



Enfield Town Ladies Football Club [ETLFC]

CLUB RULES

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1 Powers of the Committee

The property and/or assets of the club shall be vested in the management committee. The management committee shall have the power to enforce the rules of the club and shall suspend or expel any member deemed guilty of conduct prejudicial to the good name of the club. The committee shall have the power to fill any vacancies arising in its membership between AGM's. The committee shall have the jurisdiction over any matters not provided for in the rules.

2 Disciplinary Committee

The Chair may if required to do so by the management committee call on neutral members of the management committee to form a disciplinary committee to deal with disciplinary matters brought to the attention of the committee by one of its members. This disciplinary committee shall have the power to deal with the disciplinary case in any way it sees fit. There will be no right of appeal.

3 Definition of membership to ETLFC

A member is defined as:

"A fully paid-up player (all players regardless of their official capacity are required to pay monies), or a player that has made arrangements for payment of monies due to the club. Also, an individual who is not a player but represents the club in an official capacity having been duly elected at the AGM or by the Management Committee."

Any person wishing to join ETLFC may attend training for up to four weeks before deciding to become a member. Following this trial period, they will be expected to either pay the subscriptions or leave the club. The manager and secretary of the particular team should monitor new attendees.

4 Personal details and responsibilities

Players (or Parents/Guardians for those Under 18) are responsible for ensuring the club holds the correct personal details for them. Changes to details should be submitted to their team secretary. Team secretaries should inform the Registrations Officer of any changes.

All players, officials, supporters or anyone attending matches with members are expected to behave in a way that does not bring the Club into disrepute. It should be noted that such actions could lead to a 'whole Club' Suspension by the Football Authorities.

SANCTION: *Anybody found breaching the above rule will be dealt with on a case-by-case basis by the Management or Disciplinary Committee. Punishments could include expulsion from the club. In the case of a parent being in breach of this rule their daughter may be asked to leave the Club*



5 Management Committee

A quorum is deemed to be any eight members of the Management Committee.

The Management Committee is a democratic body with each member entitled to one vote (regardless of the number of positions held by an individual). A majority is required for any decision to be carried. In the event of a tied vote the Chair has the casting vote. If the Chair is absent then the casting vote will fall to the Vice Chair. If both are absent a nominee will be elected on the day to act as Chair.

6 Annual General Meeting (AGM)

There is an expectation that all members or a representative for them will attend the AGM. An example Nomination Form for the AGM is shown within **Appendix 1**. Note that the form contains the actual voting rules that apply at the AGM each season so members should familiarise themselves with these in advance of the meeting.

7 Finance

The rates for annual subscriptions are:

- A. £220 for players training and/or playing in the Senior Teams, apart from those in Full Time Education (see B below)
- B. £180 for players training and/or playing in the youth teams or for players training and/or playing in the Senior Teams but still in full time education
- C. £30 for players away at University whose circumstances dictate that they can only train and play when back in University holiday breaks

Payment of annual subscriptions will be on-line via TeamFeePay Registration & Membership system.

SANCTION: *Failure to comply with this rule will deem a player ineligible for selection. Where subscriptions are not paid the player will be not be deemed as a member of the Club and will therefore not be able to take part in training sessions or fixtures until the subscription has been cleared.*

Exceptionally, where a member is having difficulty raising the fees, a different arrangement to pay can be made. This special arrangement should be agreed and approved by the Registrations Secretary.



8 Match day fees

Match day fees are payable on the day of the match. They should be paid prior to the kick off to enable the payment of the match official(s).

The rate is £4.00 per **home** match per player **except** for First Team players and First Team matches.

SANCTION: *Failure to pay match fees for two consecutive weeks may deem a player ineligible for selection in the third week.*

9 Fines

All players are responsible for paying their own fines. Fines must be paid promptly as failure to meet League and County deadlines lead to the whole club being suspended from all competitions.

10 Rebate of annual subs

During the playing season injured players are entitled to a rebate. The rebate amount will be decided upon by the Club Committee on a case-by-case basis and will be dependent upon the nature of the injury and the length of unavailability. The player must inform their team manager or secretary of their intention to apply for a rebate and they must supply start and end dates of any injury.

11 Sponsorship

Any sponsorship monies raised by a team or individual on behalf of a team will entitle that team to the whole amount donated by the sponsor. This money is to be used only on football related equipment, kit or activities. The full amount of sponsorship should be passed to the Treasurer before the team claim the total.

12 Fundraising

Any fundraising or grant money raised is for the benefit of the Club as a whole.

Requests for Club funds should be brought to the Management Committee for discussion. Members are expected to actively participate in all relevant Club fund-raising activities. If members have any ideas/views on the Club's fund-raising they should speak to a member of the management committee. It should be noted that all money raised helps to keep subscriptions to a minimum.

13 Insurance

The Club is legally required to purchase basic insurance cover for all members. It should be noted that if players require more substantial insurance, it is their responsibility to purchase it. Copies of our policy are held by the General Secretary and can be made available to members if required.



14 Team Rules

14.1 Notification

Players must notify their manager or secretary if they are unable to train or play.

SANCTION: *Managers have the right to deem a player ineligible for selection if they do not comply with this rule*

14.2 Availability to play

All senior players are expected to make themselves available for selection for any team in the club. The expectation would be that all 1st team players are signed onto the League that the Development / 2nd team participate in. If players state they are unavailable for the team they have been selected for then there must be exceptional circumstances, agreed by majority of Chair, Vice Chair & General Secretary, in order for them to play for another team in the club on that day.

SANCTION: *Failure to comply will result in an automatic one-match suspension for the player. The offending manager(s) will be required to report to the Management Committee to explain their actions.*

14.3 Selection

Priority for selection of players in the senior section is given to the higher team manager. The number of substitutes to be taken is at discretion of the higher team manager. The squads selected will be final as at 8pm on the Saturday prior to a Sunday game. After this point no team manager can take a player from another squad unless both team managers are in agreement. Under no circumstances can a lower team manager refuse to release a player, prior to the 8pm deadline, to the higher team. If a player refuses to play for the team for which they have been selected then the above rule will be invoked. However, wherever possible managers should ensure that all teams have 11 players when competing in league and cup games.

Youth players are expected to play within their own age group. Only under very exceptional circumstances and after a written request from the player or players' family to the Registration Secretary & General Secretary, the club may agree to an age group change, for that season only.

SANCTION: *Any manager or players found breaching this rule would be asked to explain their actions to the Committee and could be dealt with by the disciplinary committee.*

15 Clearance

In line with normal procedures, requests for clearance to join another club by a member will be granted only after full payment of yearly subscriptions and match day fees have been made and any property of the Club has been returned.



16 Approaching Players

The rules on approaching a player from another team between 1st July and 31st May are very strict. If managers would like to speak to a player who is currently registered with another club regarding joining our club then you need to write to their club secretary by recorded delivery. The letter should advise them that you would be approaching (name of player) after (date). You may not talk to the player until 7 days after the letter has been sent. You then have 21 days to complete the signing of the player. If you do not sign the player within 21 days and you still want to talk to them about joining then the above process must be repeated.

Responsibility for overseeing this process lies with the manager of the team the player will be eligible to play for. Failure to comply with this rule will lead to the manager having to account for his/her actions to the Management Committee and being liable for any fines incurred due to non-adherence to the rules.

17 Grievance Procedure

If any player/member of the Committee feels they are treated unfairly or has a complaint to make about any Club official/member, they should in the first instance, contact the Chair, Vice Chair or General Secretary. If they feel the issue is still unresolved they are entitled to take their case to the Management Committee. They will need to provide the General Secretary with written details of their complaint at least one week prior to the next Management Committee meeting to enable copies to be distributed to all interested parties. If they wish they may attend this meeting. If it is found that the person against whom the grievance is made is acting in a way that is counter to club policy, sanctions might include being asked to leave the club.

18 Senior Player Selection Framework

Appendix 2 refers. Senior Players should make themselves fully aware of the contents.

19 Youth Football Framework

Appendix 3 refers. Parents of Youth Team players should make themselves fully aware of the contents.



APPENDIX 1 – AGM Nomination Form Example and Voting Rules

ENFIELD TOWN LADIES FC

NOMINATION OF OFFICERS FOR (FORTHCOMING SEASON)

The AGM will be held **at (Date, Time & Location will be entered)**

Please make every effort to attend as key decisions about the club are made at the AGM and you can only have your say if you are there to make your points known and your voice count. This is the only meeting in the year that the Club ask for your attendance.

You need to enter the person you wish to nominate in the nominee box and get your seconder to sign in the seconder box. You **do not** need to nominate somebody for every post.

You will need to **return** a signed nomination form to **Claire Ford (Enfield Town LFC General Secretary)** by post / dropping through letterbox at: **18 Tudor Crescent, Enfield, Middlesex. EN2 0TU**

or by email to: clubsecretary@ladies.etfc.london to be received **no later than xxxxxxxx**

YOUR FULL NAME:

POSITION	NOMINEE	SECONDER
Chairperson		
Vice Chairperson		
General Secretary		
Assistant General Secretary		
Treasurer		
Club Welfare Officer		
Registrations Secretary		
Etc		
Etc		



AGM VOTING AND NOMINATION GUIDELINES

You may nominate only **ONE** person for each post. You will then need to get your nomination form **SECONDED** by another eligible member of your section.

Please note that if there are **TWO** people nominated for the same post there will be a vote on the night to decide who is elected (**it makes no difference how many nominations a candidate receives**).

Your voting age is based on the team you **will be** playing for in (forthcoming season)

The club is divided into two sections for the purposes of the AGM;

SENIORS - this includes everybody who is a fully paid-up member and has trained/played in the 1st, 2nd, 3rd and Under 18s teams during (**last season**)

YOUTH - this includes everybody who is a fully paid-up member and has trained/played in the Under 16s, 14s, 12s, 11s or 10s during season (**last season**). Members who play in any of the above youth teams can pass their vote onto a parent or guardian.

The (**last season**) Management Committee Members are entitled to one vote regardless of the number of 'jobs' they fill.

You will need to **return** a signed nomination form to **Claire Ford (Enfield Town LFC General Secretary)** by post / dropping through letterbox at: **18 Tudor Crescent, Enfield, Middlesex. EN2 0TU** or by email to: clubsecretary@ladies.etfc.london to be received **no later than xxxx**

PLEASE NOTE THE FOLLOWING;

All posts where only 1 nomination has been received, and the person nominated has accepted, will be voted in "en bloc" on the night of the AGM. No rival nominations for these posts will be accepted after the stated **closing date (xxx)**. Nominations will only be accepted on the night for posts where no prior nominations have been received or in the instance of a person not accepting a position for which they were nominated. **Nominees must attend the AGM.**

All members can allow another party to vote in their absence if that person sends their "proxy" permission / confirmation by email to Claire Ford clubsecretary@ladies.etfc.london prior to the AGM starting.

All members will be eligible to nominate and vote for:

- Chairperson
- Vice Chairperson
- General Secretary & Assistant General Secretary
- Treasurer
- Club Welfare Officer



- Registrations Secretary
- Fixtures Secretary
- Communications Officer
- Webmaster
- Volunteer Co-Ordinator
- Fundraising Co-Ordinator
- Coach Co-Ordinator & Assistant Coach Co-Ordinator
- Ex-Officio / Ordinary Members

Senior Section members (this season's 1st Team, 2nd Team, 3rd Team and Under 18s) are eligible to nominate and vote for:

- 1st, 2nd and 3rd Team Managers
- 1st, 2nd and 3rd Team Secretaries

Youth Section members (this season's Under 16s, 14s, 12s, 11s and 10s) are eligible to nominate and vote for:

- Under 16s, Under 15s, Under 13s, Under 12s, Under 11s and Under 10s Team Managers
- Under 16s, Under 15s, Under 13s, Under 12s, Under 11s and Under 10s Team Secretaries

NOTE – THE ACTUAL AGM NOMINATION FORM USED FOR ANY GIVEN SEASON WILL OF COURSE DIFFER IN DETAIL FROM THIS EXAMPLE BUT THE SAME RULES WILL APPLY



APPENDIX 2 - Senior Player Selection Framework

1. PURPOSE

The purpose of this Appendix is to provide a clear framework and approach to Senior Managers, Coaches and Team Administrators who are involved in the availability and selection of Senior players across Enfield Town Ladies Football Club (ETLFC) Firsts, Development and Thirds teams.

It should be noted that the priority for selection of players for matchday squads within the Senior section is always given to the higher team manager:

- The First Team manager will select their matchday squad from all available Senior players
- The Development Team manager will then select their matchday squad from all remaining available Senior players
- The 3rd Team manager will then select their matchday squad from all remaining available Senior players

No matchday squad can exceed the maximum number of players allowed to play within a match (e.g. the matchday squad for a game where 5 substitutes can be named cannot exceed 16 players).

2. PLAYER AVAILABILITY & TRAINING

- Team Administrators are responsible for ensuring that player availability for both training and matchday is received by **MIDDAY** Tuesday of match week.
- Unless the player is injured or on a break from football (or known to be unavailable for any other reason), the Team Manager or Team Administrator will chase players to respond who do not respond. Players who do not respond will be deemed as unavailable.
- All available and unavailable players must be published in the Senior Availability WhatsApp group by **MIDDAY** Wednesday of match week.
- By confirming their availability for a matchday, Senior players are making themselves available for selection for **any** team in the club.
- If a team has over 16 players available for training and matchday the manager should communicate to their fringe players - by no later than 5.00pm Tuesday - of a preference for them to also train with the lower team.
- Players passed from a higher to a lower team will be expected to start on match day **unless** (i) they did not play for the higher team the week previously **and/or** (ii) they have not trained in the week preceding the match. In these cases, match day selection and requested playing minutes will be at the lower team managers discretion.



- Where a team does not have a fixture for the week, player availability must still be confirmed as they may be required for other Senior fixtures. This includes where a scheduled fixture is cancelled / postponed after player availability has been confirmed – available players should not be 'stood down' until it has been confirmed they are not required for another team.
- Where it is a higher team that does not have a fixture (e.g. the Development Team) the selection of players is still at the lower team managers discretion (e.g 3rd Team Manager). In exceptional circumstances only (and subject to prior approval by majority of the Chair, Vice Chair and General Secretary) the higher team can take the lower team fixture as if it was their own.

3. MATCH DAY SELECTION & ADJUSTMENTS

- All Senior Matchday squads **must** be issued no later than 10.00am on Friday of game week.
- The issued matchday squads will be treated as final with subsequent changes only being made by mutual agreement (in advance) between the respective managers. For example, if the First Team have a Sunday morning withdrawal then they may need to request a player from the Development Team who may need to request a player from the Third Team.

4. POST MATCH FEEDBACK & WHATSAPP GROUP ADJUSTMENTS

- Managers will provide feedback (early during the following week) on any higher players that have been dropped into their matchday squad as well as any high-performing players from their own squad that have potentially earned a call-up to the higher squad.
- Players will only be moved out of and/or into another WhatsApp group by mutual agreement between the managers and only after the player has been advised of this action.
- The number of players within more than one WhatsApp group (e.g. a player within both the Firsts & Devs groups or within the Devs and Thirds groups) will be kept to an absolute minimum (for the benefit of the players) and players are expected to respond to and train with the WhatsApp group that they are in at any point in time.
- Team and WhatsApp Group membership will be reviewed on a monthly basis to ensure that players are training and within the most appropriate WhatsApp group (e.g. if a player does not make a match day squad within a month then it is likely more appropriate for them to be in the WhatsApp group and train with the lower team).
- All team communication and administrative privilege is managed by the Team Manager & Team Administrator only. Prior approval should be obtained from the Team Manager before any action is taken by another coach/manager.
- Any Manager or Team Administrator found breaching this framework will be asked to explain their actions to the committee.



APPENDIX 3 – Youth Football Framework

1. **Purpose**

- The purpose of this Appendix is to provide a clear framework that can be used by Youth Team Managers and Coaches within the Club. The framework sets out how Enfield Town Ladies seeks to manage training sessions and matches within all its youth football age groups (up to and including U17s) and can be used by managers to set out - to the teams' parents and players - how they will manage the team during the season. It also covers how the club approaches (where necessary) re-aligning players within Year groups that have more than 1 team.
- Enfield Town Ladies remains one of the largest and longest established girls and women's football clubs in the South East today. The aspiration is to provide quality training, development and opportunities for the benefit of the individual, the teams and the football club as a whole and to provide a model pathway for learning and development of youth players such that the opportunity to play for the First Team and other Senior Teams exists.

2. **Training & Development**

- Enfield Town Ladies are always looking to run as many youth teams as there are members for; we welcome players of all abilities, allowing "Football for All", and interested parents/players can attend up to 4 training sessions free of charge before making a decision on whether to register for the club or not. We train every Wednesday evening for up to 2 hours.
- Our Youth Managers & Coaches are all Club volunteers that are accredited to at least Level 1 of the FA Coaching syllabus, as well as trained in Child Safeguarding and Emergency First Aid in football. Their aim is to ensure player development according to the FA's 4-Corner model:



- At younger age groups, the emphasis is on fun & enjoyment as well as development; ensuring players learn the fundamentals of playing and enjoying themselves, without the pressure of competitive games.
- As players get older and closer to playing Senior football, the emphasis on evaluating their performance against the 4-Corner Model increases.

3. Registration

- Registering as a player for the club during the season gives you access to:
 - All weekly or ad-hoc training/coaching sessions
 - A match day kit
 - Other club activities (e.g. Opportunity to be a mascot or ball girl at first team games etc)
- It is important to note that registering for the club does not mean that your child will always be able to play in matches at all age groups:
 - Firstly, there are specific cut-off dates for registering players to play in competitive fixtures within the league. Once this deadline has passed, a player registered after this date cannot play in competitive games, although they will still have access to the above activities.
 - Secondly, our approach to selection and player game time during matches varies dependent on age group. This is detailed below and it is important that all parents registering their daughter with the club understands this framework.



4. Matches

- All youth teams play in competitive leagues – **except** teams aged U11 and below who play non-competitive matches – and these take place on Saturday mornings.
- “Non-Competitive” means that the results for age groups U11 and below are not published and there is no league table. This is because the focus for the age groups is on fun & enjoyment, with the players being able to develop without the added pressure of competitive results.
- It should be noted that all Youth Age Groups allow roll-on / roll-off substitutions – so although there may be a limit on the number of substitutes permitted, there is no limitation on subbing players on or off.

ALL AGE GROUPS UP TO & INCLUDING UNDER 11'S	
Nature of Matches	NON-COMPETITIVE
Matchday Squad Selection	All Registered Players who are available to play (see * below)
Matchday Game Time	Equal Matchday Game Time (EMGT) – the Manager will seek to ensure players will get an equal amount of game time within each and every game

**Where a team has a very large squad, the manager may select a matchday squad that includes as many players as possible, but which will also take account of the need to avoid making excessive substitutions during the game; and, that also ensures that a worthwhile amount of game time can be given to all the players in the matchday squad. Players selected to miss a match day squad will be done by rotation, although some consideration to maintaining a competitive team can be used in the selection process e.g. having a goalkeeper in the team*

AGE GROUPS U12 to U14	
Nature of Matches	COMPETITIVE
Matchday Squad Selection	All Registered Players who are available to play (see * and ** below)
Matchday Game Time	Players selected for matches should get some game time but this will not necessarily be equal to other players within a match and cannot be guaranteed. Game time will be based on a balance of providing players with worthwhile game time, that encourages and supports the development of players, whilst also trying to be competitive in matches. Generally, the



	emphasis will be on providing worthwhile game time, however, if this is not provided in a particular game, the manager will aim to compensate the player for this in another match.
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**Where a team has a very large squad, the manager may select a matchday squad that includes as many players as possible, but which will also take account of the need to avoid making excessive substitutions during the game; and, that also ensures that a worthwhile amount of game time can be given to all the players in the match day squad. Players selected to miss a match day squad will be done by rotation, although some consideration to maintaining a competitive team can be used in the selection process e.g. having a goalkeeper in the team.*

***Matchday selection is subject to any maximum number of substitutes that may be stipulated by competition rules (e.g. maximum 5 substitutes). Where the number of available players exceeds the maximum number of players and subs, the manager will make a decision as to which players are not selected for the match.*

AGE GROUPS U15 to U18	
Nature of Matches	COMPETITIVE
Matchday Squad Selection	The Manager will select from Registered Players based on merit and opposition (see * below)
Matchday Game Time	Players selected for matches may not always get some game time and this will not necessarily be equal within a match and may not be equal across the season.

**Matchday selection is subject to any maximum number of substitutes that may be stipulated by competition rules (e.g. maximum 5 substitutes) but the manager is under no obligation to select a matchday squad with the maximum number of substitutes. It is the decision of the manager as to which players are selected for any given match.*

Players become eligible to play Senior football once they reach the age of 16, therefore this framework aims to gradually prepare players for the Senior environment where they will be selected on merit and where they will not always necessarily get game time if selected as a substitute



5. Multiple Youth Teams within Age Groups – Approach to Player Re-alignment

Please note - this approach only applies to Youth Age Groups from U12 to U18 (i.e. competitive Youth football)

As a community football club, one of our key objectives is to provide “Football for All”. This means that we will run as many teams as possible across all Youth Team age groups in order to provide the opportunity for as many girls as possible to play football.

For example, if we have 40 girls within the U12 age bracket, then we will run 3 x U12 teams. We will then place Teams in a Capital Girls League division in accordance with the strength of each team as follows:-

- Division 1 – White Team
- Division 2 or 3 – Red Team
- Division 2 or 3 – Blue Team

These teams will likely grow or shrink organically as new players of varying skill levels & experience join or leave the teams throughout each season and so it is important that at the end of every season – as a club - we review all of the players across every multi-team age group to ensure that they are in the most appropriate team for both their individual and the team’s development.

This review will take place with the club coach and the managers of each individual team within the age group and recommendations will be made to move players up to a higher team where the player will benefit from additional challenges and playing higher level opposition or to a lower team where the player will likely receive increased playing time and improved development at a level more aligned with their ability.

It should be noted that we will always look to minimise the number of these changes each season. These changes are always recommended with the positive intention of offering players the most appropriate opportunities and pathway for their ability level.

Any proposed changes will **always** be discussed with the parent first so that the club can be very clear on the reasons why the change has been proposed and to ensure that it is managed with the child at the forefront of the decision.

We recognise this process may be worrying for some children and their parents. Please speak to your Team Manager or the Club Coach if you have questions or would like further information.