Equal Opportunities Policy

Worton and Cheverell Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation 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 from the requirements for 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 makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of 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, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Worton and Cheverell 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 Football Club's policy, any members offending will be dealt with under the disciplinary procedure.



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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.

## 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, should follow the procedures below.

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

Your 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 whom made.
- v. A preference for a solution to the incident.

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

The Club's Management Committee will have the power to:

- i. Warn as to future conduct
  - ii. Suspend from membership
  - iii. Remove from membership
- any person found to have broken the Club's Policies or Codes of Conduct



## Administration

### Contacts

Club Officials:

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