



# CAMBOURNE TOWN FC

## Club Constitution and Rules



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## Club Constitution and Rules

### 1. NAME

The Club shall be called Cambourne Town Football Club (the “Club”). This being established out of the dissolution of the following clubs – Cambourne Eagles; Cambourne FC; Cambourne United; Cambourne Rovers; (hereafter referred to as “Dissolved Clubs”)

### 2. CHARITABLE STATUS

Cambourne Town Football Club will be registered with the Charity Commission Charity, as a Charitable Incorporated Organisation: using the Model Constitution for a CIO with a voting membership (in addition to the charity trustees) Charity Number 1179148

### 3. ETHOS & PHILOSOPHY

- To provide inclusive football to players of all ages and abilities, in a safe, friendly and fun environment
- To deliver age-appropriate coaching to support long-term playing and personal development.
- Help develop better players and coaches.
- To encourage all players to try their best and achieve their full potential.
- To offer a challenging but supportive environment where players learn from their mistakes without undue pressure and anxiety.
- To promote excellence including good behaviour and respect for others.

### 4. OBJECTIVES

The Objectives of the Club are to provide facilities for, and to promote community participation in, the amateur sport of Association Football in Cambourne and surrounding districts; and to arrange matches and social activities for its members in the same.

### 5. STATUS OF RULES

This Constitution and Rules (the “Club Rules”) form a binding agreement between each member of the Club and the Club.

### 6. RULES AND REGULATIONS

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited (“The FA”), the County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

## **7. CLUB COMMITTEE**

The Club Committee structure is outlined in appendix A of this document

## **8. FUNCTION:**

The Club Committee will act to provide the strategic vision, leadership and direction for the club and ensure that the club operates effectively and within the rules.

## **9. YEAR ONE COMMITTEE FORMATION:**

The following principles shall form the basis of selection to the Club Committee for the first year of the club being formed:

- Equitable split of roles/representation from the dissolved clubs
- Dissolved clubs Committee members and potentially non-committee members will be offered the opportunity to volunteer for roles within the club structure and asked to suggest a first and second preference of roles which may interest them.
- In the event that more than one person wishes to fulfil any given role then decision will move to vote at the working group party in process of establishing the club.
- Unsuccessful candidates for any given role may then be asked to fulfil their second-choice role if they were unsuccessful in obtaining their first preference.
- Once established and formed the club committee will work within the below framework and model of operation with a suggested meeting cadence of monthly meetings for the first 6 months before moving to a 3-month meeting cadence thereafter.

## **10. YEAR TWO ONWARDS**

At the end of season one after the formation of the club (May 2021) there will be an Annual General Meeting (AGM) which will establish the following process for ongoing Committee membership:

- a) Membership of the Committee will be reviewed and voted upon on an annual basis at the Club AGM.
- b) Club Committee members will act within the parameters of their own job role as described in the Club Committee job roles description. (Appendix B)
- c) No one person can fill multiple roles on the Club Committee, this is to ensure appropriate segregation of duties.

## **11. VOTING & TERMS:**

- a) To be voted into a committee role the person must be proposed and seconded by a Club member.
- b) The Club Members would vote on the appointments to the roles within the Club Committee.
- c) A simple majority of one is required to be voted into position and the Chairpersons vote is the casting vote in event of a tie.
- d) In event of being unopposed for a role the Committee would accept the candidate for the role.
- e) The term in role is for one calendar year or until the next planned AGM where elections are scheduled.
- f) Any vacancy on the Club Management Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Management Committee members and approved by simple majority of the remaining Club Management Committee members.
- g) An outgoing member of the Club Management Committee may be re-elected.

## 12. MANAGEMENT GOVERNANCE:

- a) Decisions of the Club Management Committee shall be made by a simple majority of those attending the Club Management Committee meeting.
- b) The Chairperson of the Club Management Committee meeting shall have a casting vote in the event of a tie.
- c) Meetings of the Club Management Committee shall be chaired by the Chairperson or in their absence the Vice Chairman.
- d) The quorum for the transaction of the business of the Club Management Committee shall be a minimum of one third of a committee 4 members. In the first year the quorum will be 50% of the committee.
- e) Decisions of the Club Management Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- f) Any member of the Club Management Committee may call a meeting of the Club Management Committee by giving not less than seven days' notice to all members of the Club Management Committee.
- g) The Club Committee can invite non-committee members and FA representatives to attend and give reports as required. Those invited to attend would not have voting rights at the meeting.
- h) The Club Management Committee shall hold not less than four (4) meetings per year. (in addition to the AGM)

i) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

### **13. EXPECTATIONS:**

Given that the committee is to act in the best interests of the club, and the committee is the leadership group within it the following behaviours are expected of the committee members:

- a) Uphold the Club Ethos through their actions and words
- b) Support their fellow committee members where required and were asked to do so within the parameters of their job role
- c) Support and provide guidance to non-committee members within the parameters of their job role
- d) Protect the reputation of the club in dealings with members of the club and with non-members of the club
- e) Act in accordance with all club policies

### **14. REMOVAL FROM COMMITTEE ROLES:**

If a committee member is not behaving according to the expectations laid out in the club constitution, then by Extraordinary General Meeting (EGM) that committee member can be voted on to be removed from role prior to the yearly AGM.

- a) The committee would first need to vote to schedule and call the EGM for the matter to be discussed – see section 16 for governance model for this.
- b) The person in question would be present at the EGM and be given opportunity to discuss the matters which have led to the EGM being called.
- c) The Chairperson would be expected to preside over the EGM and to organise a vote at the end of the EGM.
- d) The rules for what constitute a quorum for the vote to be valid would be drawn in advance and agreed upon by Committee before the EGM takes place.
- e) Removal from role would happen if a simple majority of 1 vote for removal. In event of a tie the chairperson would have the casting vote.
- f) In addition to the above the position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

### **15. CLUB MEMBERSHIP**

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
- (b) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (c) The Club may have different classes of membership on a non-discriminatory and fair basis.
- (d) Members under the age of 18 shall be represented by one parent or guardian (the “Representative”). All Club Rules and other Club policies and procedures which may be in effect from time to time are applicable equally to members and Representatives alike.
- (e) The Club Management Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute. Appeal against refusal may be made to members via the Club Management Committee.
- (f) Any person who wishes to become a member must apply on the Membership Application Form and deliver it to the Club. Membership shall become effective upon an applicant’s name being entered in the Membership Register.
- (g) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
- (h) The FA and Parent County Association shall be given access to the Membership Register on demand.

#### **16. ANNUAL MEMBERSHIP FEE**

- (a) An annual fee payable by each member shall be determined from time to time by the Club Management Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and payment options will be determined in agreement by Committee, to be proposed by the Club Treasurer. Fees shall be repayable based upon a repayment policy to be determined by the Treasurer and agreed at Committee.
- (b) The Club Management Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

#### **17. RESIGNATION AND EXPULSION (MEMBERS)**

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Management Committee of his/her resignation. A member whose annual membership fee or further subscription is more than three (3) months in arrears shall be deemed to have resigned.

(b) The Club Management Committee shall have the power to remove a member from membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against such a decision may be made to the members via the Club Management Committee in accordance with the Complaints Procedure in force from time to time.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the “Club Property”).

#### **18. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS**

(a) An AGM shall be held in each year to:

- a. receive a report of the activities of the Club over the previous year
- b. receive a report of the Club’s finances over the previous year;
- c. elect members of the Club Management Committee; and
- d. consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Management Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.

(c) Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.

(d) An EGM may be called at any time by the Club Management Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(e) The Secretary shall send, or arrange to be sent, via a durable medium to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(f) The quorum for a General Meeting shall be 12 club members.

(g) The Chairperson, or in their absence a member selected by the Club Management Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.

(h) The Club Secretary, or in their absence a member of the Club Management Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

#### **19. CLUB TEAMS**



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

## 20. CLUB FINANCES

- a. A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, Vic Chairman, Secretary and the Club Treasurer. No sum above £2,000 shall be drawn from the Club account except by payment initiated by the treasurer then authorised one of the remaining three designated signatories.
- b. All cash payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- c. Other forms of payment to the club will be managed through supporting technologies directly to the club bank account.
- d. The Club Property shall be applied only in furtherance of the objects of the Club. All surplus income or profits are to be reinvested in the Club. If the Club has any income, profits, gains or other funds which the Club Management Committee considers not to be needed to meet the Club's short-term needs for providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice.
- e. The Treasurer will report back to members at least annually on the performance of any such investments and review the Club's investments in the light of its financial needs for providing facilities and participation.
- f. No surplus income, profits or assets shall be distributed to members or third parties.
- g. The Club Management Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- h. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and Finance Act 2010.
- i. The Club may also in connection with the sports purposes of the Club:
  - i. sell and supply food, drink and related sports clothing and equipment;
  - ii. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Management Committee without the person concerned being present
  - iii. pay for reasonable hospitality for visiting teams and guests

- iv. indemnify the Club Management Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- j. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- k. The Club shall prepare an annual “Financial Statement” in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- l. The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the “Custodians”), who shall deal with the Club Property as directed by decisions of the Club Management Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.
- m. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- n. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Management Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- o. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## 21. DISSOLUTION

- a. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- b. The dissolution shall take effect from the date of the resolution and the members of the Club Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c. Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered charity or the FA for use by them in related community sports.

## General Data Protection Regulation (GDPR) Policy

Cambourne Town Football Club ("we", "our", "us") takes your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. As the organisation who is responsible for, and controls the processing of your personal data, we are the data controller, and sometimes also the data processor, and will take reasonable care to keep your information secure and to prevent any unauthorised access or use of it.

We may update this Privacy Notice from time to time, and will inform you of any changes in how we handle your personal data.

### Information we may collect from you

Personal data means any information about an individual from which that individual can be identified.

We may collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other members. The data we collect from participants may include:

- Name, date of birth and gender.
- Contact information, such as home address, email address and telephone numbers.
- We may hold some health data or other special category data of some of our participants or members for the purposes of their health, wellbeing and welfare and, safeguarding. Where we hold this data, it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil our responsibilities and a participant fails to provide that data, we may not be able honour or administer their participation in football.

### How is your personal data collected?

A participant may give us their personal data by filling in forms or by corresponding with us by post, phone, email, in person, via our website or otherwise.

### How we use personal data

We will use personal information only for the purposes for which we have been provided with such information.

The reason we need participants' and members' personal data is to be able to administer memberships, ensure appropriate registration of players with Cambridgeshire FA, and meet required safeguarding steps. Our lawful basis for processing personal is that we have an obligation to individuals as participants or members to provide the services for which they have paid.

We have set out below, a description of all the ways we plan to use your personal data:

- To respond to your enquiries
- To administer team and player registration
- To send information to you
- To publish your views or comments on our website, any other website operated by us or our subsidiaries or in other media (e.g. Facebook or Twitter)
- For management and execution of our complaints process
- Sharing data with coaches which supports welfare and safeguarding requirements and the effective operation of the club to execute its operational functions including but not limited to the collection of fees and the ordering of playing kit
- Sharing data with leagues, county associations and other competition providers for registration purposes.
- Publishing match and league results

#### Sharing your personal data

We will enter participant and / or member details onto Whole Game System which is administered by the FA. We pass information to the FA for affiliation and other reporting purposes.

We may disclose your personal information to third parties if we are under a duty to comply with any legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

#### Protection of your personal data

We are committed to protecting your privacy and have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. However, the nature of the Internet is such that the data may in some circumstances flow over networks without full security measures and could be accessible to unauthorised persons.

#### Data Retention

We keep personal data on our participants, members, and other website users while they are signed up to any of our website services. We will delete this data after an individual has ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## Use of Veo Cameras

We may make use of Veo cameras for coaching purposes and as an aid to player development.

If we do, we will always seek permission from the opposition in advance (where it is being used during a fixture), no personal data will be held by the Club or the manufacturer.

Access to the recorded footage will be via a secure login link, and the footage will not be shared on social media.

## Cookies

When you visit our website, we may collect, process and use information about you which may not personally identify you but which may be helpful for improving the operation of the website. Such information may be collected through "traffic data" and may entail the use of "cookies", "IP Addresses" or other numeric codes used to identify your computer. You can delete cookies or configure your computer to reject them, although this may disable the website's ability to manage individual sessions.

## Third Party Links

This website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of these sites. We encourage our users to be aware when they leave this website and to read the privacy statements applicable on those sites. This privacy policy does not apply to information collected on third parties' sites.

## Your Rights

All data subjects have the right to:

- Request access to your personal data
- Request rectification of the personal data that we hold about you.
- Request erasure of your personal data where there is no good reason for us continuing to process it.
- Object to processing of your personal data for direct marketing, or where we are processing on the grounds of a legitimate interest of that interest is overridden by your rights and freedoms.
- Request restriction of processing of your personal data while we establish the data's accuracy or verify an overriding interest to object to processing; where our use of the data has been unlawful but you do not want us to erase it; where you need us to hold the data to establish, exercise or defend legal claims.
- Request the transfer of your personal data to you or to a third party in a structured, commonly used, machine-readable format.
- Withdraw consent at any time where we are relying on consent to process your personal data.



- Complain at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk))

## Contact Us

If you have any queries about this Privacy Policy, or you wish to access or update your information please email [marketingandsponsorship@cambournetownfc.org.uk](mailto:marketingandsponsorship@cambournetownfc.org.uk)

## Media Policy

Cambourne Town FC (the “Club”) and the FA encourages parents, carers, coaches, spectators, players and local media to take appropriate images of young people playing football for our teams.

However, to ensure players are not put at risk, the FA has developed guidance to help avoid the following:

- the inappropriate use, adaptation or copying of images for use on child abuse websites on the internet.
- the identification and locating of children in inappropriate circumstances, including:
  - where a child has been removed from his/her family for their own safety;
  - where restrictions exist on contact with one parent following a parental separation e.g. in domestic violence cases;
  - where a child may be a witness in criminal proceedings; or
  - other child protection concerns.

The FA’s “Celebrating Football Through Photographs and Video”

Cambourne Town FC subscribes to The FA’s “Celebrating Football Through Photographs and Video” via their “Photography Guidelines” document which is available at the following link:

<http://www.thefa.com/football-rules-governance/safeguarding/raising-awareness---downloads-section>

### Consent to take and use photographs and videos

On joining the Club, when completing the Club’s membership form, parents and carers are asked to consent to the use of photos and videos of players being placed “in the public domain”, e.g. on the Club website, on Club social media, in Club publications, as well as being submitted to the media.

It is the responsibility of parents and carers to inform the Club if any player must not have his/her photo placed in the public domain.

You can do this on the membership form by declining to sign the permission, or by emailing the Cambourne Town FC Child Welfare Officer at [safeguarding@cambournetownfc.org.uk](mailto:safeguarding@cambournetownfc.org.uk)

### Appropriate Use of Photographs and Videos

The Club will take all reasonable steps to ensure photographs, video or other images of young people are used solely for the purposes they are intended, which is the promotion and celebration of the activities of the Club. Photographs and videos of children must not be altered in a way that is likely to offend, e.g. by “photoshopping” photographs in order to remove players.

### Continued Use of Photographs and Videos

Should a player leave Cambourne Town FC, the Club may continue to use photographs and videos including images of that player, unless parents and carers email the Child Welfare Officer to the contrary.

### Opposition Players

It is the responsibility of the opposition team manager to inform Cambourne Town FC if any opposition player must not have his/her photo placed in the public domain (where this is within the Club's control).

### Use of Club naming conventions in electronic communications

The use of the Club domain name (i.e. Cambourne Town FC, CTFC or similar) in website, email addresses and similar electronic or social media profiles are to be restricted to Club committee officials and extended committee members.

Any request to use the Club domain name by sources outside of the above restrictions will be reviewed and sanctioned by the committee. This is to ensure that any websites, email addresses or social media profiles which could be construed as being used by club officials are known.

### Reporting Concerns

If you wish to raise any concerns regarding the use of photography or video in connection with the players of Cambourne Town FC, please email the Cambourne Town FC Child Welfare Officer at [safeguarding@cambournetownfc.org.uk](mailto:safeguarding@cambournetownfc.org.uk).

If you or have serious concerns that someone is acting unlawfully or putting a young person at risk in relation to images taken or published of any young person connected to Cambourne Town FC, please report your concerns to the Club Welfare Officer at [safeguarding@cambournetownfc.org.uk](mailto:safeguarding@cambournetownfc.org.uk) or directly to the Police.



## Safeguarding Children Policy

Cambourne Town Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children 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, race, sexual orientation, faith or belief
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Cambourne Town Football Club recognises that this is the responsibility of every adult involved in our club.

Cambourne Town Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA

Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- specify what the role is and what tasks it involves
- request identification documents
- as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- ask for and follow up with 2 references before appointing someone
- where eligible require an FA accepted Enhanced

Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current Cambourne Town Football Club members working in eligible roles, with children

and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Cambourne Town Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information

obtained via the CRC Process and that all suitability

decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that the FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming'.

Cambourne Town Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com) or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Cambourne Town Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

Cambourne Town Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring

any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

Respect codes of conduct for Players, Parents/

Spectators, Officials and Coaches have been implemented by Cambourne Town Football Club. To validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
  - deal with the matter themselves or
  - seek advice from the CFA Welfare Officer
- iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.
- iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
- v. If at any time you are not able to contact your Club Welfare Officer, or the matter is clearly serious then you can either:
  - contact your CFA Welfare Officer directly
  - contact The FA Safeguarding Team on  
0800 169 1863 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)
  - contact the Police or Children's Social Care
  - call the NSPCC 24-hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NB – The FA's Safeguarding Children Policy and Procedures are available via – [www.TheFA.com/football-](http://www.TheFA.com/football-)

[rules-governance/safeguarding](http://www.TheFA.com/football-rules-governance/safeguarding) – click on 'Raising Awareness – Best Practice Downloads', the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

For all contact information refer to our website [here](#).

## Player's Code of Conduct

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play the best I can, even if we're losing or the other team is stronger
- Play fairly – I won't cheat, complain, or waste time
- Respect my team-mates, the other team, the referee, spectators, and my coach/manager
- Play by the rules, and do what the referee tells me
- 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 and respect what he/she says
- Talk to someone I trust or the Club Welfare Officer if I'm unhappy about anything at my club

I understand that if I do not follow the Code, disciplinary actions may be taken by my club, County FA, or the FA.

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

Cambourne Town FC fully supports 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 Football Association's Respect Code of Conduct in everything you do.

On and off the field, I will:

- Show respect to others involved in the game including match officials, club officials, opposition players and officials, coaches, managers, officials, and spectators
- Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport
- Adhere to the laws and spirit of the game
- Adhere to all guidelines laid down within the policies, constitution and the rules of Cambourne Town FC, The Football Association, the League and the County FA
- Ensure that, where relevant, I have completed a DBS check to interact with players under 18 years of age and attended the relevant Safeguarding Children Workshop for my role.
- Promote Fair Play and high standards of behaviour
- Promote the appropriate Code of Conduct and positive aspects of the sport (e.g. fair play) to players, parents, carers, and spectators alike.
- Consistently display high standards of behaviour and experience and be a role model for players, parents, carers, and spectators
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety, and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me

- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. coaches, 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 Cambourne Town FC, County FA, the League 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 County FA Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach, manager, or club official
- Required to undertake an FA education course
- Obligated to leave the match venue by the club and suspended by the club from attending future games
- Suspended from club membership
- Required to leave the club along with any dependents

In addition: – The FA/County FA could impose a fine and/or suspension on you personally and/or the club.

## Parents, Guardians And Supporters Code of Conduct

We all have a responsibility to promote high standards of behaviour in the game.

Cambourne Town FC fully supports The FA's Respect programme to ensure football can be enjoyed by everyone in a safe and positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and always observe The FA's Respect Code of Conduct for spectators and parents/carers.

I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within/behind the Designated Spectator Area (where provided)
- Let the coaches do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition and match officials
- Never criticise a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive 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 Cambourne Town FC, County FA, the League 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 County FA 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.

## Cambourne Town FC Club Conduct and Complaints Policy

All members, parents/carers of members and officials of Cambourne Town FC (the “Club”) are required to avoid conduct which may be considered detrimental to the integrity of the Club.

The requirement applies to players, parents/carers of players, team managers, coaches, match officials, Committee members, volunteers, and anyone who takes any active role within the Club (together, “Club Parties”).

Cambourne Town FC actively promotes lawful, ethical, and responsible conduct on and off the pitch, to serve in the interests of the reputation of the Club and its members.

### Standard of Conduct

The Cambourne Town FC Committee will invoke the Club’s Complaints Policy (stated below) against any Club Party who:

- violates any of the Club’s Conduct Policies
- is found to act either in an unlawful, violent, threatening, bullying, mendacious, deceitful or any other disruptive manner, either on or off the pitch, and whose actions may have a detrimental impact on either the Club’s reputation or on another Club Party.

### Cambourne Town FC Complaints Policy

If any Club Party feels that he/she has suffered due to the actions of another, or that the Club Policies, Rules, Constitution or Codes of Conduct have been broken, he/she should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the Committee. The report should include, where possible:
  - (i) Details of what, when, and where the occurrence took place.
  - (ii) Any witness statement and names; and any other evidence.
  - (iii) Names of any others who have been treated in a similar way.
  - (iv) Details of any former complaints made about the incident, date, when and to whom made.
  - (v) A preference for a solution to the incident.
2. The Club’s Committee will make reasonable efforts to meet with the accused Club Party (Parties) concerned to ensure that all sides of the matter are heard.
3. Confidentiality must be maintained by both the Committee and the accused Club Party (Parties) whilst the investigation and disciplinary process is underway.



4. Once the investigation is complete, the Committee will issue a formal report, outlining the investigation, its findings, and any disciplinary action to be taken.

5. Should the accused Club Party (Parties) be found in breach of any rules or policies, the Club's Committee will have the power to:

- (i) Issue a verbal warning as to future conduct
- (ii) Issue a written warning as to future conduct
- (iii) Suspend or bar from Club roles
- (iv) Suspend from Club membership
- (v) Remove from Club membership, along with any dependents.

6. The accused Club Party will have 7 days to appeal the Committee's decision. In the event of an appeal, the Committee will nominate a sub-committee to assess all the information gathered and the Committee's suggested course of action. The decision of the sub-committee is final.

#### Independent Action by the Committee

In certain circumstances, Club Parties may not wish to personally raise a complaint; or the Committee may become aware of actions contrary to the Club's Constitution, Rules, Policies or Codes of Conduct, regardless of whether a complaint has been received.

In such circumstances, it is the Committee's duty to direct an investigation into the behaviour, regardless of whether the injured party wishes to proceed with a complaint, due to the possible negative impact to the Club's reputation. In all such cases, the Committee will follow the Complaints Policy above.

#### Cambourne Town FC Anti-Discrimination and Equal Opportunities Policy

Cambourne Town Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Cambourne Town Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

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

Cambourne Town Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

## Sponsorship Policy

### Materials to support requests for sponsorship

These are now available on the [club website](#) and easily located via the homepage.

See the “Sponsorship Enquiry” menu item at the top of the homepage. This will have the latest version of the sponsorship pack.

### Policy on sponsorship money secured

Playing fee subscriptions and revenue from that are expected to cover as standard the following for each team regardless of any sponsorship that coaches secure:

- Playing Kit – full match kit every two years
- Pitch & training fees
- Coach accreditation courses
- Equipment costs – standard would be balls, medical kit, bibs, markers, nets, linesman flag, bench for subs. These would be replaceable at appropriate junctures - e.g. move to new age group category where ball size or net size changes
- League fees
- Coaches training wear to last 2 seasons
- Coaches winter jacket to last 2 seasons

### What is not covered:

Team fines.

### Money generated by coaches through sponsorship:

Any sponsorship brought in by a team manager should benefit their team.

If a coach secures sponsorship for their team, then they can decide what additional clothing, equipment etc they wish to buy with that money.

Following conditions also apply:

- Any away kits purchased follows the procurement guidelines on colours and approved away strips - the coach does not decide on the away kit colours.
- Money is paid directly to the club accounts via bank transfer or cheque.
- All equipment, kit etc is bought via our central purchasing unless agreed otherwise between the Treasurer, Procurement and the Coach in question.

- Treasurer reserves the right to take back team fines and any unpaid player subscriptions.
- Any incremental payments required from parents are discussed and agreed by the club.

## Fundraising Policy 2024/2025

The assumptions within this document are that money generated through playing fees is intended to cover costs for playing kit for 2 years, coaching fees, minimum equipment requirements (balls; nets; first aid packs; markers) and coaches training wear - as laid out in the proposal for sponsorship.

Therefore money generated from fundraising should in the main contribute to the overall floating funds for the club to be invested in items deemed to be of greatest priority and need for the clubs strategic development and growth. Those strategic priorities to be decided by the 2024-25 committee.

### 1. Principles

#### a. Formal Club Fundraising Events:

- i. Larger scale events where the club teams come together and contribute to the organisation of and the operation of the event.
- ii. Designed to raise significant funds for the strategic growth of the club and any profits from these events go into the central fund operated by the Treasurer.
- iii. Recommend a minimum of 2 per year.
- iv. Supported from a branding and PR perspective by the Marketing Officer and the marketing team within the committee group.

#### b. Formal Team Fundraising Events:

- i. Smaller events which may have support from a branding and PR perspective by the Marketing Officer and the marketing team but do not have to have their direct input.
- ii. Purpose of these events is to raise funds directly for individual teams who contribute to organisation and operation of them.
- iii. Cash from these events to be supplied to the Treasurer who will allocate those funds to the relevant involved teams.
- iv. Money can then be spent to purchase additional kit or could contribute to a team event (e.g. Cambridge United Team Experience; End of Season Team Event etc)
- v. No recommended minimum number of these.

#### c. Informal Team Fundraising:

- i. Small scale fundraising activities

- ii. These may be matchday fundraising activities such as coffee and food sales
- iii. Cash raised provided to the treasurer who banks and allocates to the team who raised the funds.
- iv. Would not require support from the Marketing team within the committee.

## APPENIX A - Role Description

The member roles of the Management Committee are as follows:

- Chairperson
- Vice Chairperson
- Club Secretary
- Treasurer
- Fixtures Secretary
- Club Welfare Officer
- Marketing Officer
- Events Officer
- Sponsorship Officer
- Fundraising Officer
- Accreditation Officer
- Football Development Officer
- Procurement Officer
- Boys Mini Secretary
- Colts Secretary
- Girls/Women's Secretary
- Men's Secretary

Additional members may be added to (co-opted onto) the Management Committee as and when necessary and at the discretion of the majority of the existing Management Committee members, or by a majority vote at the club's AGM.

For details of the holding and running of meetings read the Club Constitution & Rules.

### ADDITIONAL ROLES (SUPPORT)

- Assistant Treasurers
- Assistance Welfare Officers
- Early Years Officer

### ADDITIONAL ROLES (PLAYING)

- Team Managers (Primary Coach)
- Team Coach (Supporting/Assistant Coaches)

Role Description: Chairperson

- Member of the Management Committee?  
Yes

- Who will I be responsible to?  
The other members of the Management Committee and Club Members.
- Who will I be responsible for?  
The leadership of the Management Committee.
- What does the role consist of?  
As the Chair of the club, it is essential that you can take an objective standpoint as you may have the deciding vote in Management Committee meetings. Whilst the Club Secretary manages the day-to-day running of the club, the Chair oversees the strategic direction of the club and assists the Club Secretary to implement this.
- What sort of tasks are involved?
  - lead the Management Committee in making decisions for the benefit of the whole club, including disciplinary matters.
  - chair Management Committee meetings and the AGM.
  - produce meeting agendas, in conjunction with the Club Secretary.
  - determine the strategic vision for the club with the Management Committee.
  - promote the club to attract more members.
  - take the FA Safeguarding online module for Committee members.
  - to be a signatory for the Bank Account.
  - to be a trustee of the Club Charity
- How much time will I need to give to the role?  
Approximately 2-3 hours a week

#### Role Description: Vice Chairperson

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
- Who will I be responsible for?  
The leadership of the Management Committee in the absence of the Chairperson.
- What does the role consist of?  
As the Vice-Chair of the club, it is essential that you can support the chairperson, in their absence take an objective standpoint as you may have the deciding vote in Management Committee meetings. Whilst the Club Secretary manages the day-to-day running of the club, the Vice-Chair assists with oversees the strategic direction of the club in the absence of the Chair and assists the Club Secretary to implement this.



- What sort of tasks are involved?
  - lead the Management Committee in making decisions for the benefit of the whole club, including disciplinary matters.
  - making sure the Management Committees decisions are understood and clearly recorded.
  - chair Management Committee meetings and the AGM.
  - produce meeting agendas, in conjunction with the Club Secretary.
  - determine the strategic vision for the club with the Management Committee.
  - promote the club to attract more members.
  - take the FA Safeguarding online module for Committee members.
  - to be a signatory for the Bank Account.
  - to be a trustee of the Club Charity
  
- How much time will I need to give to the role?  
Approximately 1 hour a week

#### Role Description: Club Secretary

- Member of the Management Committee?  
Yes
  
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
  
- Who will I be responsible for?  
The leadership of the Management Committee (in the absence of the Chairperson and Vice Chairperson). The members of the club.
  
- What does the role consist of?  
As the Club Secretary of the club, you are the principal administrator for the club.  
The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively.  
This is a pivotal role within the club and key in the general running of the club.  
The Club Secretary provides the main point of contact for people inside and outside the club on almost all aspects of the club's activities.  
You will need to be approachable and a good listener; efficient and well organized; a confident and effective communicator; enthusiastic and a good motivator; tactful and discrete; and politically sensitive.
  
- What sort of tasks are involved?
  - register players with the club.
  - register players with the League.
  - organise training and match facilities for each season, in conjunction with the Fixtures & Pitches Secretary.
  - affiliate the club to the Cambridgeshire Football Association and to the Leagues (S-Tech Girls' and Women's League).

- handle correspondence (phone, email and post).
  - organise club meetings and producing meeting agendas, in conjunction with the Chairperson.
  - attend Management Committee meetings, Managers' Meetings and the AGM, and produce minutes.
  - input into the strategic vision for the club with the Management Committee.
  - represent the club at FA & League meetings.
  - represent the club at outside meetings.
  - conceive and build initiatives to promote the club.
  - obtain sponsorship for kits, in conjunction with the Treasurer and Procurement Officer
  - take the FA Safeguarding online module for Committee members. .
  - to be a trustee of the Club Charity
- How much time will I need to give to the role?  
Approximately 8-10 hours per week

#### Role Description: Treasurer

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
- Who will I be responsible for?  
Procurement Officer, Assistant Treasurer and devolved treasurers.
- What does the role consist of?  
As the Treasurer of the club, you are responsible for the finances of the club. The Treasurer must be organised, able to keep accurate records, honest, and confident handling money and figures.
- What sort of tasks are involved?
  - prepare an annual budget for the club for the coming season in conjunction with the assistant treasurers.
  - communicate the budget to the Procurement Officer and the Club Secretary. Also communicate team budget allocations to team managers.
  - monitor variances from the current season's budget and adjusting expenditure accordingly.
  - report regularly to the Management Committee on the financial position.
  - issuing receipts for all money received and recording this information;
  - keep up-to-date records of all financial transactions.
  - prepare a year end statement of accounts and presenting the same to the Management Committee and the AGM.
  - arranging for the accounts to be prepared and reviewed within the current charities commission guidelines see extract below

- help to prepare and submit any statutory documents required (e.g., Grant Aid returns, Gift Aid returns, Corporate Tax returns, VAT returns, PAYE and NI returns).
  - ensure that all cash and cheques are promptly deposited in the bank or included in the records as petty cash.
  - look after the petty cash.
  - collect and chase membership fees from players/parents and all other receivables.
  - pay all monies due.
  - obtain sponsorship for kits, in conjunction with the Club Secretary, Marketing Officer and Procurement Officer
  - search for and apply for grants for the club.
  - take the FA Safeguarding online module for Committee members.
  - to be a signatory for the Bank Account.
  - to be a trustee of the Club Charity
- How much time will I need to give to the role?  
Approximately 2-3 hours per week

Extract from the Charity Commission Charity requirements, for a Charitable Incorporated Organisation: using the Model Constitution for a CIO with a voting membership (in addition to the charity trustees) Charity Number 1179148

25. Accounting records, accounts, annual reports and returns, register maintenance  
 (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of accounts, and to the preparation of annual reports and returns. The statements of accounts, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.  
 (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

Role Description: Fixtures Secretary

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
- Who will I be responsible for?  
Devolved Fixture Secretaries.
- What does the role consist of?  
As the Fixtures Secretary of the club, you are responsible for ensuring the booking of pitches for matches and coaching session slots on the 3G and

elsewhere; and the reconciliation of invoices from the pitch administrator(s) to our requirements.

- What sort of tasks are involved?
  - book pitches for all League fixtures with the pitch administrator(s) as soon as they are released pre-season.
  - ensure that each team (wherever possible) has an individual training slot on the 3G.
  - cancel pitches for any postponed matches with the pitch administrator(s) and the League.
  - arrange pitches for any rearranged fixtures with the pitch administrator(s), clearly stating that the booking is of a rearranged fixture, including the date of the original fixture.
  - reconcile our matches and training slots to the invoices received from the pitch administrator(s).
  - receive pitch allocations from the pitch administrator(s), and chase if not received.
  - communicate pitch allocations to team managers and coaches.
  - take the FA Safeguarding online module for Committee members.
  
- How much time will I need to give to the role?  
Approximately 8-10 hours per week

#### Role Description: Club Welfare Officer (CWO)

- Member of the Management Committee?  
Yes
  
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
  
- Who will I be responsible for?  
All members of the club.
  
- What does the role consist of?  
As the Welfare Officer of the club, you are responsible for the club's responsibilities towards children and young people.  
This includes:
  - ensuring you attend all relevant courses and workshops and attain and maintain all necessary qualifications to become and remain a CWO.
  - ensuring you understand your responsibilities within the role.
  - ensuring your and the club's responsibilities are well understood by others within the club.
  - helping club personnel to clearly understand what their "duty of care" towards children and young people entails on a day-to-day basis.
 It is essential that the CWO is perceived as being approachable, having a child-centred, objective approach and the ability to maintain this perspective when carrying out their role.

You will need to be a good listener; a confident and effective communicator; and tactful and discrete. In the case of a conflict of interest for the CWO, the CWO should declare the nature of that conflict to the Club Secretary and the Chairman.

The CWO may continue to take part in any discussions and actions impacted by that conflict unless he/she or the Chairman and/or Club Secretary feels that to do so would necessarily adversely impact the issue at hand or the integrity of the club. In the latter circumstances, the Chairman and/or Club Secretary are responsible for ensuring that the issue is referred to the club's Assistant CWO (if applicable) or to the CFA Welfare Officer for further action and/or advice.

The CWO should:

- have knowledge of and a positive attitude towards equal rights for all people regardless of sex, race, colour, religious beliefs or sexual orientation.
- have a commitment to treat all children as individuals and with equal concern

- What sort of tasks are involved?
  - know who the County FA (CFA) Welfare Officer (WO) is and how to contact them.
  - refer any club child protection concerns to the CFA WO.
  - seek advice from the local social services or the police in serious circumstances.
  - ensure that the club implements the FA's child protection policy. - distribute regular communications to the club members regarding the Respect programme, related FA initiatives and WO initiatives.
  - ensure that all volunteers within the club undergo a CRC/DBS check prior to involvement with children.
  - help to develop best practice processes and promoting the FA's Respect programme.
  - review the club's Codes of Conduct and Respect guidelines in conjunction with the Charter Standard Co-ordinator prior to the start of each season.
  - arrange a Respect workshop with the FA at the start of each season in conjunction with the Charter Standard Co-ordinator.
  - ensure that the Safeguarding Children qualifications of coaches are complete and up to date, in conjunction with the Charter Standard Co-ordinator.
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
Approximately 2-3 hours per week

Role Description: Marketing Officer (Media, Social & Print)

- Member of the Management Committee?  
Yes
- Who will I be responsible to?

The Chairperson, the other members of the Management Committee and Club Members.

- Who will I be responsible for?  
Website & Social Media Admin and Article Admin.
- What does the role consist of?  
As the Marketing Officer of the club, you are responsible for ensuring the promotion/marketing of the club through appropriate media channels.
- What sort of tasks are involved?
  - maintain, monitor and post to the club's website account at least once per week.
  - maintain, monitor and post to the club's Facebook account at least once per week.
  - maintain, monitor and post to the club's Twitter account at least once per week.
  - commence/maintain relationships with print media, including the provision of an article to the Cambourne Crier each month and any other appropriate publication.
  - commence and maintain relationships with radio/TV media.
  - attend Management Committee meetings.
  - liaising with the Events and Fundraising Officer on promotional material for fundraising and events.
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
Approximately 2-3 hours per week

#### Role Description: Events Officer

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
- Who will I be responsible for?  
Assistant Events Officers (should these roles exist)
- What does the role consist of?  
As the Fundraising & Events Committee Chair of the club, you are responsible for chairing the Fundraising & Events Committee and helping to organise events for the club.
- What sort of tasks are involved?
  - organise and chair meetings of the Fundraising & Events Committee.

- chair the discussions and decisions on organising the annual club Tournament; and the club Trophy Day.
  - chair the discussions and decisions on possible new club events and fundraising opportunities for the club, for example, bag-packing, quiz nights, race nights, sponsored runs.
  - liaising with the Treasurer and Club Secretary on applying for grants / sponsorship or other forms of financial assistance from organisations such as Sport England/ Football Foundation, Local Authorities or commercial companies
  - project-manage (or delegate the same) club events and fundraising events.
  - allocate tasks for preparing and organising events to members of the Fundraising & Events Committee, ensuring that tasks are allocated fairly and proportionately amongst Committee members, taking account of any time limitations each member might have.
  - liaising with the Marketing Officer on promoting fund-raising activities in press and the Clubs social media platforms.
  - Ensuring that funds are properly accounted for and information is passed on to the Treasurer.
  - attend monthly Management Committee meetings to give updates on the Committee's work and plans.
  - liaising with the Marketing Officer on promotional material for fundraising and events.
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
Approximately 1 hour per week but more when fundraising and club events are approaching and as events occur.

#### Role Description: Fundraising Officer

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
- Who will I be responsible for?  
Assistant Fundraising Officers (should these roles exist)
- What does the role consist of?  
Fundraising on behalf of the Club
- What sort of tasks are involved?  
- chair the discussions and decisions on organizing the annual club Tournament; and the club Trophy Day.

- chair the discussions and decisions on possible new club events and fundraising opportunities for the club, for example, bag-packing, quiz nights, race nights, sponsored runs.
  - liaising with the Treasurer and Club Secretary on applying for grants / sponsorship or other forms of financial assistance from organisations such as Sport England/ Football Foundation, Local Authorities or commercial companies
  - project-manage (or delegate the same) club events and fundraising events.
  - allocate tasks for preparing and organizing events to members of the Fundraising & Events Committee, ensuring that tasks are allocated fairly and proportionately amongst Committee members, taking account of any time limitations each member might have.
  - liaising with the Marketing Officer on promoting fund-raising activities in press and the Clubs social media platforms.
  - Ensuring that funds are properly accounted for and information is passed on to the Treasurer.
  - attend monthly Management Committee meetings to give updates on the Committee's work and plans.
  - liaising with the Marketing Officer on promotional material for fundraising and events.
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
Approximately 1 hour per week but more when fundraising and club events are approaching and as events occur

#### Role Description: Accreditation Officer

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
- Who will I be responsible for?  
All volunteers within the club.
- What does the role consist of?  
As the Accreditation Officer of the club, you are responsible for liaising with the volunteers within the club, and in particular the team managers and coaches. You will need to be approachable and a good listener; well organized; a confident and effective communicator; enthusiastic and a good motivator; and tactful and discrete.
- What sort of tasks are involved?



- ensure that each team within the club has at least one manager and/or coach with a Level 1.
  - ensure that the Safeguarding Children qualifications of all managers and coaches are complete and up to date, in conjunction with the Welfare Officer.
  - ensure that all managers with Level 1 qualifications join the FA Licensed Coaches Club.
  - ensure that the requirements of the Charter Standard level are retained and attain and retain the next level of Charter Standard. Report to the Management Committee at least every 6 months.
  - research available coaching qualifications and ensure that opportunities for coaches to take further qualifications are communicated on a regular basis and encourage coaches to attend.
  - book coaches onto courses (where applicable – this is mainly done by the coaches themselves).
  - maintain a relationship with the County FA’s Coaching Education Co-ordinator.
  - maintain the club’s Policies, Codes of Conduct, Respect Guidelines and Managers’ Handbook; and review with, and obtain sign-off from, the Chair and Club Secretary prior to each season.
  - maintain the Role Descriptions document and ensure that each volunteer understands their role within the club, and each role within the club has a role description.
  - ensure that each role has a volunteer, in conjunction with the Club Secretary.
  - encourage more volunteers to take on roles, in conjunction with the Club Secretary and Chair.
  - arrange a Respect workshop with the FA at the start of each season, in conjunction with Welfare Officer.
  - ensure that opportunities for confidential parent and player feedback on their team are provided.
  - ensure that opportunities for team manager and coach feedback on their role are provided.
  - motivate volunteers through recognition of their contribution.
  - input into the strategic vision for the club with the Management Committee.
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
1 - 2 hours per week.

#### Role Description: Procurement Officer

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Chairperson, the other members of the Management Committee and Club Members.
- Who will I be responsible for?

### Assistant Fundraising Officers (should these roles exist)

- What does the role consist of?  
As the Procurement Officer for the club, you are responsible for the purchasing of kit, additional team clothing and equipment for each team within the club.
- What sort of tasks are involved?
  - make contact and maintain relationships with kit and equipment suppliers.
  - liaising with the Treasurer to ensure there is sufficient funds and helping with the annual budget.
  - ensure the club shop is kept up to date with the relevant kit etc.
  - obtain best value and discounts wherever possible.
  - monitor requests for new kit and equipment from team managers, including sizing.
  - provide feedback to and liaise with the Treasurer to ensure that all purchases are budgeted for and remain within budget.
  - obtain sponsorship for kits and additional team clothing, in conjunction with the Club Secretary.
  - monitor purchases of kit and equipment and ensure distribution to managers.
- How much time will I need to give to the role?  
Ad hoc (less than 1 hour per week).

### Role Description: Assistant Treasurer

- Member of the Management Committee?  
No.
- Who will I be responsible to?  
The Treasurer
- Who will I be responsible for?  
N/A
- What does the role consist of?  
Assisting the Treasurer of the club, with the finances of the club.  
The Assistant Treasurer will be there as a second pair of eyes and critical friend to assist the treasurer with the tasks below.  
  
The Assistant Treasurer must be organized, able to keep accurate records, honest, and confident handling money and figures.
- What sort of tasks are involved?
  - assist the Club Treasurer with preparing the annual budget for the club for the coming season.

- communicate the budget to the Purchasing Secretary and the Club Secretary.
  - monitor variances from the current season's budget and adjusting expenditure accordingly.
  - report regularly to the Management Committee on the financial position.
  - keep up-to-date records of all financial transactions.
  - prepare a year end statement of accounts and presenting the same to the Management Committee and the AGM.
  - help to prepare and submit any statutory documents required (e.g. Grant Aid returns, Gift Aid returns, Corporate Tax returns, VAT returns, PAYE and NI returns).
  - ensure that all cash and cheques are promptly deposited in the bank or included in the records as petty cash.
  - look after the petty cash.
  - collect and chase membership fees from players/parents and all other receivables.
  - pay all monies due.
  - obtain sponsorship for kits, in conjunction with the Club Secretary and Procurement Officer
  - search for and apply for grants for the club.
    - to be a signatory for the Bank Account.
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
**Approximately 2 hours per week.**

#### Role Description: Assistant Welfare Officer

- Member of the Management Committee?  
 No, but will be part of a welfare sub committee
- Who will I be responsible to?  
 The Lead Welfare Officer.
- Who will I be responsible for?  
 All members of the club.
- What does the role consist of?  
 As the Welfare Officer, you are responsible for the club's responsibilities towards children and young people in the age group you are responsible for. This includes:
  - ensuring you attend all relevant courses and workshops and attain and maintain all necessary qualifications to become and remain a WO.
  - ensuring you understand your responsibilities within the role.
  - ensuring your and the club's responsibilities are well understood by others within the club.
  - helping club personnel to clearly understand what their "duty of care" towards children and young people entails on a day-to-day basis.

It is essential that the WO is perceived as being approachable, having a child-centred, objective approach and the ability to maintain this perspective when carrying out their role.

You will need to be a good listener; a confident and effective communicator; and tactful and discrete. In the case of a conflict of interest for the WO, the WO should declare the nature of that conflict to the Club Welfare Office, Club Secretary and the Chairman.

The WO may continue to take part in any discussions and actions impacted by that conflict, unless he/she or the Club Welfare Officer, Chairman and/or Club Secretary feels that to do so would necessarily adversely impact the issue at hand or the integrity of the club. In the latter circumstances, the Lead Welfare Officer are responsible for ensuring that the issue dealt with or referred to the CFA Welfare Officer for further action and/or advice.

The WO should:

- have knowledge of and a positive attitude towards equal rights for all people regardless of sex, race, colour, religious beliefs or sexual orientation.
  - have a commitment to treat all children as individuals and with equal concern
- What sort of tasks are involved?
    - know who the County FA (CFA) Welfare Officer (WO) is and how to contact them.
    - refer any club child protection concerns to the CFA WO.
    - seek advice from the local social services or the police in serious circumstances.
    - ensure that the club implements the FA's child protection policy. - distribute regular communications to the club members regarding the Respect programme, related FA initiatives and WO initiatives.
    - ensure that all volunteers within the club undergo a CRC/DBS check prior to involvement with children.
    - help to develop best practice processes and promoting the FA's Respect programme.
    - with the Lead Welfare Officer review the club's Codes of Conduct and Respect guidelines in conjunction with the Charter Standard Co-ordinator prior to the start of each season.
    - assist the Lead Welfare Officer to ensure that the Safeguarding Children qualifications of coaches are complete and up-to-date, in conjunction with the Charter Standard Co-ordinator.
    - take the FA Safeguarding online module for Committee members.
  - How much time will I need to give to the role?  
**Ad hoc (less than 1 hour per week).**

Role Description: Assistant Events & Fundraising Officer

- Member of the Management Committee?  
No
- Who will I be responsible to?

## The Events & Fundraising Committee Officer and Club Secretary

- Who will I be responsible for?  
N/A
- What does the role consist of?  
As an Events & Fundraising Officer, you are responsible for attending Events & Fundraising Committee meetings and helping to organize events for the club.
- What sort of tasks are involved?
  - contribute to organizing the annual club Tournament; and the club Trophy Day.
  - participate in the discussions and decisions on possible new club events and fundraising opportunities for the club, for example, bag-packing, quiz nights, race nights, sponsored runs.
  - assume tasks for the preparation and organization of events, as discussed and agreed with the Committee Chair.
- How much time will I need to give to the role?  
Less than 1 hour per week.  
More when fundraising and club events are approaching and as events occur.

## Role Description: Disability/Walking Football Development Officer

- Member of the Management Committee?  
No
- Who will I be responsible to?  
Chartered Standard Officer/Coaching Development, Club Secretary and the other members of the Management Committee.
- Who will I be responsible for?  
N/A.
- What does the role consist of?  
As the Disability Development Officer of the club, you are responsible for co-ordinating the offerings for both disability football and walking football.
- What sort of tasks are involved?
  - plan and deliver programmes to retain and grow participation for players with a disability aged 5+ in line with the Club Development Plan.
  - identify, manage and develop relationships with key partners to meet the objectives and targets of the Club Development Plan.
  - Work with Cambs FA on developing and growing participation for players with a disability aged 5+
  - Support the development of disability league and club services.
  - Ensure there is adequate support and training to develop disability football within the Club across coaches, referees, volunteers and young leaders.

- Raise the profile of good news stories and the range of disability football opportunities within the Club
  - attend Management Committee meetings to give updates on the progress of the initiatives.
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
..h hours per week.

#### Role Description: Schools Co-ordinator

- Member of the Management Committee?  
No
- Who will I be responsible to?  
Club Secretary, Charter Standard Co-ordinator.
- Who will I be responsible for?  
N/A
- What does the role consist of?  
As a Schools Co-ordinator for the club, you are responsible for building and maintaining a relationship on behalf of the club with the schools within the club's catchment area.
- What sort of tasks are involved?
  - to build and maintain a relationship on behalf of the club with one or more schools.
  - to communicate any club events or initiatives to your chosen school(s) for inclusion in newsletters or assemblies.
  - to deliver leaflets and/or posters for distribution in the school(s).
  - to arrange occasional coaching sessions with the school (to be carried out by club coaches).
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
Less than 1 hour per week.

#### Role Description: Mini, Colts (Boys), Girls & Women's and Men's Secretary Roles

- Member of the Management Committee?  
Yes
- Who will I be responsible to?  
The Club Secretary.
- Who will I be responsible for?  
Age Group/Category related Team Managers and Team Coach.

- What does the role consist of?  
As the age group/category related Secretary, you will be:
  - an assistant to the Club Secretary.
  - the primary liaison for age group/category managers and coaches within the club
  - Player registration responsibilities for age group/category both for FA Club Portal/Whole Game System and club membership database via website.
  - Primary point of contact for league administration duties for age group/category for the FA
  - Attendance at committee meetings at the request of the management committee
 You will need to be approachable and a good listener; efficient and well organized; a confident and effective communicator; enthusiastic and a good motivator; tactful and discrete; and politically sensitive.
- What sort of tasks are involved? (in agreement with the Club Secretary)
  - register age group/category players with the club.
  - register age group/category players with the League.
  - organise training and match facilities for each season for your age group/category, in conjunction with the Fixtures & Pitches Secretary.
  - assist the club secretary with affiliating your age group/category within the club to the Cambridgeshire Football Association and to the Leagues (S-Tech Girls' and Women's League).
  - handle age group/category related correspondence (phone, email and post).
  - represent the club at age group/category related FA & League meetings.
  - represent the club at age group/category related outside meetings.
  - conceive and build age group/category related initiatives to promote the club.
  - obtain sponsorship for kits, in conjunction with the Treasurer and Procurement Officer
  - take the FA Safeguarding online module for Committee members.
- How much time will I need to give to the role?  
**Approximately 4 hours per week.**

## ADDITIONAL ROLES (PLAYING)

### Role Description: Team Managers (Primary Coach)

- Member of the Management Committee?  
No
- Who will I be responsible to?  
Club Secretary, Welfare Officers and Charter Standard Co-ordinator.
- Who will I be responsible for?

One (or more) team(s) within the club, at the discretion of the club's Management Committee.

- What does the role consist of?

As a Team Manager for your team(s) within the club, you are responsible for all aspects of managing that team. A Team Manager's Handbook is provided as a guide to many aspects of your role. Additionally, club officials and other team managers are always available for any assistance or advice throughout the season. Where you are unsure of any aspect of your role, you can clarify this with the Charter Standard Co-ordinator and/or the Club Secretary in the first instance.

The club provides all playing kit and match and training equipment. A first aid kit is also provided and must be taken by you to all training sessions and matches.

All Team Managers must undergo a CRC/DBS check prior to taking part in activities with the team. This is arranged with the CWO who will give you guidance on how to complete the process. All Team Managers must also obtain an FA Number (FAN) to be registered with the club. The Charter Standard Co-ordinator will give you guidance on how to do this.

All Team Managers must also take the FA Level 1 Coaching course. This consists of:

- the Introduction to Coaching practical module (one 3 hour evening workshop; 2 weekend days of practical activities; and online).
- the Safeguarding Children module (one 3 hour evening workshop; and online).
- the FA Emergency (First) Aid module (one 3 hour evening workshop).

This mandatory Level 1 course must be booked by you in liaison with the Charter Standard Co-ordinator but it is paid for by the club. Team managers must ensure that they complete the Level 1 course within 3 months of assuming your role. However, anyone stepping down from their role within 12 months of taking the course will be liable for the reimbursement to the club of 50% of the course fees, and within 24 months, 25% of the course fees. The Safeguarding Children and FA Emergency (First) Aid portions of the qualification, along with the CRC/DBS check, must be renewed every 3 years before their expiry date. Following the completion of the Level 1 course, the team manager must join the FA licensed Coaches club (free membership) and renew that membership prior to each season each year.

The Team Manager may take on a coach (or coaches) as assistant(s), following liaison with and the approval of the Charter Standard Co-ordinator and CWO. All coaches however must have, or undergo, an (in-date) CRC/DBS check prior to taking part in activities with the team. All coaches must also obtain an FA Number (FAN) and take the Safeguarding Children module (one 3-hour evening workshop; and online) within 3 months of assuming their role.

A Team Manager wishing to leave their role should notify the Club Secretary and Charter Standard Co-ordinator; give a minimum of 3 months' notice of



leaving their role; and maintain their responsibilities during the notice period to ensure that the team stays together.

- What sort of tasks are involved?
  - team selection.
  - support the age group/category secretaries with requests for information to support the player and parent registration process
  - organize and carry out a coaching session for your team once a week.
  - communicate team selection, coaching sessions and matches to parents and players.
  - organize team kit and equipment via the club shop, within allocated team budget, with support from Procurement Officer and Treasurer.
  - maintain team kit and equipment, including first aid kit refills.
  - report results to the League after each match (by text and online).
  - abide by the club's Managers' and Coaches' Code of Conduct.
  - attend club Managers' Meetings (which take place at least once every 2 months).
  - attend the annual pre-season FA Respect Workshop and encourage your team's parents to attend also.
  - encourage your team's parents to assist you with setting up your training sessions and on match day. Encourage them to become Parent Representatives for your team.
  - assist the Treasurer in chasing outstanding membership fees.
  - assist in running the annual club Tournament and Trophy Day.
  - assist in club fundraising activities to raise money for your team.
  - produce a short end-of-season team report to the Management Committee.
  - give an end-of-season presentation and present trophies at the annual Trophy Day
  
- How much time will I need to give to the role?
 

Team activities on match days will, depending on the venue for the game, take approximately 3 - 4 hours. Coaching sessions take 1 hour per week with an additional 30 mins preparation and reflection time.

Other ad hoc team admin duties may take an additional 1 hour per week.

#### Role Description: Team Coach (Supporting/Assistant Coaches)

- Member of the Management Committee?  
No
- Who will I be responsible to?  
Team Manager, Club Secretary, Welfare Officers and Charter Standard Co-ordinator.
- Who will I be responsible for?  
One (or more) team(s) within the club, at the discretion of the club's Management Committee.
- What does the role consist of?

A Team Manager may take on a coach (or coaches) as assistant(s), following liaison with and the approval of the Charter Standard Co-ordinator and CWO. All coaches however must have, or undergo, an (in-date) CRC/DBS check prior to taking part in activities with the team. All coaches must also obtain an FA Number (FAN) and take the Safeguarding Children module (one 3-hour evening workshop; and online) within 3 months of assuming their role.

As a Team Coach (i.e., an assistant to the Team Manager) for your team within the club, you are responsible for assisting the Team Manager to manage that team. The Team Manager remains responsible for the direction and management of the team.

A Team Coach wishing to leave their role should notify the Club Secretary and Charter Standard Co-ordinator; give a minimum of 3 months' notice of leaving their role; and maintain their responsibilities during the notice period.

- What sort of tasks are involved?
  - assist in team selection.
  - assist in organising and carrying out a coaching session for your team once a week.
  - assist in setting up for coaching sessions and in preparations on match day.
  - abide by the club's Managers' and Coaches' Code of Conduct.
  - attend club Managers' Meetings (which take place at least once every 2 months).
  - attend the annual pre-season FA Respect Workshop.
  - assist in running the annual club Tournament and Trophy Day.
  - assist in club fundraising activities to raise money for your team.
- How much time will I need to give to the role?

Team activities on match days will, depending on the venue for the game, take approximately 3 - 4 hours. Coaching sessions take 1 hour per week with an additional 30 mins preparation and reflection time.