

Aspley Guise FC

ASPLEY GUISE FC CONSTITUTION & RULES



2023/24 SEASON

Aspley Guise Football Club - Constitution & Rules

Name

The Club shall be called Aspley Guise Football Club (hereinafter called the Club and sometimes abbreviated to "AGFC").

Objectives

The club aims to positively promote the game of football to children (junior members) and offer coaching and competitive opportunities to all children who wish to play. As far as possible the club shall attempt to find a place in a team or opportunity to train for all children who wish to play. It is noted that while this shall always be attempted it may not be possible in every situation. The club will seek to involve all members, particularly adults and parents of the players in the undertaking of its activities to ensure there is a sustainable and quality provision for as many as possible.

Affiliation

The Club is affiliated with the Berks and Bucks Football Association (FA) (itself part of the English FA) having the accreditation number Y-B&B4532.

The club is a member of the Milton Keynes and District Development League (MKDDL). The MKDDL website can be found at: <http://full-time.thefa.com/Index.do?league=96486>. The constitution and rules of the MKDDL can be found on the mkddl website.

Equality Statement

The Club is fully committed to the principles of the equality of opportunity.

No participant, volunteer, player, representative or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other. The club will ensure that there is open access for all those who wish to participate in the activities of the Club, in whatever capacity and that they are treated fairly. The Club recognises its legal obligations not to discriminate and will regard discrimination by any participant or volunteer as grounds for disciplinary action under the Club rules.

Safeguarding and Welfare

The Club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the Club. The Club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the Football Associations Welfare Policy, which includes having a Club Welfare Officer.

The club requires all coaches to be DBS checked (and for that check to be in date) and all coaches and club officials to read and comply with the FA Safeguarding and Welfare guidelines found via the following link:

<http://www.thefa.com/football-rules-governance/safeguarding>

Social Media and Public Statements

Club Officials, Coaches, Players and Parents are subject to responsible use of social media and communication platforms:

No person associated with the club shall use social media to criticize, bully or be in any way detrimental to the club or any other person either involved in the club or at another club via social media or other communication platforms.

Social media shall not be used by any adult to contact directly any child other than those who are in their care.

No person shall post an image of any other person involved in the club without their express permission.

Failure to abide by these rules may result in being instantly asked to leave the club.

Management Committee

The Club Committee will act for the members of the Club and shall (as a minimum) be comprised of the following nominated Officers: Chairperson, Secretary, Treasurer & Welfare Officer. These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year's AGM.

Any liabilities incurred shall fall upon the membership of the Club providing the Club Committee acts in accordance with the Constitution, in honesty and good faith.

The Club Committee shall meet bi-monthly (or as determined by the Chairperson) and the Secretary will convene all meetings. The quorum necessary for Club Committee meetings shall be three.

The Club Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the Club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM. All decisions of the Club are by consensus. Where the Club cannot reach consensus the item will be deferred for further discussion.

Responsibility for all property owned or leased by the Club rests with the Club Committee.

The Club Committee is responsible for the recruitment and management in the event that any staff are employed by the Club.

The Club Committee welcomes feedback from coaches, players and parents and this feedback will form part of the agenda at the next committee meeting.

Complaints Procedure

If you have a complaint about the Club please make contact with either the Chairperson, Secretary, Treasurer, Welfare Officer, or Team Managers.

The Clubs Complaints Procedure has the following goals:

- To deal with complaints fairly, efficiently and effectively;
- To ensure that all complaints are handled in a consistent manner throughout;
- To use complaints constructively in the planning and improvement of all services. Following a complaint, you will receive acknowledgement of your complaint and you will receive a response within 14 days of its receipt.

Finance

All monies raised by, or on behalf of the Club shall be applied to further the aims and objectives of the Club and for no other purpose.

The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the Club detailing all income received and expenditure made. The financial year of the Club starts on 1st September and ends 31st August.

The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club. The Chairperson, Secretary and Treasurer shall be empowered to spend funds in the best interests of the club.

Fees

Total fees due as follows:

- Up to u11 £200
- Under 12 + £220

Payment Terms

Option 1 (preferred) 100% of fees paid at the point of registration.

Option 2

	Payable upon registration	Payable by 30 th September	Payable by 31 st October	Payable by 30 th November	Payable by 31 st December
Up to u11	£30	£42.50	£42.50	£42.50	£42.50

U12 +	£30	£47.50	£47.50	£47.50	£47.50
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Payments made for children will be checked regularly and any person falling behind in making payments may be contacted by the Committee or you may be asked to help retrieve funds.

The following discounts apply:

- One coach per team receives a 50% discount per child
- Committee members receive a 50% discount per child
- Second and subsequent children of any family pay 50% of fee

(up to a maximum of 50% of the total amount payable per child).

Players joining later in the season

Any player joining during the season will be required to pay the £30 registration fee plus fees according to the table below (depending on when they join).

	Sign in Sept	Sign in Oct	Sign in Nov	Sign in Dec	Sign in Jan	Sign in Feb	Sign in Mar	Sign in Apr
Playing Fee <u11	£170	£170	£150	£125	£100	£75	£30	£0
Playing Fee >u12	£190	£190	£160	£135	£105	£75	£30	£0

Payments are set up in the LoveAdmin system during registration.

Cancellation during the season

Any player leaving the club during the season shall be entitled to refunds as follows

	Leave before 31st December	Leave after 1st January
u11 and below	£70	£35
u12 and above	£80	£40

Refund amounts assume full payment has been made at the start of the season. Those paying by direct debit shall receive the same amounts assuming full payment has been received.

Consideration for Coronavirus

If the playing season is shortened due to Coronavirus or any other unforeseen circumstance the club shall, using reasonable endeavours, calculate a reduction in membership fees taking into account the impact of such shortening on costs.

The club wishes to be clear that the bulk of its costs are related to playing and training facilities, kit and equipment. A season which begins in October for example would attract little reduction in costs due to the large proportion of costs which are attributable to winter training facilities.

Responsibility for and paying of fines

Any fines stipulated by the league or County FA are the responsibility of the individual incurring the fine.

For players and parents these fines may be for disciplinary issues or for Coaches and Committee members it might be for discipline or the late posting of results or details for example though this list is not exhaustive.

If you are given a fine you will be contacted by a governing body, your team Coach or the club Secretary or Treasurer.

It is your responsibility to pay that fine within 2 weeks of notice or the fine will double. Further failure to pay may lead to your exclusion from Grassroots football.

Fines are to be paid into the AGFC club bank account and the money shall be passed on to the correct body.

Aspley Guise FC Bank Details are:

- Aspley Guise Football Club
- Sort Code 23-05-80
- Account Number 46436717

Reference should be your surname and team name.

If you have any questions please contact secretaries@aspleyguisefc.co.uk in the first instance.

Player Registration

All registrations for the season may be completed online via the Aspley Guise FC website. By completing your application you are agreeing to bound by the rules and codes of conduct contained in this document.

Within the application you will have the chance to opt in to receive information and communications from the club, we would encourage you to do so in order to receive the latest updates.

Dissolution

In the event of the Club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of Berks and Bucks FA. No member shall obtain or retain any asset from the Club.

Footballing Matters

Parental Code of Conduct

Upon registering their child to play with the club, all parents become bound by the Aspley Guise FC Parental Code of Conduct – Appendix A

Respect

Respect is the collective responsibility of everyone in football to create a fair, safe and enjoyable environment in which the game can take place. As our commitment to the FA's Respect campaign Aspley Guise FC request that all parents watch the FA Respect videos – Appendix C Match Day –

Parent support is really important as is performing duties such as erecting goals, corner flags and respect barriers allows the coach time to warm up and prepare the players.

Time Keeping - Please adhere to the meeting time for all matches and training sessions. In winter months we pay a large amount of money for training facilities. We would always prefer parents to stay and watch the match or training session but if you do have to go please ensure you return on time to collect your child. As much as the coaches enjoy what they do they also have commitments outside of Aspley Guise FC.

Match Kit – One playing kit per player shall be provided by the club. This kit is the responsibility of the player and their guardian/s. The kit shall remain the property of the player even if they leave the club. Any replacement of damaged kit or kit that a child has grown out of may be replaced at the cost of the parent or guardian.

Other Kit - When attending training or matches please ensure you have the correct equipment, gloves for goalkeepers, shin pads, boots or trainers. For winter training please ensure you have enough warm weather and waterproof clothing. Winter training on 3G facilities may require specific footwear to be worn, please ensure that you are familiar with these requirements. If in doubt please ask the coach.

Summer Tournaments - The Club may decide to enter some tournaments in the summer, which will be communicated in advance. Squad sizes are often restricted and teams entered will be at the discretion of the coaches. Parents may be asked to contribute to the cost of participating in tournaments.

Team Selection - Match squads are at the discretion of the coaches and are usually based on the following criteria: Attitude | Effort | Attending Training | Time Keeping | Commitment | Enthusiasm

For those players who participate in League matches no child will be guaranteed a place in the match day squad, guaranteed an amount of playing time, or will they be guaranteed a particular position. Likewise, no child will be automatically excluded from a squad. Coaches shall, where possible attempt to ensure that all players receive regular "game time".

Codes of Conduct, discipline and complaints

Football, sometimes deservedly, suffers from a reputation for bad behaviour. At Aspley Guise Football Club we're passionate about making sure that the game is played, watched, coached and run only in the best interests of the children and young people and that we put everything we possibly can in place to ensure their enjoyment of the experience.

For that to be the case we think it's important that expectations of everyone involved with the club are made clear.

By being involved with the club, as a volunteer, player, parent or guardian you are agreeing to abide by the behaviours outlined in this document and accept that not doing so may result in the outcomes listed.

If you have any questions or queries about the contents of this document please contact either chair@aspleyguisefc.co.uk, secretaries@aspleyguisefc.co.uk or welfare@aspleyguisefc.co.uk.

Players registered to play for Aspley Guise FC agree to...

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee and not question their decisions
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach has to do what is best for the team and not just one individual player

- Respect the facilities and equipment provided for me and my team by the club.
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.
- Address any concerns I may have to the appropriate people within the club and not engage in criticising individuals or organisations publicly or on social media.

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

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

And I understand that:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

Parents and spectators agree to:

- 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
- 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 and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour
- Pay any fines that are attributable to a player, parent or guardian in full and on time.
- Address any concerns I may have to the appropriate people within the club and not engage in criticising individuals or organisations publicly or on social media.

I understand that if I do not follow the Code, any/all of the following actions may be taken:

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.

And in addition:

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

Coaches and Committee Members agree to...

On and off the field I will:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
- Always seek to defuse and de-escalate situations rather than enflaming them.
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.
- Maintain the required qualifications required by my position.
- Be fair to all of the children in my care. That does not mean that I will give them all equal game time but I will ensure that their treatment is fair.
- Be respectful of the equipment and facilities provided for me and always ensure that I open and close facilities as instructed.
- Pay any fines that are attributable to me in full and on time.
- Address any concerns I may have to the appropriate people within the club and not engage in criticising individuals or organisations publicly or on social media.

When working with players I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, 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 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:

- Required to meet with the club, league or County Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave the club.

Making a Complaint

If you are a child and feel unsafe or uncomfortable with the way you are being treated or are any other person who is concerned about the wellbeing of a child please talk to someone within the club that you trust without delay or contact the Welfare Officer by email at welfare@aspleyguiseafc.co.uk.

If you are dissatisfied with the way that your child is being treated please contact your team coach in the first instance.

To escalate a complaint please contact any committee member at the club.

The Disciplinary Committee and how complaints are handled

Upon receipt of any complaint the club disciplinary committee consisting of at least four of the Chairperson, Secretary, Welfare Officer, Treasurer and Coach Liaison Officer shall consider the complaint. All information relating to the complaint shall be kept confidential.

The Disciplinary Committee may:

- Contact any person related to the complaint to ask for their input.
- Contact the league or FA to discuss the complaint.
- Ask for evidence relating to the complaint
- Ask any person involved in the complaint to meet to discuss and answer the complaint.

Actions taken in response to the complaint may include:

- No action taken (if the complaint is dismissed or there is a lack of evidence)
- A request for payment of any damages in relation to equipment or facilities.
- A person receiving a suspension from playing, attending, coaching or being involved in the club
- A person and any dependents being excluded from the club.
- In extreme circumstances, actions may include contacting the Police or Welfare Services.