



1) Name

The club shall be called Ystradgynlais AFC Junior Football Club
(hereinafter called the club)

2) Affiliation

The club shall be affiliated to the West Glamorgan Junior Football League/ West Wales Women's and Girls League/ Swansea Junior Football League/ West Wales Football League/ Neath and District League/South Wales Women and Girls League

3) Club Policy Statement

The club is open to the whole community and shall aim to positively promote the game of association football to its members. It will offer coaching and competitive opportunities to all those members who wish to play.

To this end, it shall operate a 'turn up and play' policy for junior members, ensuring those who wish to play have the opportunity to do so. It will seek to involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all.

The club's main purpose must be to provide facilities for eligible sports, and to encourage people to take part in them. The club must be organised on an amateur basis.

4) Equality Statement

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

No participant, volunteer, job applicant or employee of the club will

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EST. 1911



YSTRADGYNLAIS AFC
*Ystradgynlais Community Centre,
Hendreladus,
Penrhos, Ystradgynlais,
Powys,
SA9 1SE*



receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.

The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

5) Welfare Statement

The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the Football Association of Wales' Welfare Policy.

6) The Club

The club will be run on a day to day basis by the Executive Committee, which has been nominated by the parents. Included in the Executive Committee will be Coaching staff, Treasurer, Chairman and Welfare Officer. The current General Committee consists of the following:

Executive Committee

Chairman Mr. Matthew Strangward

Vice - Chairman Mr. John Walters

Club Secretary Mr. Callum Secker

Treasurer Miss. Catherine Rose

Safeguarding Officer Mrs. Bethan Walters

Seniors Chairperson Mr. Michael Leigh Riby

Seniors Vice-Chairperson Mr Andrew Miller

Social Media Officer Mrs. Emma Strangward-Jones

Equality Officer Mr Mathew Strangward

Procurement Officer Mr Richard Northey

Minis Fixture Secretary Mr Gareth Gates



Boy's Committee

Boys Football Co-Ordinator Mr John Walters
Club Secretary Mr Callum Secker
Treasurer Miss Catherine Rose
Safeguarding Officer Mrs Bethan Walters
Social Media Officer Mrs Emma Strangward Jones
U16s Boys Coach and Junior Fixture Secretary Mr Hywel Martin Jones
U15s Boys Coach and Boys Football Vice-Co-Ordinator Mr Richard Northey
U13s Boys Representative VACANT
U12s Boys Coach Mr. Matthew Jones
U11s Boys Coach Mr. Lance Davies
U10s Boys Coach and Minis Fixture Secretary Mr Gareth Gates
U9s Boys Representative VACANT
U8s Boys Coach Mr. Robbie Daniel
U7s Boys Representative VACANT
U6s Boys Representative VACANT

Women's Committee

Women's and Girls Co-Ordinator Mr Matthew Strangward
Club Secretary Mr Callum Secker
Ladies and Equality Officer Mrs Emma Strangward-Jones
U15s Girls Safeguarding Officer Miss Dannielle Jones
U13s Girls Coach Mr Ashleigh David
U11s Girls Safeguarding Officer Miss Jamie-Leigh Mallett
U9s Girls Team Admin Miss Rhian Mardon
Football For Her Champion Miss Celyn Evans
Youth Coach Representative Miss Tilly Doran

Senior's Committee

Chairperson Mr Michael Leigh Riby
Vice-Chairperson Mr Andrew Miller
Seniors Secretary Mr Robert Owen
Seniors Safeguarding Officer Mr Matthew Hughes
Treasurer Miss Catherine Rose
Club Secretary and Bar & Stock Manager Mr Callum Secker
Club Vice-Chairperson Mr John Walters
2nds Manager Mr Richard Northey

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2nds Representative Mr Morgan Ifidon
3rds Representative Mr Mark Evans
3rds Representative Mr Anthony Pruden

The General Committees (Boys, Womens and Seniors) are entrusted by the members to run the club as efficiently and effectively as they can. They will meet monthly to discuss club business and to effect any changes necessary to develop the club. The General Committee's decision on any matter will be final and just.

However, it is accepted that for reasons of courtesy, parents will be canvassed on their opinions before decisions of any magnitude are made.

7) Annual General Meetings and Other Meetings.

7.1 All club members will be invited to attend the AGM, which will be held in June of each calendar year.

7.2 Where a position on the General Committee becomes vacant/or wishes to be contended, all nominees for a position should have declared themselves "an interested party" to the Executive Committee at least two weeks prior to the AGM, where a new member can be appointed to that position. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.

7.3 Where there are two or more nominees for the position, a vote will be held at the AGM by the members and the existing Executive/General Committee.

Each position on the committee has an equal vote in any circumstance and in a democratic fashion the majority will rule. In the event of any tied ballot the Executive Committee will make the final decision.

7.4 The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the Management Committee.

7.5 The quorum for general meetings shall be 4 members present who



are eligible to vote.

7.6 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 2 members. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

As stated previously, the members nominate the committee, and if an occasion arises where the members wish to change one or more members of the committee, this will be done in a democratic way.

Firstly the matter will be discussed by the Executive/General Committee, if they feel there is sufficient grounds for a disciplinary hearing then the committee will meet again after all parties concerned have collected their evidence. As stated previously the committee's decision will be final.

The position of an Executive Committee member is nominated from the General Committee, by the General Committee and would ideally have been a serving General Committee member for at least two full seasons. An exception would be where the Executive/General Committee was in full agreement with a nominee who has not served two full seasons. No letters, emails or notes may be published or distributed to parents, media or governing bodies unless first vetted by the Executive Committee. Any proposed changes to the constitution will be prepared by the committee and voted on at the AGM.

8) Voting Procedure at all Meetings

8.1 All members entitled to vote at meetings shall have equal voting rights.

8.2 A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.

8.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote.

9) Finance

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



9.2 The club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the club detailing all income received and expenditure made.

9.3 The financial year of the club starts on 01 April and ends 31 March.

9.4 The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc. drawn on this account shall be signed by two of the following officers, Chairperson, Secretary or Treasurer.

10) Club Membership

Membership fees shall be set at the Annual General Meeting. The level of fees shall distinguish between those members who are in full-time employment, members who are unemployed or in full-time education and junior members.

Annual membership fees shall be collected by direct debit at £15 per month when a player joins and a signing on fee of £40 or in September of each year via an annual payment and are payable to the club Treasurer. No member will be eligible to represent the Club if he/she has not paid the agreed membership by the start of the playing season. This fee covers insurances, affiliation fees and registrations to the various governing bodies which are payable immediately. These fees can change at any time.

Any parent having difficulty in meeting the monthly subscriptions must approach the treasurer as soon as possible as the club does not wish to deny any child the opportunity to play football because of financial restraints. However, neither does the club want its members to miss out due to lack of funding. As such, no player will be permitted to become more than 3 months (12 weeks) in arrears.

Coaches must approach a players parent before this point to ascertain the problem. They must, on reaching 12 weeks, inform both the team manager and the Executive Committee (Chairman, Treasurer or Senior Coach). The club then has the right to refuse to train or play that player until arrears are



cleared. The Treasurer can choose to enforce this rule at their discretion. Any member unhappy with this discretion may appeal under the normal procedure to the Chairman who will then request a re-look at the decision by the Executive Committee.

The Committee has the right to waive any subscription if they feel that the situation is appropriate.

11) Coaching

The club, in its capacity as a Platinum Accredited Club aims to follow the guidelines and best practices as set out in

- **FAW Child Welfare and Vulnerable Adult Policy**
- **Ystradgynlais AFC Child/ Vulnerable Adult Welfare/ Protection Awareness & Code of Conduct Policy**
- **Various UEFA/ FAW Coaching/ Welfare courses**

Various principles to be employed are as below:

It is the club's policy to provide quality coaching by qualified coaches and officials. All coaches participating in educating the children must have a minimum of an FAW Leaders Award, Safeguarding and First Aid. This is necessary to satisfy ever-growing association criteria and of course ultimately to provide the children with correct techniques. No training session or game involving Ystradgynlais AFC will take place unless a suitably qualified adult is present.

The Coaches will train the children according to their age and size. No child will be asked to perform any technique which is dangerous, or which could lead to injury. A child can refuse to participate in any session that he/she finds daunting. In the event of a parent being concerned at a certain training technique, the parent must approach the relevant Coach and inform him of his concern and the child will be withdrawn from the technique. If a parent has any concerns about the methods used during the sessions and feels he/she is not getting a satisfactory answer from the coach concerned, they can take this up with the Senior Coach and air his/her concerns. If the Senior Coach feels there is some justification in the complaint, then he will advise the



Executive/General Committee and the matter will be discussed and resolved.

During a game situation the coaches will pick the sides. They will use their discretion and sincerity to pick a side according to the opponents or the conditions. They will not employ any favouritism or show any form of nepotism towards any child. It will be the aim of the Coaches to encourage all children to participate and attempt where possible to give all players equal playing time at Mini Football. Sometimes this will be impossible due to certain factors and the Coaches will not be questioned over this. At 11 a side competitions this is not feasible due to the rules of the various leagues. A coach will endeavour to involve all players where possible but will not be taken to task if this proves unfeasible.

Any parent concerned over the way his/her child is being selected can raise the issue with the Coach concerned. Again, if a satisfactory answer is not forthcoming the parent concerned can contact the team safeguarding officer or club secretary.

At any given event a child must have a suitable vessel for containing water or a water-based drink for his/her refreshment. No fizzy drinks are recommended, as this is liable to make the child ill. The FAW stipulates the use of shin pads at games.

In the event of an injury to a child, the Coach will make an immediate assessment and inform the parent of the child of his diagnosis. The parent will then decide on whether to call an ambulance or to take the child from the field themselves. All Officers of the club have received an FAW First Aid course.

12) Discipline

Being an FAW Platinum Accredited club, the club prides itself on promoting strong Welfare, Discipline and Best Practice policies. The club employs various working documents to formulate standards, procedures and ideals. The club has its own qualified Safeguarding Officer who is your immediate contact in these issues.

Again, following Accreditation principles, all Officers of the club are required to apply and complete a Criminal Records Bureau check before



commencing any contact with children or vulnerable adults. All incidents reported to the Child Welfare Officer will be treated with sincere privacy and anonymity. No alcohol is permitted at any games organised by Ystradgynlais AFC.

The club uses the following publications for guidelines:

- **The FAW Child/ Vulnerable Adult Policy**
- **Ystradgynlais AFC Child/Vulnerable Adult Welfare & Code of Conduct Policy**

It is to these documents that the club will refer to make any decisions. A copy of these documents can be obtained from The Safeguarding Officer.

On registering with the club Parents, Players and potential Officers will have signed and agreed to one or more of the following documents:

- **Parent/Guardian & Player Code of Conduct Declaration Form**
- **Coach/Officer Code of Conduct Declaration Form**

Each of the above documents has clear and insistent principles which all refer back to the publications stated above. Ystradgynlais insists that all these basic principles are to be followed.

Ystradgynlais will not accept:

- **Any form of abuse whether physical or verbal toward players, parents, children, opponents, coaches or officials.**
- **Any form of disrespect toward players, parents, children, opponents, coaches or officials.**
- **Any form of violence toward players, parents, children, opponents, coaches or officials.**
- **Any form of social network abuse toward Players, Parents, Officers and Opponents which could possibly tarnish the Clubs name**
- **Any breach of the above documents will invoke disciplinary procedures.**
- **Any breaches of the above will lead to disciplinary action and could lead to expulsion from the club and Authorities involved**

All incidents of misconduct in any form must be reported to the Senior Coach/Welfare Officer. These incidents will then be logged.



The Senior Coach/Welfare Officer will determine whether to allow the Coach of the team concerned to try to deal with the matter locally or to review the matter himself or present it to the Executive Committee for discussion.

The Executive Committee will make a decision on the incident and issue its results in writing to the people concerned within 7 days.

In the event of referral to the Executive Committee, individuals concerned may be asked to appear and give evidence.

An appeal/personal hearing on the Executive Committee's decision can be made to the Executive committee if the written appeal is made within 7 days of receipt of the Executive Committee's findings.

The Executive Committee's decision is final.

13) Kit

The club will provide a playing kit for the child to play games. **All equipment and clothing purchased by Ystradgynlais AFC, belongs to Ystradgynlais AFC and must therefore be returned if a player leaves the club.** Parents must sign a kit receipt form on receiving the kit.