



Wigmore Youth FC Club Handbook & Constitution



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Equal Opportunities for Clubs

WIGMORE YOUTH FOOTBALL CLUB is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Code of practice issued by Equal Opportunities Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which is different from the requirements for others.
- Imposing on an individual's requirements that are in effect more onerous on that individual than they are on others.
- For example, this would include applying a condition that makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Wigmore Youth FC commits itself to the immediate investigation of any discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

Wigmore Youth FC commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Wigmore Youth FC Child Protection Policy

This policy aims to:

- provide a safe environment in which football is played
- promote ethics and high standards throughout the game
- to develop a child protection training programme to meet the needs of all our young people in the game

The club aims are:

- make sure football is safe for children
- raise the awareness of child protection in the game at all levels through workshops, resources and promotional materials
- put in place a vetting and screening programme
- manage allegations and concerns about poor practice and possible abuse

The child protection officer will:

- receive information from club members, volunteers, children, parents or carers who have child protection concerns and record it
- assess the information promptly and carefully
- consult initially with the FA helpline
- take any action as advised by social services or the police
- give advice or guidance using the FA child protection policy.

Wigmore Youth FC Anti-Bullying Policy

Statement of Intent

Wigmore Youth FC is committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer, or any committee member.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting (e.g. hiding football boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

Wigmore Youth have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All club members, coaches, officials and parents/carers should have an understanding of what bullying is
- All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All players and parents/carers should know what the club policy is on bullying, and what they should do if bullying arises
- Wigmore Youth FC takes bullying seriously. Players and parents/carers should be assured that they would be supported when bullying is reported
- Bullying will not be tolerated
- All club members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn, anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go 'missing'
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

Or, in more extreme cases, if a child:

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County Football Association Child Protection Officer (CFA CPO)
2. In cases of serious bullying, the incidents will be referred to the CFA CPO for advice and possibly to the FA Case Management System
3. Parents/carers should be informed and will be asked to attend a meeting to discuss the problem
4. If necessary and appropriate, Police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended Club Action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails or is not appropriate a small panel (made up from Chairman, Club Welfare Officer, Club Secretary, committee members) should meet with the parents/carers and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same three persons should meet with the alleged bully and parents/carers and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent/carers of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

In the Case of Adults Reported to be Bullying Anyone within the Club under 18

1. The CFA CPO should always be informed and will advise on action to be taken where appropriate
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Child Protection and Best Practice awareness training may be recommended
3. More serious cases may be referred to the Police and/or Social Services.

Prevention

The Club Welfare Officer will raise awareness about bullying and why it matters and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

Codes of Conduct

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

Community

Football, at all levels, is a vital part of the community. Football will take into account community feeling when making discussions.

Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practises.

Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

Football rejects the use of violence of any nature by everyone involved in the game.

Fairness

Football is committed to fairness in it's dealings with all involved in the game.

Integrity and Fair Play

Football is committed to the principle of playing to win consistent with Fair Play.

Code of Conduct for Coaches and Managers

Coaches/Managers are key to the establishment of ethics in football. Their concepts of ethics are their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

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

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The F.A Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches), which forms the benchmark for all involved in coaching:

- Coaches/Managers must respect the rights, dignity and worth of each and every person and treat equally within the context of the sport.
- Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches/Managers must adhere to all guidelines laid down by governing bodies.
- Coaches/Managers must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches/Managers must not exert undue influence to obtain personal benefit or reward.
- Coaches/Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches/Managers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Coaches/Managers should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- Coaches/Managers must co-operate fully with other specialists (e.g. other coaches officials, sport scientists, doctors, physiotherapists) in the best interests of the player.
- Coaches/Managers must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Coaches/Managers must consistently display high standards of behaviour and appearance.
- Coaches/Managers must not use or tolerate inappropriate language.

Code of Conduct for Players

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Obligations towards the game

A player should:

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time wasting.
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.

Obligations towards one's own team

A player should:

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

Respect for the Laws of the Game and competition rules

A player should:

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

Respect towards Opponents

A player should:

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

Respect towards the Match Officials

A player should:

- Accept the decision of the Match Officials without protest.
- Avoid words or actions that may mislead a Match Official.
- Show respect towards Match Officials.

Respect towards Team Officials

A player should:

- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- Show due respect towards the Team Officials of the opposition.

Obligations towards the Supporters

A player should:

- Show due respect to the interests of supporters.

Code of Conduct for Team Officials

This Code applies to all team/club officials (although some items may not apply to all officials).

Obligations towards the Game

The team official should:

- Set a positive example for others, particularly young players and supporters.
- Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- Avoid all forms of gamesmanship.
- Show due respect to Match Officials and others involved in the game.
- Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should:

- Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Show due respect to the interests of players, coaches and other officials, at their own club/team and others.

Obligations towards the Supporters

The team official should:

- Show due respect to the interests of supporters.

Respect towards the Match Officials

A team official should:

- Accept the decisions of the Match Official without protest.
- Avoid words or actions which may mislead a Match Official.
- Show due respect towards Match Officials.

Code of Conduct for Parents/Carers/Spectators

Parents/carers/spectators shall agree and adhere to Wigmore Youth FC's Code of Conduct and Child Protection Policy.

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

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.

Parent/carer/spectator expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Obligations towards the game

Parents/carers/spectators within Wigmore Youth FC should always be positive and encouraging towards all of the children not just their own. Parents/carers/spectators should:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give attention to all the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Wigmore Youth FC will ensure that parents/carers/spectators agree and adhere to the Code of Conduct and Child Protection and Anti-bullying Policies.

Complaints procedure

If any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules/Constitution or Codes of Conduct have been broken, should follow the procedures below:

1. They should report the matter to the Club Secretary or another member of the Committee Your report should include:
 - details of what, when and where the occurrence took place
 - any witness statements and names
 - names of any others who have been treated in a similar way
 - details of any former complaints made about the incident, when, to whom made
 - a preference for a solution to the incident
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
 - Warn as to future conduct
 - Suspend from membership
 - Remove from membershipany person found to have broken the Club's Policies or Codes of Conduct

Recruitment

When recruiting new volunteers the club reserves the right to follow *The Football Association Safeguarding Children Best Practice Guidelines* to ensure all reasonable steps are taken to find suitable people to work with club members. This will be followed where the club are actively recruiting for a position, but may be relaxed for people known by existing Club officials, for example with an existing parent taking up a coaching role.

A role profile which identifies the responsibilities and the preferred skills and experience required to fulfil the role will be provided for the volunteer role.

A Volunteer Application Form must be completed by any applicants and applicants will be interviewed by two members of the club's management committee, not linked to the age group in question, to determine:

- previous experiences
- technical capabilities
- attitudes and commitment to child welfare

Applicants will be asked to provide certificates or other proof of any qualifications and two references will be required.

All volunteers, irrespective of whether the formal *Football Association Safeguarding Children Best Practice Guidelines* is being adhered to, are subject to the FA Criminal Record Bureau (CRB) Enhanced Disclosure check, which will be dealt with by the club's Welfare Officer.

In relation to the CRB check, the FA is not allowed to tell the club or County FA about actual offending, so applicants are assured of confidentiality. The FA do, however, inform the club and County FA whether or not the person is considered suitable to work with children.



WIGMORE YOUTH FC

Club Constitution

2021/2022

Club Chairman

Name: Richard Gregory

Signature

A handwritten signature in black ink, appearing to read 'Richard Gregory'.

Club Secretary

Name: Paul Tydeman

Signature

A handwritten signature in black ink, appearing to read 'Paul Tydeman'.

Name

The Club shall be called WIGMORE YOUTH FOOTBALL CLUB and shall be affiliated to the Kent County Football Association.

1. Objectives

The objectives of the Club are:

- 1.1 To provide Association Football for all its members.
- 1.2 To promote such social and recreational pursuits as may be deemed desirable by the Committee.

2. Codes of Conduct and Child Protection Policy

- 3.1 The Club has responsibility to ensure the highest standards of its members and to ensure that the reputation of the Club and football remains high. The Club shall produce and review annually a 'Child Protection Policy' and an 'Anti Discriminatory Policy'.
- 3.2 The Club shall produce and review annually Codes of Conduct relating to: Players, Coaches, Parent/Guardians and Spectators.
- 3.3 Members of the Club are bound by the Codes of Conduct and Policies issued and non compliance will invoke the disciplinary procedures as determined by the Management Committee

3. Membership

- 3.1 Membership shall consist of Officers, the General Committee, all Playing Members and Parents/Guardians thereof.
- 3.2 Club Membership is Compulsory for any person who wishes to play football for the Club teams. Membership is not a guarantee for selection in a team. Therefore, it is possible that a member may not actually play football for a team during the season.
- 3.3 All members must complete such enrolment documentation, as the Club shall from time to time require. All playing members must provide the Club with a copy of their birth certificate. Until such documentation is provided, to the satisfaction of the Management Committee, the member shall not be eligible to play for the Club.
- 3.4 No member of the Club may be suspended or have their membership terminated unless such membership suspension or termination has been discussed and approved by the Management Committee. Membership suspension or termination may occur for any the following non exhaustive reasons:
 - 3.4.1 Persistent failure to report for matches or training sessions without prior explanation to the Team Manager.
 - 3.4.2 Failure to pay the Club subscription fee.
 - 3.4.3 Offensive language or behaviour on or off the football field.
 - 3.4.4 Any action or conduct which is deemed, in the sole discretion of the Management Committee, to have brought or be capable of bringing the Club into disrepute.
 - 3.4.5 Any action or conduct which is deemed, in the sole discretion of the Management Committee, to be prejudicial to the good running of the Club.
- 3.5 A member wishing to resign shall give notice to this effect, in writing, to the Club Secretary. Return of kit and payment of all Club dues owing at that date shall accompany such notice.

5. Officers and Management

- 5.1 The management of the Club is deputed to a Management Committee. The Officers of the Management Committee shall consist of all elected committee members, whether elected at the AGM or by the Management Committee between AGMs
- 5.2 The Management Committee will meet once a month.
- 5.3 The Management Committee quorum shall be no less than 3 (three) members.
- 5.4 No more than 2 (two) adults from any one team may hold a Management Committee position without the approval of the General Committee.
- 5.5 Each member of the Management Committee shall be elected annually by a simple majority of those present and entitled to vote at the AGM.

6. General Committee

- 6.1 The General Committee shall consist of the Management Committee and all team managers.
- 6.2 The General Committee will meet every month
- 6.3 The purpose of the meetings will be:
 - 6.3.1 to hear the Chairman's and Club Secretary's report on decisions of the Management Committee
 - 6.3.2 to hear Team Managers report on the progress of their respective teams
 - 6.3.3 to deal with such other business as the Club Secretary or Chairman shall propose
 - 6.3.4 to deal with any issue raised by a Club member provided written notice has been provided to the Club Secretary within a reasonable time beforehand.
- 6.4 The General Committee quorum shall be 7 (seven) members, 3 (three) of whom must be members of the Management Committee.

7 Powers of the Management Committee

The Management Committee will have the power to:

- 7.1 Decide all matters relative to the running of the Club.
- 7.2 Appoint sub-committees as may from time to time be deemed necessary and shall receive reports from such sub-committees at its meetings.
- 7.3 Fill such vacancies of Officers or Team Managers as may arise between AGMs
- 7.4 Suspend or expel any member, Officer or Team Manager who is:

- 7.4.1 deemed guilty, in the reasonable opinion of a simple majority of the Management Committee, of conduct prejudicial to the good name of the Club;
- 7.4.2 in material breach or persistent breach of the Club Constitution, including the Manager's Agreement;
- 7.4.3 the recipient of a vote of no confidence in accordance with clause 14 below.

8 Duties of the Management Committee

8.1 The Chairman shall

- 8.1.1 chair all meetings of the Management Committee, the General Committee, each Annual General Meeting, and any Extraordinary General Meeting.
- 8.1.2 have a casting vote.
- 8.1.3 oversee, with the Club Secretary, the smooth management of the club.

8.1 The Vice-Chairman shall act on behalf of the Chairman whenever the Chairman is unable to attend meetings or is prevented by circumstance from taking the chair.

8.2 The Club Secretary shall

- 8.1.1 attend to all correspondence on behalf of the Club's Management and General Committees.
- 8.1.2 arrange all meetings and arrange for those meetings to be minuted.
- 8.1.3 oversee, with the Chairman, the smooth running of the Club.

8.4 The Assistant Club Secretary shall assist the Club Secretary as and when required.

8.5 The Treasurer shall

- 8.5.1 be responsible for the financial administration of the Club and shall provide the Management and General Committees with a bank balance and the known and expected income and expenditure.
- 8.5.2 keep proper books of account, which shall be summarised at each monthly Committee meeting and independently reviewed yearly.
- 8.5.3 The General Committee shall, at the AGM, authorize cheques to be signed by at least 2 (two) of members of the Management Committee.
- 8.5.4 receive and account for all monies received from subscriptions and Club events.
- 8.5.5 Administrate such monies to ensure the financial aspects of the Club, i.e. fees, fines, kit and general running expenditure. Determine what funds are available for expenditure by the Club.
- 8.5.6 propose to the Management Committee the amount of the annual subscription.
- 8.5.7 make payment by Club cheque of all authorised Team purchases.

8.6 The Child Welfare Officer shall

- 8.6.1 receive information from nominated contacts, club members, volunteers parents or children who have child protection concerns and record it.
- 8.6.2 investigate all incidents recorded
- 8.6.3 consult and liaise with relevant FA Child Protection department and report incidents

- 8.6.4 give advice and guidance using the FA Child Protection Policy and procedures and the FA Child Protection and best practise guidelines
 - 8.6.5 ensure that all First Aid Kits are checked regularly and replacement equipment ordered and replaced as required
- 8.7 The Registration Secretary shall
 - 8.7.1 be responsible for all player registrations with the Medway Messenger Youth League.
 - 8.7.2 be responsible for all player Transfers to and from the Club.
- 8.8 The Management Committee as a whole shall
 - 8.8.1 approve all methods of collecting monies by Managers.
 - 8.8.2 determine the annual subscription
 - 8.8.3 approve the nomination of all new Team managers to be appointed at the AGM
 - 8.8.4 appoint all temporary managers as may be required during the course of the season.
 - 8.8.5 deal with any disciplinary issue against a Club member
- 8.9 The Results Secretary shall be responsible for receiving and communicating to the Medway Messenger Youth League, in accordance with the requirements of the League, all HOME fixture results for the Club.
- 8.10 The Club Promotions Officer shall in consultation with the Club Secretary and Chairman, look after all aspects of Club Promotions, these shall include; fund raising & Sponsorship.
- 8.11 The Fixture Secretaries shall
 - 8.11.1 arrange all League and Cup fixtures inclusive of re-arranged fixtures.
 - 8.11.2 allocate pitches and kick off times for all fixtures.
 - 8.11.3 liaise with the MMYL where necessary to discharge his duties under 0 & 0.

Two Fixture Secretaries may be elected to the Management Committee; one responsible for Small Sided fixtures (U8 to U10) and the other for 11-side fixtures (U11 to U18).
- 8.12 The Web Site Manager shall manage the day to day content of the Clubs Web Site.
- 8.13 The Social Committee shall be responsible for organising fund raising and social activities within the club.
- 8.14 The Kit Manager shall
 - 8.14.1 ensure that all teams have the necessary kit and equipment to fulfil their match and training requirements.
 - 8.14.2 ensure that all kits are in Club colours of Claret and Sky Blue.
- 8.15 The Youth Development Officer shall liaise between the Club's Small Sided teams and the Management Committee.
- 8.16 Team Managers shall
 - 8.16.1 run their teams in accordance with the Constitution of the Club and the reasonable direction of the Management Committee from time to time.
 - 8.16.2 be bound by and adhere to the Managers Agreement at Schedule 1

- 8.16.3 ensure that their teams are represented at General meetings save in exceptional circumstances where an apology has been delivered to the Club Secretary beforehand.
- 8.16.4 contact their Fixture Secretary weekly for details of their fixtures.
- 8.16.5 be responsible for submitting any team match report (if they, in their discretion, decide to submit them) to the Public Relations Officer of the Medway Messenger Youth League.
- 8.16.6 be accountable for all monies collected from their team.
- 8.16.7 provide a financial breakdown to the Club Treasurer of their teams income as and when requested.
- 8.16.8 Support the Club's fund raising activities

9 Subscriptions

- 9.1 The annual subscription to the Club shall be proposed by the Treasurer, discussed and approved by the Management Committee and endorsed by the General Committee at the AGM.
- 9.2 The annual subscription shall NOT be refundable.
- 9.3 Where 2 (two) or more players are related, a discounted subscription will be agreed by the Management Committee and endorsed by the General Committee.
- 9.4 Subscriptions shall be payable in FULL annually and at the time of registration, except in exceptional circumstances approved by the Registration Secretary.
- 9.5 The Annual Subscription shall be reduced by 50% for registrations after December 31 in each current season.

10 Club Activities

- 10.1 All Teams will support the Club's fund raising activities. They will be expected to be on their best behaviour while attending club functions or while representing the club at other functions. Bad behaviour and offensive language will not be tolerated and the club membership could be terminated.
- 10.2 All activities arranged in the name of Wigmore Youth FC must receive prior authorization of the Management Committee

11 Annual General Meeting

- 11.1 The Annual General Meeting shall be held no later than 30th June in each year.
- 11.2 The Club Secretary shall give 21 days notice of such meeting to all members.
- 11.3 The agenda for the AGM will be agreed at the Management meeting immediately preceding the AGM.
- 11.4 The financial statement and Secretary's Report shall be received by the meeting, which will also elect the members of the Management Committee and the non Executive Officers, appoint Auditors and transact any other business.
- 11.5 Those entitled to vote at the AGM shall be:
 - 11.5.1 all General Committee members, and
 - 11.5.2 one parent or guardian of each registered player or their proxies.

12 Extraordinary General Meeting

- 12.1 An Extraordinary General Meeting may be convened upon the written request of 9 (nine) members of the General Committee and/or 4 (four) members of the Management Committee.
- 12.2 Any such meeting must be held within 4 (four) weeks of the request for the meeting . No other business may be discussed at this meeting.
- 12.3 Those entitled to vote at an EGM shall be all General Committee members or their proxies

13 Alterations to the Constitution

- 13.1 No alterations to this Constitution shall be made except at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose and only if supported by 75% of those present and voting at such meeting.
- 13.2 Where alterations are to be sought at the AGM, notice of the proposed alterations must be given in writing to the Club Secretary by 31st March in each year. The Club Secretary must then give written notice of the proposed alterations to all members in 14 days prior to the AGM.

14 Votes of no confidence

- 14.1 Should any Officer or General Committee member receive a vote of No Confidence, the following procedure is to be followed:
 - 14.1.1 The person proposing the vote of No Confidence must state the reason at a monthly meeting and the motion must be seconded.
 - 14.1.2 The Chairman shall accept the motion, which shall be advised to all General Committee members.
 - 14.1.3 The subject shall be raised again at the next monthly meeting where the original proposer shall restate the motion or retract the same.
 - 14.1.4 In the event of a retraction or the proposer not restating the motion, the motion shall be deemed to be withdrawn.
 - 14.1.5 A 60% majority will be required to confirm a No Confidence vote; otherwise the motion shall not be carried.
 - 14.1.6 Following the passing of a No Confidence vote, the Management Committee may suspend or expel the individual concerned in accordance with clause 7.4.3 above.

15 Other Business

- 15.1 All business, which requires a decision from the Management Committee, should be presented to the Club Secretary at least 7 days prior to the Management Committee Meeting.
- 15.2 Parents or Guardians shall have the right to address the General Committee at any monthly meeting. This may be through the Team Manager or any other General Committee member. At monthly meetings, no voting rights are held by Parents/Guardians.

16 Fines and liabilities

- 16.1 Where the Club is required to pay a fine or incurs a financial liability as a result of the actions of any individual or individuals associated with the Club, that individual or those individuals shall, subject to the discretion of the Management Committee, reimburse the Club for monies paid and expenses incurred by the Club as a result of such actions. Where an individual to whom a fine relates is a registered player, their parents or guardians shall also be responsible for reimbursing the Club.
- 16.2 The Club shall not be responsible nor liable for any loss or damage to personal property at a Club event caused to or suffered by any person associated with the Club,

17 Kit and Equipment

- 17.1 All kit and equipment acquired by Teams, via donations or sponsorship or otherwise is the sole property of the Club.
- 17.2 Any member of the Club or General Committee shall return to the Club any items of property belonging to the Club, upon being requested to do so by any member of the Management Committee.

18 Winding up of the Club

If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club, such organisation or organisations to be determined by the members of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

19 Insurance

The Management Committee will arrange appropriate insurance cover to protect the interest of the club and its members. Individuals may take out private cover if they wish.

20 Constitution Rules

- 20.1 A copy of the Constitution shall be made available to all members, via the Club's official Website.
- 20.2 The Management Committee shall be empowered to deal with all matters not specifically catered for in this Constitution.

SCHEDULE 1 Managers Agreement

Each Team Manager must:

1. Adhere to the rules and regulations of the Medway Messenger Youth League as set out in the MMYL Handbook.
2. Train and select players to play for Wigmore Youth FC in league, cups, tournaments and friendly matches.
3. Assist in events and fundraising for the club as directed by the Management Committee.
4. Abide by club rules in connection with any dispute, booking or sending off, whether involving a team member or supporter of a team member and inform the Club Secretary as soon as reasonably practicable in order that correspondence from KCFA can be dealt with efficiently.
5. Ensure all contact with Council Members of MMYL is made through the Club Secretary as stated in the League Handbook.
6. Ensure all MMYL documents, match cards, registration cards etc. are correctly filled in, in all parts, addressed correctly and returned on time.
7. When registering a player, check the player's date of birth to ensure he is eligible to play in the Team's age group and provide a copy of such birth certificates to the Club Registration Secretary for the purpose of Club records.
8. Ensure that all players are registered with the League before they play.
9. Always carry registration cards to all matches and Emergency Information sheets to all club related activities.
10. Inform the Club Fixture Secretary forthwith if a League or Cup game is put in jeopardy.
11. Ensure all correspondence written in the name of the Club is approved by the Club Secretary or the Management Committee.
12. Following a home or away fixture, inform the Club's Results Secretary of the result by 5.00pm on the Sunday of the weekend on which the game is played.

Subject to the discretion of the Management Committee, each Manager will be held personally responsible and liable for:

1. The actions of their players, team parents and spectators.
2. Administration fines received by the club from the MMYL in connection with their team.

Note: A Manager has a right of appeal to the General Committee against any decision by the Management Committee to pass on a MMYL administration fine to the said Manager PROVIDED THAT any such appeal is made to the General Committee at the General Committee Meeting immediately following the decision to pass on the fine.