

CODE OF CONDUCT

THE RULES AND CONSTITUTION OF PRO-SHOTTAS SOCCER SCHOOL

1. NAME

The Club shall be called Pro-Shottas Soccer School

2. COLOURS

The main colours shall be black, red and white.

3. OBJECTIVES

The objectives of the Club are:

- (a) To promote the sport of Football and all associated activities without distinction of sex, race or of political, religious or other opinions, by associating together in a common effort to advance education and to promote football in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for its members.
- (b) Promote other sporting activities as may from time to time be determined

3. RESPONSIBILITIES AND CODES OF CONDUCT

(i) Responsibilities

- (a) The School will be responsible for setting the highest standards and values that Apply throughout the club at every level. Football belongs to and should be : enjoyed by everyone equally irrespective of gender, race, nationality, colour, ethnic origin, religion or disability.
- (b) The School will not discriminate or in any way treat anyone less favorable on grounds of gender, nationality, colour, ethnic origin, religion or disability in the performance of its objectives.

This includes:

The selection of candidates for volunteers

- Courses
- External coaching and education activities and awards
- Football development activities
- Selection for teams
- Appointments to honorary positions

- (c) The School will not tolerate sexually or racially based harassment or other discriminatory behavior, whether physical or verbal and will, in the event of such, take appropriate disciplinary action.

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(ii) CODE OF CONDUCT

1. Code of conduct for Players

- (i) Players are the most important people in the sport. Playing

for the team, and for the team to win, is the most fundamental part of the game.

But not winning at any cost - Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved at all levels of football.

(ii) Obligations towards the game

Players should:

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina..
- Give maximum effort and strive for the best possible performance during a game, even if their team is in a position where the desired result has already been achieved or appears impossible to achieve.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time-wasting.
- Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it. including others involved in the game.
- Never use inappropriate language.

(iii) Obligations towards one's own team

Players should:

- Make every effort consistent with Fair Play and the Laws of the Game to help their own . team win
- Resist any influence which might or might be seen to. Bring into question their commitment to the team winning.

(iv) Respect for the Laws of the Game and competition rules:

Players should:

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

Fair Play and respect for all others in the game is fundamentally important.

(v) Respect towards Opponents

Players should:

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

(vi) RESPECT TOWARDS THE MATCH OFFICIALS:

Players should:

- Accept the decision of the Match Official without protest.
Avoid words or actions which may mislead a Match Official.
Show due respect towards Match Officials on and off the field of play.

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(vii) Respect towards Team Officials, Parents and Supporters:

Players should:

Abide by the instructions of their coach and team officials, provided they do not contradict the spirit of this Code.

Show due respect to their coach and Team Officials and those of their opponents on and off the field of play.

(viii) Obligations towards supporters:

Players should:

Show due respect to their supporters and those of their opponents.

Players should set a positive example for others, particularly young players and supporters.

2. CODE OF CONDUCT FOR COACHES

Coaches must:

- (i) Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- (ii) Place the well-being and safety of each player above all other considerations, including the development of performance.
- (iii) Adhere to all guidelines laid down by governing bodies.
- (iv) Develop an appropriate working relationship with each player based on mutual trust and respect.
- (v) Not exert undue influence to obtain personal benefit or reward.
- (vi) Encourage and guide players to accept responsibility for their own behavior and performance.

(vii) Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.

(viii) At the outset, clarify with the players and parents exactly what is expected of them and also what they are entitled to expect from their coach.

(ix) Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the Player.

(x) Always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behavior contrary to the spirit of the Laws of the game or relevant rules and regulations or the use of prohibited substances.

(xi) Consistently display high standards of punctuality, preparation behavior and appearance.

(xii) Not use or tolerate inappropriate language.

(xiii) Show due respect to officials, parents, opponents and supporters.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

(c) Code of Conduct for Parents / Spectators

Parents Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game - it's fun. It is important to remember that however good a child becomes at football within our club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- Children enjoying football
- A sense of personal achievement
- Self-esteem
- Assist to improve the child's skills and techniques
- ` Learn value of teamwork
- ` Develop respect and appreciation for those in authority

A Parent's/ Spectator's expectations and attitude have a significant bearing on a Players' / Children's attitude towards:

Other players

Officials

- Managers
- Spectators

Parents/Spectators within the club must always be positive and encouraging towards all of the Players / Children, not just their own.

Pro-Shottas encourages Parents / Spectators to:

- Applaud the opposition as well as your own team
- Avoid coaching the players / children during the game
- Not to shout and scream inappropriately
- Respect the referees' decision
- Give attention to each of the players / children involved in football not just the most talented or their own
give encouragement to everyone to participate in football.

Parents and spectators within the Club must always be positive and encouraging towards all of the children not just their own'

(D) Pro-Shottas Soccer School has a policy of zero-tolerance to drugs

Any member or guest at the club found in breach of this rule will be suspended from the club with immediate effect and the club reserves the right to expel the offender if warranted.

(5) CONSTITUTION

These rules form a binding agreement between each member of the Club. These rules form the basis of the Code of Conduct and Club Rules but are not exhaustive and may be added to from time to time if and when

required. Notice will be posted to inform members of any changes or additions.

The Board of Management shall be made up by way of 9 appointed members, appointed to the Committee by the members, and to include the Chairman. This number can be increased as and when required by way of the Annual general Meeting/ by convening an Extraordinary General Meeting.

The Club shall have the status of Member of the Barbados Football Association by virtue of its affiliation membership of The Barbados Football Association

6. CLUB MEMBERSHIP

- (a) The members of the Club shall be those persons, listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
- (b) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (c) Application for membership is only accepted by way of the complete signed rules and code of practice. The Board of Management can accept or deny membership.

There shall be four categories of members:

- (i) Student members
- (ii) Full members
- (iii) Non-playing members
- (iv) Honorary members

(i) STUDENT MEMBERS shall be under the age of 20 years and shall be entitled to all the privileges of the Club except that they shall not:-

a) hold office

(b) have the right to vote at meetings until age 18.

On attaining the age of 19 years Student Members shall:

(a) indicate within a period of one year thereafter, to which eligible category of membership they are desirous of being transferred.

They shall have no claim on the property or funds of the Club.

(ii) FULL MEMBERS shall be entitled to all privileges of the Club. They may be elected to any office or position in the Club or on The Board of Management of the Club or on any Subsidiary Board, Committee, or sub-Committee of the Club, They shall be entitled to attend General Meetings and to speak on any matter, and shall be entitled to speak and vote on any matter which comes before such Board subsidiary Board, Committee or sub-Committee.

(iii) Non Playing members shall be entitled to all the privileges of the Club except that they shall not participate in any game or sport played or promoted by the Club.

(iv) HONORARY MEMBERS are individuals who have been recognized by the members for their outstanding contribution to the Club/football fraternity.
They shall have no claim on any funds or property of the Club.

7. ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

(i)

FULL MEMBERS are active playing members who shall pay an entrance fee of \$ 25.00 and an annual subscription fee of \$.

(ii) Non-playing members shall pay an entrance fee of \$ and an annual subscription fee of \$

(iii) STUDENT MEMBERS shall pay an entrance fee of \$ and a school term fee between \$ and \$ dependent on coaching sessions required.

(iv) HONORARY MEMBERS shall not be liable for an entrance fee or annual subscriptions.

(v) Annual subscriptions, shall become due on the first day of each financial year, except for newly elected candidates whose subscription for the then current year shall become payable on election. Any candidate elected during any financial year shall pay only a proportionate part of the annual subscription payable by them to the end of such financial year. Upon payment of the subscription the candidate shall become a member of the club. The subscription must be paid immediately after he/she shall have been notified in writing of his/her election, otherwise such election shall be null and void.

(vi) The Board of Management shall have power to grant any time additional to that set out above to any member for the payment of subscriptions.

(vii) Subscriptions may be paid in such installments as the Board of Management may from time to time allow.

(viii) The Board of Management shall have power to suspend all or any of the rights or privileges of any member if his/her subscriptions are more than six months in arrears, or for such period as the Board of Management shall deem fit.

(ix) The name of any member whose subscription shall be more than one year in arrear shall be liable to be struck off the register of members of the Club by the Board of Management, and, if so struck off, such member shall cease to be a member of the Club. Such member shall not be eligible to rejoin the Club until all such arrears of subscriptions have been paid.

(x) Any member (Other than an Honorary Member) absent from the Island for a period of more than twelve consecutive months shall be entitled to retain his membership on payment of an annual subscription of \$.

(x cont'd) In the event of such member not retaining his membership

by payment of the above mentioned annual subscription within such time as is provided for by these rules. He/she on a resolution duly passed by the Board of Management of the Club, cease to be a member of the Club, but his name shall be registered in the membership records of the Club as an elected member abroad. Any such elected member abroad shall have the right and be entitled, on a written application, to be re-admitted to membership of the Club, without a ballot provided that all outstanding arrears of subscriptions and other dues (if any) and owing by him to the Club at the date he left the Island, have been settled.

xi) All nomination. entrance fees, subscriptions and other sums of money due to the Club are payable to the Treasurer and/or Assistant Treasurer, of the Club, or to any other duly authorized person producing the official subscription register of the Club.

8. OFFICERS

(i) The Officers of the Club shall consist of a President, a Secretary, a P.R.O. a Treasurer And 7 other committee members all of whom shall be members of the Club and shall be elected annually at the Annual General Meeting of the Club. On adoption of the Rules at the first; or inaugural meeting of the Club the first officers. shall hold office for a period of between one to two years to stabilize the formation and the future of the Club. The 5 elected officers shall serve as follows:

The President , Assistant Secretary-for 2 years.

The Treasurer and secretary for 1 year initially with re-election for 2 after the first.

The P.R.O. for 2 years initially with re-election for 1 after the second.

All officers will be elected annually after the first 3-year period.

All other members shall be elected annually.

(ii) The President shall chair all General Meetings of the Club and meetings of the board of Management at which he shall be present and shall be appointed by the elected members to the Board of Management.

(iii) THE SECRETARY shall: -

a) Convene and attend all General Meetings of the Club.

(b) Convene and attend all meetings of the Board of Management.

© Keep proper minutes of all General Meetings and of all meetings of the Board of Management.

d) Conduct and be responsible for all correspondence of the Club.

e) Send out all notices of the Club required to be sent out.

f) Compile and keep a record of the names and addresses of all the members of the Club as well as the names and addresses of all persons who may subsequently be elected members thereof respectively, and remove there from the names of any members who may resign, withdraw, be expelled be written off or otherwise cease to be members of the Club.

g) Perform such other secretarial duties relating to the affairs of the Club as shall be required of him/her by the President or by the Board of Management.

h) Immediately on him/her ceasing to hold office as Secretary of the Club, to deliver all books, records, correspondence and other property of the Club in his/her possession to the President of the Club or other person or persons appointed by the Board of Management to receive the same.

(iv) THE TREASURER shall: -

a) Be responsible for the safe custody of all entrance fees, subscriptions and funds belonging to the Club which may come into his/her hands or under his control or passed to him)/her.

b) Keep proper accounts of all funds and other property belonging to the Club that may come into his/her hands or under his/her control or passed to his/her.

c) Produce for the consideration of the Board of Management at its meetings a detailed account of the financial actions of the Club and all books and vouchers in connection therewith for the period under review..

d) On demand of the President or other person or persons appointed by the Board of Management of the Club, satisfactorily account for, pay over and deliver up all funds and other property of the Club in his hands or under his/her control to such President or other person/s appointed for the purpose.

f) Immediately on him/her ceasing to hold office as Treasurer of the Club, to pay over and deliver up all moneys, books and other property of the Club to the President of the Club or other person or persons appointed by the Board of Management to receive the same.

9. MANAGEMENT

a) The Club shall be governed by and be under the sole management and control of a Board to be known as "The Board of Management" of the Club.

b) The finances shall be managed by the Finance Committee chaired by the Treasurer of The Board of Management.

10. THE BOARD OF MANAGEMENT

i) The Board of Management of the Club shall be comprised of the following: -

a) The Officers and five other members elected to the Board of Management on an annual basis.

ii) The Board of Management shall have and exercise the following

powers, authorities and functions concerning the Club: -

- a) The sole management of the affairs and business of the Club including authorization of membership.
- b) The arrangement, sanction, ratification and settlement of all financial matters concerning the Club.
- c) The institution and defence of all legal and equitable proceedings for or on behalf of the Club.
- d) To liaise with and authorize decisions of the Finance Committee to empower the Club re purchase, sale, major fund raising and all other matters pertaining to investment, mortgage or rental of property that may develop including the application of proceeds that may accrue from such.
- e) Responsibility for the appointment/removal of any person/s to serve on the Finance and Disciplinary Committees.
- f) To liaise with and authorize decisions made by the Finance and Disciplinary Committees especially pertaining to disciplinary matters.
- g) The appointment of any person or persons to represent the Club whenever it may be necessary that the club be represented.
- h) Full power to appoint a Manager, Coach or Trainer for any sport in which the members; of the Club participate, to terminate any such appointment: and to arrange and settle the terms and conditions of any such appointment as it may think fit.
- i) The appointment and dismissal and the fixing of the remuneration of all salaried employees, attendants and servants of the Club, as it may think fit.
- j) The granting of time to any member for payment of his

subscriptions or other indebtedness to the Club.

k) The election of any person to be an Honorary Member of the Club in accordance with the Rules of the Club.

l) Full power to suspend all or any of the rights or privileges of any Full Member of the Club.

m) Full power to strike off the name of any member from membership of the Club for non-payment of subscriptions.

n) Full and absolute power to suspend (for a stated period not exceeding three months), impose fines (not exceeding \$150.00) on or expel any member of the Club for cause.

o) Full power to transfer the name of any Member from one category of membership to another with the consent of such member and in accordance with the provisions of these rules in respect of the change or transfer of membership.

p) The appointment of any sub-committee or sub-committees of one or more members of the club it may consider necessary with power to delegate all or any of its powers authorities to any sub-committee or sub-committees.

q) Power from time to time to make such bye-laws and regulations with regard to the management and administration of the Club, the procedure and conduct of meetings of the; Board or in respect of any competitions or games, sponsored or organized by the Club or otherwise as it may deem expedient with power to revoke and amend the same and to settle disputes connected therewith.

r) Full power at any time to close the Club's pavilions, grounds or

premises or any put thereof to members for any reasonable cause for a period not exceeding 72 hours. This period can be exceeded with the general consensus of the membership.

s) The general conduct of all other matters or affairs of the Club, and, subject to these rules, the performing of all such things as shall appear to be necessary and expedient for giving effect to the objectives the Club.

iii) Meetings of the Board shall be convened by the Secretary. Other meetings if necessary shall be convened by the Secretary on the written request of the President or any two other members of the Board,

iv) Forty-eight hours written notice of any meeting of the Board shall be given by the Secretary to the members of the Board.

v) Any five members of the Board present at a meeting duly convened shall form a quorum thereof.

vi) The President, when present shall be Chairman of meetings and in case of his/her absence a temporary chairman shall be elected from among the Other Board members. The Chairman at any such meeting shall be entitled to a casting vote which he may exercise in case there shall be an equality of votes on any motion.

vii) The decision of a majority of the members of the Board present mid voting at a meeting shall be final and binding upon all members, and shall be the decision of the Board until rescinded or varied by the vote of a majority of those present and voting at a subsequent meeting of the Board or at a General Meeting.

viii) Should any officer or member of the board cease to be a member of the Club or absent himself/herself from 3 consecutive meetings of the Board without without reasonable excuse or should any vacancy occur among the officers or members of the Board, due to death,

resignation, absence from the island or other cause, the office or place of such officer member shall be filled by the Board until the next Annual general Meeting or for such shorter time as the Board shall prescribe.

THE FINANCE COMMITTEE

The Finance Committee will comprise 7 persons including the President and Treasurer of The Board of Management and 5 other members appointed by the Board of Management.

12. MEMBERSHIP

Only Full Members over the age of 18 shall be entitled to vote provided that a member is not disqualified from voting due to non-payment of their annual/term subscriptions.

13. CHANGE OF TRANSFER OF MEMBERSHIP AND CLUB

No Member shall be entitled to change or transfer from one category of membership to another without the sanction and approval of the Board of Management. A member of any one class or category of membership desirous of being transferred to another class or category of membership shall, unless he shall have, at some time, previously paid the entrance fee payable in respect of the class or category of membership to which he is of being transferred, pay such entrance fee prior to any such transfer being made.

14. RESIGNATION

Any member who wishes, to withdraw, retire or resign from membership of the Club shall be entitled to do so by giving to the secretary one month's notice in writing to that effect and paying all subscriptions and other dues, which shall be payable by him, up to the date of the expiration of such notice.

15 EXPULSION

Should the conduct of any member either within or without the Club's promises be deemed by the Board of Management to be injurious to the character and interest of the Club, the Board shall notify such member/parent/guardian of

such decision with a request to such member to resign. Should such member not tender his resignation as requested, the Board shall have power to expel such member from the Club. In the event of any member resigning or being expelled under the provisions of this rule he shall cease to be a member of the Club.

16. MANAGERS, COACHES AND TRAINERS

The Board of Management may, in all cases where it shall consider it necessary for the improvement of the standard of play in any sport in which the members of the Club participate, appoint a manager, a coach and/or a trainer for that particular sport for such period as it shall think fit. Such managers, coaches and or trainers shall be responsible for training and coaching the players concerned.

17. CLUB PREMISES AND DAMAGE TO PROPERTY

- i) Every member of the Club shall, while on the Club's premises and premises utilized by the club, behave himself/herself in an orderly and gentlemanly manner and obey all lawful orders of the Board of Management of the Club.
- ii) Any member maliciously damaging Club property or premises utilized by the club shall be responsible for reparation. In default of such reparation the Board of Management shall, at its discretion, take such steps in the matter as it shall deem equitable.

18. GENERAL MEETINGS

- i) There shall be an Annual General Meeting of the members of the Club not later than the 28th day of February in every year at which the following business of the Club shall be transacted: -
 - a) Minutes of the last Annual General Meeting and matters arising there from.
 - b) The President's review of the Club's progress.

c) The consideration and adoption of a Report by the Board of Management on the activities and affairs of the Club for the previous year.

d) The consideration and adoption of an audited Financial Statement of the Club for the previous financial year.

e) The appointment and election of such Officers of the Club as shall be required by these rules for the ensuing year.

f) The appointment of an Honorary Auditor.

g) The other ordinary General Business of the Club.

ii) The annual Report of the Board of Management and the audited annual Financial Statement of the Club shall be signed by the Chairman of the meeting of the Board held immediately prior to the Annual General Meeting of the Club and by one other member of the Board.

iii) Any member desiring some motion or resolution to be included on the Agenda for the Annual General Meeting shall submit same in writing to the Secretary at least 28 days before the scheduled date of the meeting.

iv) All other General Meetings of the members of the Club shall be deemed Special General Meetings.

v) A Special Meeting may be convened by the Board of Management whenever it thinks fit, and must be convened by the Secretary on the written request of (a) The Chairman (b) the president (c) the Treasurer or (d) any twenty members of the Club, within 28 days after receiving such requisition. This requisition must contain the proposed business to be discussed at such Special Meeting. No business other than that set out on the Agenda for such Special Meeting shall be discussed at any such meeting.

vi) The Secretary of the Club shall give not less than seven days notice in writing of the date, time and place of, and business to be transacted at, any General Meeting, to all members of the Club

vii) A quorum at all General Meetings shall be twenty-five members. If after the expiration of forty-five minutes from the time, appointed for a General Meeting a quorum be not formed, the meeting shall stand adjourned until at a subsequent specified date, place and hour when the members then present and entitled to vote shall form a quorum.

viii) The decision of a majority of the members of the Club present and entitled to vote at a General Meeting shall be final and binding upon all members until rescinded or varied by the veto of a majority of those present and entitled to vote at a subsequent General Meeting.

ix) The Chairman at my General Meeting shall be entitled to an original vote as well as a casting vote, the latter of which he may exercise in case there be an equality of votes on any motion.

19. RULES AND AMENDMENTS

The Board of Management of the Club is the sole authority for the interpretation of these rules and any regulations or bye-laws made there under and the decision of the Board upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules shall be final and binding until such decision shall be overruled at a subsequent meeting of the Board or at a General Meeting.

20. CLUB COMPLAINTS/DISCIPLINARY PROCEDURE

i) The Disciplinary Committee as appointed by the Club's Board of Management will sit for any hearings as and when required.

ii) This Committee shall consist of 3 persons chaired by the Secretary or Assistant Secretary.

iii) In the first instance, the complaint must be brought to the attention of the Chairman of the Disciplinary Committee without delay.

iv) The Disciplinary Committee will hold the Disciplinary Committee hearing at a convenient time/date within 14 days of the complaint being received. If the complaint is considered to be of a serious nature the member will be suspended from the Club (if found to be guilty) and all activities with immediate effect by the Chairman of the Board of Management empowered to deal with such issues.

(iv) The Disciplinary Committee will then have the power to:

- (a) Warn as to future conduct
- (b) Suspend from membership
- (c) Remove from membership