

**Rules and Constitution
of
Mid Beds Tigers Football Club**

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NAME

The club shall be called Mid Beds Tigers Football Club (the club)

OBJECTS

The objects of the club shall be to arrange association football matches and social activities for its members.

STATUS OF RULES

These rules (the Club Rules) form a binding agreement between each member of the Club.

RULES AND REGULATIONS

- a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- b) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

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) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership register.
- c) In the event of a member's resignation or expulsion, his or her name shall be removed from the membership Register.
- d) The Football Association and parent County Association shall be given access to the Membership register on demand.

ANNUAL MEMBERSHIP & JOINING FEE

- a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable unless application is not successful.

- b) A joining fee payable by each member joining the club for the first time shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership. Fees shall not be repayable unless application is not successful.
- c) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

RESIGNATION AND EXPULSION

- a) A member shall cease to be a member of the Club if, and from the date of which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the club for them to remain a member. There shall be no appeal procedures.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

CLUB COMMITTEE

- a) The Club Committee shall consist of the following Club Officers, Chairperson, Treasurer, Secretary, Minutes Secretary (none voting), Child Protection Officer, Tournament Organiser, plus a nominated member per team, elected at an Annual General Meeting.
- b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Vice Chairman. The quorum for the transaction of business of the Club Committee shall be three.
- c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

- e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

- f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

ANNUAL AND SPECIAL GENERAL MEETING

- a) An Annual General Meeting (AGM) shall be held in each year to:
 - i) Receive a report of the activities of the Club over the previous year
 - ii) Receive a report of the Club's finances over the previous year
 - iii) Elect the members of the Club Committee
 - iv) Consider any other business
- b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made at the AGM, by a proposer and seconder, both of whom must be existing members of the Club.
- c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt of 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 SGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
- e) The Chairperson or in their absence a member selected by the Club 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.
- f) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

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, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in

the Club Account. We may operate sub team accounts. Signatories on sub team accounts limited to Club Treasurer and Team Treasurer.

- b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the object of the Club.
- c) The Club Committee shall have power to authorise the payment of the remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- e) The Club Property, other than the Club Account, shall be vested in the Club Committee, who shall deal with the Club Property as directed by decision of the club Committee and entry in the Minutes Book shall be conclusive evidence of such a decision.
- f) 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.
- g) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. 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, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- h) The Custodian 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.

CLUB COLOURS AND KIT

- a) The official colours of the Club are orange and black where orange is the primary colour and black the secondary with blue as an alternative secondary colour. The primary colour should not be changed for shirts unless there are more than one team competing at the same age group whereby a decision will be made by the Club committee.
- b) Goalkeepers must wear colours which distinguish them from other players and the referee, but no player is permitted to wear black or very dark shirts.
- c) Change of colours is permitted when playing against a club with similar colours and it is the home team which must change otherwise the Club will incur a fine.

- d) The Club will supply a kit to all competing players where the kit consists of shirt, shorts and socks as they are the property of the Club but tracksuits will not be supplied.
- e) The purchase of new or replacement kit will be done through the Club committee members who where possible will use the same supplier to retain continuity.
- f) A kit deposit will be payable to the Club by all players when a kit is issued, and this deposit is refundable when the player leaves the Club and the full kit is returned in an acceptable condition. The kit deposit is only payable once for the duration of the child playing for the Club.

SPONSORSHIP

- a) The Club can only accept Sponsorship on the following understanding. Kit and Equipment may be sponsored by an individual or group of individuals only if the Sponsors agree that the items sponsored become the property of the Club. Specific teams can be sponsored, but in the example of kit, if the players outgrow the kit, then the Club reserves the right to pass the kit onto other teams.
- b) Tracksuits will not be supplied by the club therefore sponsorship is vital in the supply of that kit and the tracksuits will not be the property of the Club but the responsibility of the individual players.

Sponsorship has been vital to the survival of the Club in its formative years and future donations will prove just as valuable. It is the generosity of the Club's supporters that has put the Club in the position it finds itself now.

DISSOLUTION

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a 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 Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club will be disposed of in such manner as the management committee shall determine.

CHILD PROTECTION AND BEST PRACTICE

Child Protection

- a) Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
- b) In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
- c) Upon receipt by The Association of:-
 - i) notification that an individual has been charged with an Offence;
or
 - ii) notification that an individual is the subject of an investigation by the Police, social services or any other authority relating to an Offence;
or
 - iii) any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditioning as it thinks fit.
- d) In reaching its determination as to whether an order under Regulation 2 should be made The Association shall give consideration inter alia, to the following factors:-
 - i) whether a child is or children are or may be at risk of harm;
 - ii) whether the matters are of a serious nature;
 - iii) whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.
- e) The period of an order referred to in 2 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.

- f) Where an order is imposed on an individual under Regulation 2 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.
- g) Where a person is convicted or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association shall have the power to order the suspension of the person from all or any specific football for such period (including indefinitely) and on such terms and conditions as it thinks fit.
- h) For the purposes of these Regulations, The Associations shall act through its Council of any committee or sub-committee thereof, including the Board.
- i) Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which is associated as soon as reasonably practicable.

Use of Images of Children/Young People

At times the Club may wish to take photos or videos of the team or individuals in it. We the Club adhere to the FA guidelines to ensure these are safe and respectful and used solely for the purposes they are intended for which are promotion and celebration of the activities of the Club and training purposes. The full guidelines document can be found at; <http://www.thefa.com/TheFA/GOALChildProtection/Downloads/>

The ten golden rules to remember are listed below.

- 1) All children featured in recordings and photographs must be appropriately dressed with outer clothing garments covering their torso from at least the bottom of their neck to their thighs.
- 2) The photograph should ideally focus on the activity not on a particular young person.
- 3) Images should focus on small groups rather than individuals.
- 4) Images of a child who is under a court order are not recorded or published.
- 5) If a young person is named avoid using their photograph.
- 6) If a photograph is used avoid naming the person or use their first name only. Personal details should never be revealed
- 7) Makes sure parents/carers/young person have signed and returned the Parent/Carer and Young Person Permission Form (a subset is included on the Club Membership Registration Form)

- 8) Use photographs that represent the broad range of youngsters participating in football.
- 9) All people taking photographs or recording footage at a football event should register with the event organiser.
- 10) All concerns regarding inappropriate or intrusive photography should be reported to the appropriate organisation.

CODE OF CONDUCT FOR COACHES

- 1) Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- 2) Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- 3) Coaches must adhere to all guidelines laid down by governing bodies.
- 4) Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- 5) Coaches must not exert undue influence to obtain personal benefit or reward.
- 6) Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- 7) Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 8) Coaches 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.
- 9) Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors and physiotherapists) in the best interest of the player.
- 10) Coaches 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.
- 11) Coaches must consistently display high standards of behaviour and appearance.
- 12) Coaches must not use or tolerate inappropriate language.
- 13) Coaches must not, by any act, statement, conduct or other matter harm a child or children, or pose or may pose a risk of harm to a child or children or use behaviour which is improper and brings the game into disrepute. (Re Schedule 1 to the Children and Young Persons Act 1933).

CODE OF CONDUCT FOR PLAYERS

Obligations towards the game

A player should

- 1) Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- 2) 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 already been achieved.
- 3) Set a positive example for others, particularly young players and supporters.
- 4) Avoid all forms of gamesmanship and time-wasting.
- 5) Always have regard for the best interest of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- 6) Not use inappropriate language.

Obligations towards one's own team

A player should

- 1) Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- 2) Resist any influence which might, or might not, 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

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

Obligations towards one's own team

A player should

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

Respect towards the Match Officials

A player should

- 1) Accept the decision of the Match Official without protest.
- 2) Avoid words or actions which may mislead a Match Official.
- 3) Show due respect towards Match Officials

Respect towards Team Officials

A player should

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

Obligations towards the Supporters

A player should

- 1) Show due respect to the interest of the supporters.

CODE OF CONDUCT FOR TEAM OFFICIALS

Obligations towards the game

A team official should

- 1) Set a positive example for others, particularly young players and supporters.
- 2) Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- 3) 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.
- 4) Avoid all forms of gamesmanship.
- 5) Show due respect to Match Officials and others involved in the game.
- 6) Always have regard for 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.

Obligations towards the team

A team official should

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

Obligations towards the Supporters

A team official should

- 1) Show due respect for the interest of the supporters.

Respect towards the Match Officials

A team official should

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

CODE OF CONDUCT FOR PARENTS/SPECTATORS

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

- Help children to continue enjoying football
- Give children a sense of personal achievement
- Give children self esteem
- Improve the children's skills and techniques

A parent's/spectators expectations and attitudes have a significant bearing on a child's attitudes towards:

- Other players
- Officials
- Managers
- Spectators

Ensure that parents/spectators within our club are always positive and encouraging towards all of the children; not just their own. Encourage parents /spectators to:

- 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 each of the children involved in football; not just the most talented.
- Give encouragement to everyone to participate in football.

Ensure that parents/spectators within our club adhere to our clubs' Code of Conduct and Child Protection Policy.

More information is available from the FA's Soccer Parent course, <http://soccerparents.thefa.com/soccerparent.htm>, which **“takes you through the issues**

relating to parents, children and football to ensure that playing football is an enjoyable experience for all involved.”

ANTI DISCRIMINATION POLICY FOR CLUBS

Mid Beds Tigers 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 Mid Beds Tigers 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
- Appointment to honorary positions.

Mid Beds Tigers 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.

Mid Beds Tigers Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisations, and within football as a whole.

EQUAL OPPORTUNITIES POLICY FOR CLUBS

Mid Beds Tigers 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 Codes of Practice issued by the Equal Opportunities Commission and 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 are different from the requirements for others.
- Imposing on individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which 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, by virtue of discrimination.
- 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 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.

Mid Beds Tigers Football Club commits itself to the immediate investigation of any claims of 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 and members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person wherever 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 disable members are helped in gaining access. Appropriate training will be made to such members who request it.

CLUB COMPLAINTS PROCEDURE

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code 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. The report should include:
 - a. Details of what, when and where the occurrence took place.
 - b. Any witness statement and names.
 - c. Names of any others who have been treated in a similar way.
 - d. Details of any former complaints made about the incident, date, when and to who made.
 - e. 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:
 - a. Warn as to future conduct any person found to have broken the Club's Policies and Codes of Conduct.
 - b. Suspend from membership any person found to have broken the Club's Policies and Codes of Conduct.
 - c. Remove from membership any person found to have broken the Club's Policies and Codes of Conduct.