



# Fry Club JFC Constitution

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*The Fundamental Ideology Underpinning Fry Club JFC*



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## Foreword



Fry Club JFC stood up as an operating moniker in 1998 when we officially came under the auspices of Fry Club as its youth football section. Prior to that we were the preferred tenants of the youth position operating as Somerdale Wanderers, a role that we had taken up in 1976 at the invitation of Fry Club. Even before that however we had operated as a youth football club in the Keynsham area known as Keynsham Wanderers since 1968.

Throughout all of this time we have abided by our Constitution; the document which governs who we are, how we see our role, what those major roles are, how we conduct ourselves, what constitutes membership and how we evolve.

The Constitution represents the values which underpin the functions of our Club, and as such is the single most important document which we adhere to.

We hope that you value its message and carry its ideals forward.

Bernie Grimes - Chairman Fry Club JFC.      20/07/2020



# 1 - Name And Identification



- 1.1 The name of the Club shall be "Fry Club JFC". The Club will cater for both boys and girls, in both mixed and single-sex teams, and will play under the various monikers; Fry Club Juniors, Fry Club Wanderers & Fry Club Colts. Any reference to the Club shall refer to the sum of all teams.
- 1.2 The Club shall only be changed by resolution at our AGM or at an EGM or SGM.
- 1.3 The Club's primary HOME colours are royal blue - shirts, shorts & socks and must be worn at all home and away fixtures, unless there is a clash at away matches when the away kit should be utilised. This rule is subject to rule 1.6.
- 1.4 The Club's secondary HOME colours are pink shirts with black trim, black shorts & black socks. These colours are focussed primarily at the all-female teams and are an acceptable alternative to the primary colours and must be worn at all home and away fixtures, unless there is a clash at away matches when the away kit should be utilised. This rule is subject to rule 1.6.
- 1.5 The Club's AWAY colours are red shirts with black trim, black shorts & black socks.
- 1.6 In the event that sponsorship has been sought for an away kit, Fry Club JFC deem it both commercially imperative and constitutionally acceptable that this kit be worn at all away fixtures, unless there is a clash at away matches when the home kit should be utilised.
- 1.7 The Club's badge should be used on all Club wear, (kit and stationery etc.) where appropriate, and in accordance with the colour of the kit.
- 1.8 The motto of the Club is "quu-wa-hi" which translates as, "We Stand Alone Together".
- 1.9 Club Colours are only to be reviewed and where deemed necessary, voted for change every five years. The next review date is 2024.
- 1.10 Any team not wearing the official Fry Club JFC kit at Home will be warned against their future conduct by the Management Committee. A second infringement will result in the removal of the Manager from his role.



## 2 - Aims



- 2.1 To promote junior football in the community and schools.
- 2.2 To run as many successful boys & girls teams as resources allow.
- 2.3 To provide the opportunity for young persons to take part and enjoy a team sport (as per FA rules). Continuously developing and improving their football skills, physical wellbeing and personal development.
- 2.4 To provide and seek facilities to achieve the aims of the Club.
- 2.5 To provide supervision for the young persons engaged in Club activities and to do so safely.
- 2.6 To ensure that the Club is run as an equal opportunities Club.
- 2.7 To obtain and maintain the FA Charter Standard and administer the Club to the FA Charter Standard.
- 2.8 To obtain and maintain affiliation to the appropriate County Association, Somerset FA. The Club will conform to those regulations that afford affiliation to that County association. The Club will purchase its public liability insurance through the affiliated County association, Somerset FA.
- 2.9 The income and assets of the Club (the Club's property) shall be applied only in the furtherance of the object of the Club.
- 2.10 To administer the Club within the constitution and FA Charter Standard with the committee disciplining those in non-compliance.



## 3 - Officers

The FA Football  
Development Programme



This is awarded to

Fry Club Juniors

in recognition of achieving  
The FA Charter Standard Club Award

CS Club Status valid until: 13/08/2010  
Somerset FA

Sir Trevor Brooking  
Director of Football Development

TheFA.com

- 3.1 The officers of the Club shall be elected or re-elected at the Annual General Meeting.
- 3.2 The officer's positions are:
- ✚ Chairperson (Executive)
  - ✚ Vice Chairperson (Executive)
  - ✚ General Secretary (Executive)
    - Minutes Secretary (Non-executive)
    - Fixture/Results Secretary (Non-executive)
    - Registration Secretary (Non-executive)
    - Manor Road Coordinator (Non-executive)
    - League Meeting Attendees (Non-executive)
  - ✚ Treasurer (Executive)
  - ✚ Club Welfare Officer (Executive)
  - ✚ Webmaster (Non-executive)
  - ✚ Coach's Mentor (Non-executive)
- 3.3 The officer's committee at the Club may appoint officers between AGM's. However they must stand for re-election at the next AGM.



3.4 Officers should promote the Club and conduct the affairs of the Club in an effective and responsible manner.

- ✚ **Chairperson** – Manage meetings, Club affairs and give direction and leadership.
- ✚ **Vice Chairperson** – To support and understudy the Chairperson.
- ✚ **General Secretary** – To administer all affairs, correspondence and workings of the Club, with aid from the other officers.
  - **Minutes Secretary** - To attend all Club meetings, maintain accurate minutes of meetings and publish to the committee members.
  - **Fixture/Results Secretary** - To arrange and co-ordinate fixtures throughout the season, including speaking to the relevant venue (as necessary), this also includes communicating results to the various leagues at the designated time.
  - **Registration Secretary** - To manage the registration of the Club's players before and during the season to ensure they are eligible to play with the relevant league, through the FA Whole Game System.
  - **Manor Road Coordinator** - Maintain dialogue with Keynsham Town Council; regulating pitch bookings, as well as providing and receiving feedback regarding the facilities.
  - **League Meeting Attendees** - To attend the appropriate League meeting (approximately 4 – 6 during the season for the designated League) and forward relevant information and minutes to the committee members/Managers.
- ✚ **Treasurer** – To administer the financial affairs, functions and accounts of the Club. With an audit of the Club's accounts for presentation of the accounts to officers and members at the following AGM.
- ✚ **Club Welfare Officer** – To enforce a safe environment and protection from abuse for all members of the Club. Also therefore attending all relevant meetings in conjunction with the FA child protection policy.
- ✚ **Webmaster** – To create and maintain the Club's website and all matters there pertaining.
- ✚ **Coach's Mentor** – To take the lead on assisting new Coaches and Volunteers for the Club.



### 3.5 Honorary Positions.

- 3.5.1 Non-Executive President** – To have the power to investigate complaints against the Club’s management committee and attend any committee meeting without prior notification. To be an independent Appeals Procedure Chair (see section 13). The President may call on Life Members to aid any investigation and the resulting report and recommendation to the committee. The position will be from AGM to AGM and is by invitation of the committee.
- 3.5.2 Honorary Life Members** – Will be by invitation by the Club to those members who have served the Club for a minimum of 10 years, including time as officers of the Club. Their duties shall be to assist the President in his duties and promote the Club in the widest sense. Term of office is for life or on termination by the club.
- 3.5.3 Honoured Past Members** – A ‘Hall Of Fame’ of members of the Club, now deceased, who were Honorary Life Members, Non-Executive Presidents, or members who qualified for those positions, but passed away before elected.





## 4 - Managers



- 4.1 The Management Committee shall appoint all managers and assistants after an interview by the Executive Committee and clearance by the FA Criminal Record Check (CRC) process, which MUST be in place prior to commencement.
- 4.2 Each team should have two managers, (one as assistant). Both to achieve:
- ✚ FA Level 1 in Coaching Football qualifications.
  - ✚ FA Level 1 Intro to First Aid in Football (IFAiF).
  - ✚ FA Safeguarding Children Workshop.
- Following this, they must join the FA Licenced Coaches Club and renew their affiliation every year whilst a Fry Club JFC official. Officials failing to refresh within three months of expiration will be suspended until they are re-affiliated. Both are also encouraged to achieve:
- ✚ Refereeing qualifications.
- 4.3 Team managers may enlist the assistance of parents and friends in running the team after their clearance by the Executive Committee and clearance by the FA Disclosure & Barring Service (DBS) process. (see **12.5**)
- 4.4 Managers must abide by the decision of and operate within the guidelines laid down by the management committee and the club constitution.
- 4.5 Managers shall be responsible for the conduct of their teams and for the collection of any subscriptions and payment of associated match expenses.
- 4.6 Managers should promote the Club in the widest sense, e.g. conduct, league requirements, match reports etc.
- 4.7 Fundraising
- 4.7.1 Managers must encourage their team to fully support all fund raising and or Club events.
- 4.7.2 Managers can only have 2 fundraising events per year, if they have more than this they must seek the permission of the committee.



## 4.8 Team managers

4.8.1 Team managers will be responsible for the conduct of their squad at the following times:

- ✚ Prior to a match or training session from a pre-arranged time and pick up point, at the designated venue.
- ✚ During such match or training session.
- ✚ After such match or training session until either the players are away from the designated venue or at an arranged dispersal point.

4.8.2 Team managers will be appointed by the managers committee in May or when deemed necessary.

4.8.3 Team managers will be expected to retain at least 9 or 70% of those players moving through the age gap.

4.8.4 Players will play in their respective age groups from the under 6 age group. However with the agreement of the committee they will be allowed to play up an age if it is beneficial to the player and club.

4.8.5 The management committee will settle disputes.

4.8.6 No manager or officer shall enter any contract which will make the club liable in any way without the agreement of the managers committee. If an urgent decision is required then agreement should be obtained from either the Chairperson or Vice-Chairperson, and the Secretary.

4.8.7 Managers shall relinquish their team responsibilities as from the time of:

- ✚ Time of resignation acceptance by the committee.
- ✚ Time of dismissal notification by the committee.
- ✚ Time of discipline suspension notification by the committee or affiliated FA body.
- ✚ Date deemed the end of the season.

4.8.8 Managers duties on match days and thereafter:

- ✚ Phone result into said secretary/league secretary.
- ✚ Team sheet filled out correctly and posted to the respective league/cup authority
- ✚ To make your opposition welcome at all times in a sporting fashion.

4.9 Each Manager will hold a briefing for players, parents/carers and officials at the start of each season, concerning acceptable standards of behaviour and the need for positive playing environments.

Each Manager will ensure that there is adequate first aid equipment at all coaching sessions and on match days. They will also ensure that all Goal Posts are checked for safety before any training session or Match.



## 5 - Membership



- 5.1 The membership of the Club is the body of young persons involved in training and playing for the Club.
- 5.2 Young Persons represent the Club on and off the field of play. They will be expected by their behaviour to promote the Club.
- 5.3 The management committee under the Club conduct, FA and civil rules and laws will consider misconduct by members on and off the field of play and could result in a member being expelled from the Club and the team being suspended until the case has been dealt with by Fry Club/Relevant League/Somerset FA/FA.
- 5.4 Membership of the Club is achieved by the following :-
  - 5.4.1 Acceptance into the club by invitation from the team managers and the management committee.
  - 5.4.2 Payment of membership, registration and affiliation fees.
  - 5.4.3 Completion of a Club registration form. With a register of all members kept by the Secretary.
  - 5.4.4 Registration being accepted by the affiliated league or FA association.
  - 5.4.5 Compliance with the Club's player conduct rules.
- 5.5 Members that resign or are expelled will not be entitled to claim any share of the clubs property or finances.
- 5.6 Members code of conduct :-
  - 5.6.1 Always, before and after the game be respectful, friendly, polite and sporting to the opposition supporters, management, players and match officials.



- 5.6.2 Do not get drawn into arguments with the opposition players, coaches or supporters.
- 5.6.3 Do not abuse, argue or disobey any match officials. They are in charge.
- 5.6.4 Conduct and play within the rules of the game as laid down by the FA.
- 5.7 If you have any comments or complaints about any incident during the game, talk to your team manager, child protection officer, Club captains or the management committee.
- 5.8 All members at all games, functions, tours and competitions must conduct themselves in a correct fashion of behaviour.
- 5.9 All members are expected to abide by 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, religion, sexuality or disability less favourably than others.*
  - ✚ *Expecting an individual solely on the grounds stated above to comply with requirements 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 for more onerous on that individual than they are on others, for example this would include applying a condition which make it more difficult for a member of a particular race or sex to comply than others not of that race or sex.*
  - ✚ *Victimisation of an individual.*
  - ✚ *Harassment of any 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.*
- 5.10 Any member found guilty of discrimination in whatever form shall be dealt with by the committee under the Club's Complaints/Appeals Procedure.



## 6 - Codes Of Conduct



### 6a - Players:

- 6a1 Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- 6a2 Give maximum effort and strive for the best possible performance during a game, even if their team is in a position where the desired result has already been achieved.
- 6a3 Set a positive example for others, particularly young players and supporters.
- 6a4 Avoid all forms of gamesmanship, and time-wasting.
- 6a5 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.
- 6a6 Not use inappropriate language.
- 6a7 Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- 6a8 Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.
- 6a9 Know and abide by the laws, rules and spirit of the game, and the competition rules.
- 6a10 Accept success and failure, victory and defeat, equally.
- 6a11 Resist any temptation to take banned substances or use banned techniques.



- 6a12 Treat opponents with due respect at all times, irrespective of the result of the game.
- 6a13 Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.
- 6a14 Accept the decision of the Match Official without protest.
- 6a15 Avoid words or actions which may mislead a Match Official.
- 6a16 Show due respect towards Match Officials.
- 6a17 Abide by the instructions of their Coach and Team officials, provided they do not contradict the spirit of this Code.
- 6a18 Show due respect towards the Team Officials of the opposition.
- 6a19 Show due respect to the interests of supporters.

## **6b - Team Officials:**

- 6b1 Set a positive example for others, particularly young players and supporters.
- 6b2 Promote and develop their own team having regard to the interest of the Players, Supporters and reputation of the national game.
- 6b3 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.
- 6b4 Avoid all forms of gamesmanship.
- 6b5 Show due respect to Match Officials and others involved in the game.
- 6b6 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.
- 6b7 Not use or tolerate inappropriate language.
- 6b8 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.



- 6b9 Give priority to the interests of the team over individual interests.
- 6b10 Resist all illegal or unsporting influences, including banned substances and techniques.
- 6b11 Promote ethical principles.
- 6b12 Show due respect to the interests of players, coaches and other officials, at their own Club/team and others.
- 6b13 Show due respect to the interests of the supporters.
- 6b14 Accept the decisions of the Match Official without protest.
- 6b15 Avoid words or actions which may mislead a Match official.
- 6b16 Show due respect towards Match Officials.

## **6c - Coaches/Managers:**

- 6c1 Coaches/Managers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- 6c2 Coaches/Managers must place the well-being and safety of each player above all other considerations, including development and performance.
- 6c3 Coaches/Managers must adhere to all guidelines laid down by governing bodies.
- 6c4 Coaches/Managers must develop an appropriate working relationship with each player based on mutual trust and respect.
- 6c5 Coaches/Managers must not exert undue influence to obtain personal benefit or reward.
- 6c6 Coaches/Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
- 6c7 Coaches/Managers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.



- 6c8 Coaches/Managers should, at the outset, clarify with the players (and, where appropriate, parent/guardian) exactly what is expected of them and also what they are entitled to expect from their coach.
- 6c9 Coaches/Managers must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- 6c10 Coaches/Managers must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- 6c11 Coaches/Managers must consistently display high standards of behaviour and appearance.
- 6c12 Coaches/Managers must not use or tolerate inappropriate language.

#### **6d - Parents, Guardians And Supporters:**

- 6d1 Always, before and after the game be friendly, polite and sporting to the opposition players, supporters, and managers.
- 6d2 Do not get drawn into arguments with the opposition players or supporters.
- 6d3 Do not criticise, argue or disobey any match officials. They are in charge.
- 6d4 Do not counter command the team manager.
- 6d5 Do not shout abuse or derogatory comments to any player, supporter or manager.
- 6d6 If you have any comments or complaints about any incident during the game, talk to your team manager or the committee.
- 6d7 Remember, at all games, functions, tours and competitions that all of us represent Fry Club Juniors, not just the players.
- 6d8 All parents, guardians and supporters are to complete the **FCJFC Form 04b – Spectators Code Of Conduct** form.





## Spectators - Respect Code Of Conduct

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times I will:

- ✚ Remember that children play for FUN.
- ✚ Applaud effort and good play as well as success.
- ✚ Respect the Referee's decisions even when you don't agree with them.
- ✚ Appreciate good play from whatever team it comes from.
- ✚ Remain behind the touchline and within the Designated Spectators' Area (where provided).
- ✚ Let the coach do their job and not confuse the players by telling them what to do.
- ✚ Encourage the players to respect the opposition, referee and match officials.
- ✚ Support positively. When players make a mistake offer them encouragement not criticism - never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA. I may be:

- ✚ Issued with a verbal warning from a club or league official.
- ✚ Required to meet with the club, league or CFA Welfare Officer.
- ✚ Required to meet with the club committee.
- ✚ Obligated to undertake an FA education course.
- ✚ Obligated to leave the match venue by the club.
- ✚ Requested by the club not to attend future games.
- ✚ Suspended or have my club membership removed.
- ✚ Required to leave the club along with any dependents.

In addition:

- ✚ The FA/County FA could impose a fine and/or suspension on the club.

You are signing to take fully accountability for yours and any person or persons who you invite to support any of our teams.

Parent's Name (Printed)	Parent's Signature	Date

FCJFC\_Form\_04b



## 6e – Respect Codes Of Conduct



The following RESPECT Code of Conduct takes precedent over both the Charter Standard Code of Conduct and the Club's own Code of Conduct, if the League that the Club is playing in has adopted the RESPECT Code of Conduct.

### 6e1 - Young Players

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:

- 6e1a Always do my best, even if we're losing or the other team is stronger.
- 6e1b Play fairly – I won't cheat, complain or waste time.
- 6e1c Never be rude to my team-mates, the other team, the referee, spectators or my coach/team manager.
- 6e1d Do what the referee tells me.
- 6e1e Shake hands with the other team and referee at the end of the game.
- 6e1f Listen to my coach/team manager and respect what he/she says.
- 6e1g 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.

**TheFA.com/Respect**



## 6e2 - 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:

- 6e2a Remain outside the field of play and behind the Designated Spectator Area (where provided).
- 6e2b Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- 6e2c Always respect the match officials' decisions.
- 6e2d Applaud effort and good play as well as success.

In addition, when attending youth games I will:

- 6e2e Remember that children play for fun.
- 6e2f Let the coaches do their job and not confuse the players by telling them what to do.
- 6e2g Encourage the players to respect the opposition and match officials.
- 6e2h 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. **TheFA.com/Respect**

## 6e3 - 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 side-lines. 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:

- 6e3a Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators



- 6e3b Adhere to the Laws of the Game.
- 6e3c Display and promote high standards of behaviour.
- 6e3d Always respect the match officials' decisions.
- 6e3e Never enter the field of play without the referee's permission.
- 6e3f Never engage in public criticism of the match officials.
- 6e3g Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- 6e3h Place the well-being, safety and enjoyment of each player above everything, including winning
- 6e3i Explain exactly what I expect of players and what they can expect from me
- 6e3j Ensure the parents/carers of all players under the age of 18 understand these expectations
- 6e3k Refrain from, and refuse to tolerate any form of bullying
- 6e3l Develop mutual trust and respect with every player to build their self esteem
- 6e3m Encourage each player to accept responsibility for their own behaviour and performance
- 6e3n Ensure all activities I organise are appropriate for the players' ability level, experience, age and maturity
- 6e3o 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. **TheFA.com/Respect**



## 6e4 - 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 side-lines. Play your part and observe the FA's Respect Code of Conduct for match officials at all time. When officiating I will:

- 6e4a Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match
- 6e4b Apply the Laws of the Game and competition rules fairly and consistently.
- 6e4c Manage the game in a positive, calm and confident manner.
- 6e4d Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct.
- 6e4e Not tolerate offensive, insulting or abusive language or behaviour from players and officials.
- 6e4f Support my match official colleagues at all times.
- 6e4g Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game.
- 6e4h Communicate with the players and encourage fair play.
- 6e4i Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains.
- 6e4j Prepare physically and mentally for every match.
- 6e4k Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

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



## 6f – Social Media Codes Of Conduct



Fry Club JFC understands the importance of new technology for children and young people's development. However we recognise that relevant safeguards need to be put in place by sports clubs to ensure children and young people remain safe and responsible whilst online or using social media.

- 6f1 Players will be responsible for their behaviour using the internet and social media, including the content they access and how they conduct themselves.
- 6f2 Players will not deliberately create, browse or access material that could be considered offensive or illegal.
- 6f3 Players will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal.
- 6f4 Players must understand that all of their use of internet and social media is potentially visible to everyone in the online world and that any issues involving their behaviour which may be perceived as being detrimental to the Club or its reputation may be addressed by their coach or other officials at the Club.
- 6f5 Players need to understand that these rules are designed to keep them safe and if they are not followed, their parents/guardians may be contacted.
- 6f6 Fry Club JFC recommends that players never give out any of their personal information such as name, age, address or telephone number online.
- 6f7 Fry Club JFC recommends that players never share their passwords with anyone else.
- 6f8 Fry Club JFC recommends that players never arrange to meet someone that they have met online unless they have the full understanding of their parents/guardians and are accompanied by them.
- 6f9 All players and parents/guardians are to complete the **FCJFC Form 05 – Social Media And Online Code Of Conduct** form.



## Social Media And Online Code Of Conduct

Fry Club JFC understands the importance of new technology for children and young people's development. However we recognise that relevant safeguards need to be put in place by sports clubs to ensure children and young people remain safe and responsible whilst online or using social media.

We ask that all parents/guardians spend a few minutes to read through and discuss this statement with their child/children and then sign and return this form to the Fry Club JFC Welfare Officer.

- I will be responsible for my behaviour when using the internet and social media, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal.
- I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or illegal.
- I understand that all my use of internet and social media is potentially visible to everyone in the online world and that any issues involving my behaviour which may be perceived as being detrimental to the Club or its reputation may be addressed by my coach or other officials at the Club.
- I understand that these rules are designed to keep me safe and if they are not followed my parents/guardians may be contacted.

Further recommendations from Fry Club JFC.

- Fry Club JFC recommends that you never give out any of your personal information such as name, age, address or telephone number online.
- Fry Club JFC recommends that you never share your passwords with anyone else.
- Fry Club JFC recommends that you never arrange to meet someone that you have met online unless you have the full understanding of your parents/guardians and are accompanied by them.

We have discussed this statement and .....(Insert child's name) agrees to support the safe use of the internet and social media whilst a member of Fry Club JFC.

Parent's Name (Printed)	Parent's Signature	Date
Player's Name (Printed)	Player's Signature	Date



## 7 - Equality Policy



- 7.1 As a Charter Standard Football Club we are responsible for setting standards and values to apply throughout the Fry Junior Football Club and the games that it participates in at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it.
- 7.2 This Equality Policy has been produced to provide a framework for Fry Club Juniors FC to implement an agreed set of guidelines that can provide more opportunities to all people to take part in the game. The aim of this Policy is to ensure that everyone is treated fairly and with respect and that Fry Club Junior FC is equally accessible to every individual.
- 7.3 Our Equality Policy is committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address any such inequalities and by providing access and opportunities for all members of the community.
- 7.4 We are committed to confronting and eliminating discrimination whether by reason of gender, sexual orientation, marital status, age, race, nationality, ethnic origin, colour, religion or belief, ability or disability, and to encouraging equal opportunities.
- 7.5 Fry Club Juniors FC, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, age, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The Association will ensure that it treats people fairly and with respect and that it provides access and opportunities for all members of the community to take part in, and enjoy, its activities.
- 7.6 We will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this Policy and the actions and sanctions applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The Fry Club Juniors FC will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.





- 7.7 The Fry Club Juniors Fc, is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995 and Age Discrimination Act 2006, as well as any amendments to these Acts.
- 7.8 Fry Club Juniors FC, commits itself to immediate investigation of any claims, when they are brought to its attention, of discrimination on the above grounds. Such claims should be made in writing to the Association’s Chief Executive. Where such claims are found to be proved, the Association will ensure that the practice is stopped and subsequent sanctions will be imposed, as appropriate.

## Implementation

- 7.9 Fry Club Juniors FC will continue to follow Football Association guidance in the area of equality, which will support the Association in its commitment to ensuring that this Equality Policy is purposefully monitored, evaluated and developed.
- 7.10 We are 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 football. The Fry Club Juniors FC is committed to the publication and promotion of this Policy and will ensure regular consultation with organisations involved with equality, to ensure that its policies, programmes and services are based on current legislation, research and good practice.

Somerset FA has a commitment to review the Equality Policy and all organisational policies on an annual basis.

***This Equality Policy is fully supported by the Board of the Somerset FA, and the Fry Club JFC management committee are responsible for its implementation.***

## 8 - Club Finances



- 8.1 The Treasurer shall maintain bank accounts in the name of the Club (the Club Accounts). Designated account signatories shall be from the Club Committee. No sum shall be drawn from the Club Accounts except by cheque signed by designated signatories, or online BACS transfer authorised by the Treasurer. All funds raised, be it Club's or team, shall be paid into the Treasurer and deposited in a Club Account.
- 8.2 The income and assets of the Club (the Club property) shall be applied only in furtherance of the objects of the Club.
- 8.3 The Treasurer shall prepare an annual financial statement.
- 8.4 The level of subscriptions will be set by a resolution passed at the AGM. The subscription level set will apply to the season following the AGM. The subscription applies to all players within the Club, and it's the responsibility of all team managers to collect them.
- 8.5 All Club fundraising is to be fully supported by all age groups within the Club.
- 8.6 All team fundraising for individual teams must be notified to the management committee prior to the event taking place. If there is any clash with an official Club function, the team function shall be cancelled and the Club function take precedence.
- 8.7 Team fundraising functions are limited to two per season, however if a team is attempting to fund a tour, the committee shall consider permitting the extension of the number of functions allowed.
- 8.8 Sponsorship for equipment, clothing and non-game related undertakings such as tours etc., can be sought by any team. The sponsor must sign and return the **FCJFC\_Form\_021 - External Sponsorship Application** form as part of the process. Fry Club JFC can and will only accept sponsorship that is accompanied by this form, which stipulates that Fry Club JFC have ownership of the sponsorship to use as Fry Club JFC sees fit.



## External Sponsorship Application

\_\_\_\_\_ (name of sponsor) would like to sponsor Fry Club JFC. I/we submit to the terms and conditions set out within the constitution of Fry Club JFC which stipulates that this financial support is offered with no conditions, parameters or recourse.

- Please delete either Option 1 or Option 2 below to signify your sponsorship. Option 1 relates to financial sponsorship for Fry Club JFC to purchase items through their suppliers. Option 2 relates to items already purchased by the sponsor.

1. The sponsorship will be in the form of a financial assistance totalling £\_\_\_\_\_. I/we respectfully request that this sponsorship contributes to the purchase of:

\_\_\_\_\_ in aid of the U\_\_\_\_\_.  
I/we accept that Fry Club JFC will utilise this sponsorship for other aims if Fry Club JFC deems fit. I/we relinquish any future claim to this sponsorship regardless of change of circumstance.

2. The sponsorship will be in the form of \_\_\_\_\_ which I/we gift to Fry Club JFC. I/we respectfully request that this sponsorship is donated to the following team:

U\_\_\_\_\_. I/we accept that Fry Club JFC will utilise this sponsorship for other aims if Fry Club JFC deems fit. I/we relinquish any future claim to this sponsorship regardless of change of circumstance.

Name (Printed)	Signature	Date



## 9 - AGM's, SGM's, EGM's & Managers Committee Meetings



- 9.1 An Annual General Meeting (AGM) shall be held on the 3<sup>rd</sup> Sunday of June to:
- ✚ Receive a report of the activities of the Club over the previous year.
  - ✚ Receive a report of the Club's finances over the previous year.
  - ✚ Elect the members of the Club Committee.
  - ✚ Consider any other business (including changes to these rules).
- 9.2 Nominations for election of members as Club Officers shall be made in writing by the proposer and seconder, both of whom must be existing full members of the Club, to the Club Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the General Secretary not less than 14 days before the Meeting and for an SGM, not less than seven days before the meeting.
- 9.3 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 General Secretary of a requisition in writing signed by not less than five full members of the Club stating the purpose 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. An Extraordinary General Meeting (EGM) may be called at any time by the Committee and shall be within 7 days of the receipt by the General Secretary of a requisition from no less than three members of the Executive committee. An EGM will be assembled for matters relating to discipline, or the existence of the Club, but will have no more powers than an AGM.
- 9.4 The General Secretary shall notify each member the date of a General Meeting together with resolutions to be proposed, at least 7 days before the Meeting.
- 9.5 The quorum for a General Meeting shall be ten members.
- 9.6 The Chairperson or Vice-Chairperson, or in their absence a full member selected by the Club Committee, shall take the chair. Each full member present shall have one vote and resolutions shall be passed by a simple majority. The Chairperson of the Meeting shall only ever have a casting vote.



- 9.7 The Minutes Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
- 9.8 The Committee will also attend five meetings per year. The necessary decisions to run the Club shall be made by this committee meeting. It will be comprised of the officers and managers of the Club and any other party they deem to be required.
- 9.9 Meetings shall be held to correspond with the AYL, HML, BSL, BGL & U18s League meetings, so dates will vary from year to year, and the General Secretary will advise all managers of those dates. September's meeting will be to resolve any start-up issues, receive handbooks and any early matters arising. October will be for any matters arising. December will be to ensure halfway subs are paid along with matters arising. February meetings to go through Presentation and Tournament issues. March meetings are to finalise any outstanding subs. Each team must have a representative at the meetings.
- 9.10 AGM, SGM and EGM are Members only meetings unless invited by the full committee for a specific purpose at the meeting.
- 9.11 Executive Committee members have the ability to call an EGM for matters relating to discipline, or the existence of the Club. Where two Executive Committee roles have been filled by the same person, one of those votes will be passed to a Non-executive member as voted for by the full Committee to avoid a conflict of interest.



## 10 - Links With Venue Management



- 10.1 Links to Somerdale Pavilion (Somerdale Pavilion Trust) and Manor Road Playing Fields (Keynsham Town Council) shall be maintained through dialogue.
- 10.2 The Club shall endeavour to support other events of both Somerdale Pavilion and Keynsham Town Council, voluntarily.
- 10.3 Communication between the Club, Somerdale Pavilion and Keynsham Town Council to be officially via Club officers only and in the first instance, the General Secretary.
- 10.4 The Club shall promote membership of Somerdale Pavilion through its subscriptions.
- 10.5 Members shall be encouraged to continue to senior football through Fry Club FC, when deemed the correct age and have developed physically with the agreement from the members parent/guardian.



## 11 - The FA Charter



The Club shall pursue obtaining and maintaining the FA Charter.

- 11.1 All managers of teams within the Club are to keep, update and comply with the following :-
- ✚ Membership registration form.
  - ✚ Membership register.
  - ✚ Players annual review form.
  - ✚ Managers annual review form.
  - ✚ Parent/Guardian annual review form.
  - ✚ Incident/Accident report form and guidelines.
  - ✚ Emergency points.
  - ✚ Risk assessment/Goal post safety form.
  - ✚ Training attendance register.
  - ✚ FA Code of Conduct.
- 11.2 Equity is our goal and must be pursued within the Club.
- 11.3 The Club will hold a Qualifications Tracker Database in line with the "FA Charter Standard Additional Requirements July 2009" document. This will keep track of each Manager/Coach's Age Group, Role, Coaching Qualification Level, Coaching Qualification Certificate Number, Safeguarding Children Course Expiry Date, 1st Aid Expiry Date and Disclosure & Barring Service check (DBS) Number.



## 12 - Child Protection



## Disclosure & Barring Service

- 12.1 All managers are to liaise with the Club Welfare Officer on any subject to deal with child protection within the Club.
- 12.2 The Club has a Child Protection Policy contained within its constitution.
- 12.3 The Club has adopted en-masse, the FA Child Protection Procedures And Practices document.
- 12.4 The Club adheres to the FA policy on goalpost safety.
- 12.5 All people that come in contact with Children, whilst operating under the auspices of the Club, must have a Disclosure & Barring Service check (DBS). This includes people that also go into the changing room on match days. Administrators & volunteers that don't come into close contact with children do not need to complete a CRC.
- 12.6 The Club Welfare Officer must complete or be enrolled upon an FA approved Welfare Officer's Workshop within 6 months of taking up the role.





## The Fry Club JFC Child Protection Policy



The introduction of this Child Protection Policy should be seen as a clear signal by Fry Club JFC that it is determined to ensure all necessary steps are taken to protect from harm, those children and young people who participate in football at the Club. The policy establishes Fry Club JFC's position, role and responsibilities and, together with the Procedures Handbook, clarifies what is expected of its members, players and associated adults. It very clearly highlights the importance placed by Fry Club JFC on the protection of children and young people.

Every child and young person who plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

We recognise, however, that child abuse is also a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken.

Fry Club JFC 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 The Football Association by providing football opportunities for children and young people, to the highest possible standard of care.

Clear practices and procedures, in addition to a detailed training programme already under way, will ensure that everyone knows exactly what is expected of them in relation to the protection of children and young people within our sport. It is essential that those children and young people attracted to and participating in football are able to do so in a quality, safe and enjoyable environment.

In striving to attain this, Fry Club JFC has the following objectives:

- ✚ A requirement that Fry Club JFC include in their rules a policy statement concerning child protection.
- ✚ To provide ongoing development and training opportunities to all Managers & Assistants.



Through the process of attaining and maintaining the Charter Standard Award the aims of The Fry Club JFC Child Protection Policy are:

- ✚ To develop a positive and pro-active position in order to best protect all children and young people who play football, enabling them to participate in an enjoyable and safe environment.
- ✚ To deliver quality assured child protection training and employ a network of tutors to facilitate this delivery, in conjunction with, and supported by, the NSPCC.
- ✚ To demonstrate best practice in the area of child protection.
- ✚ To promote ethics and high standards throughout football.

The key principles underpinning this Policy are that:

- ✚ The child's welfare is, and must always be, the paramount consideration.
- ✚ All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- ✚ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with children and young people and their parents/carers is essential. Social Services Departments have a statutory responsibility to ensure the welfare of children and young people. Fry Club JFC is committed to working together with Social Services Departments and local Area Child Protection Committees (ACPC) in accordance with their procedures as well as The Football Association. The Football Association's Regulations on child protection are defined in The FA Handbook.

## Regulations

- 1 Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
- 2 In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes Fry Club JFC to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
- 3 Upon receipt by Fry Club JFC of:
  - 3.1 Notification that an individual has been charged with an Offence; or
  - 3.2 Notification that an individual is the subject of an investigation by the Police, social services or any other authority relating to an Offence; or



- 3.3 Any other information which causes Fry Club JFC reasonably to believe that a person poses or may pose a risk of harm to a child or children then Fry Club JFC shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
- 4 In reaching its determination as to whether an order under Regulation 3 should be made Fry Club JFC shall give consideration, inter alia, to the following factors:-
  - 4.1 Whether a child is or children are or may be at risk of harm;
  - 4.2 Whether the matters are of a serious nature;
  - 4.3 Whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.
- 5 The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of Fry Club JFC or any Offence is decided or brought to an end.
- 6 Where an order is imposed on an individual under Regulation 3 above, Fry Club JFC shall bring and conclude any proceedings under the Constitution of Fry Club JFC against the person relating to the matters as soon as reasonably practicable.
- 7 Where a person is convicted or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Constitution of Fry Club JFC and Fry Club JFC shall have the power to order the suspension of the person from all or any specific football for such period (including indefinitely) and on such terms and conditions as it thinks fit.
- 8 For the purposes of these Regulations, Fry Club JFC shall act through its Management committee or sub-committee thereof, including the President.
- 9 Notification in writing of an order referred to above shall be given to the person concerned and/or age with which he is associated as soon as reasonably practicable.



## Conclusion

Fry Club JFC, through confirming this Policy Document, has indicated its determination to ensure that children and young people can participate in all forms of football activity and do so with their safety being of paramount importance. It is essential that this document is representative of a process of continual improvement in the area of child protection within football. It is for all adults engaged in football activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.

### Acknowledgments:

Fry Club JFC would like to thank the NSPCC, the National Coaching Foundation, the Amateur Swimming Federation of Great Britain, Kidscape, Moorside Rangers and Childcare (NI) & The Football Association for their assistance in the development of this document. Fry Club JFC - July 2005



## 13 – Complaints / Appeals Procedure



If 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 procedure below:

- 13.1 They should report the matter to the Club General 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 any others who have been treated in a similar way.
  - ✚ Details of any former complaints made about the incident, date, when and where, and to who made.
  - ✚ A preference for a solution to the incident.
- 13.2 The Club's elected Management Committee will sit for any hearings that are requested.
- 13.3 The Club's elected Management Committee will have power to:
- ✚ Warn as to future Conduct.
  - ✚ Suspend from membership of the team.
  - ✚ Remove from membership of the Junior Section.
- ...any person found to have broken the Club's Policies or Codes of Conduct.
- 13.4 In the event of a complainant or respondent not being happy with the decision taken by the Club Committee, they may make use of the Appeals Procedure:
- ✚ Inform the General Secretary & copy to the Fry Club JFC President in writing that they wish to appeal.
  - ✚ The Club's Management committee will then relinquish authority whilst the Fry Club JFC President investigates.
  - ✚ The decision of the Fry Club JFC President is final.



## 14 - Dissolution



In the event of dissolution the following action will take place:

- 14.1 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.
- 14.2 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.
- 14.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club, may be disposed of in such other manner as the members of the Club see fit.



## 15 - Constitution Ratification



15.1 Constitution ratified at SGM dated 20th July 2020.

Signed:

(Mark Small, General Secretary)

Signed:

(Bernie Grimes, Chairperson)

