



The Rules and Regulations of Wanborough Junior Football Club (“the Club”)

1.0 The Club

- 1.1 The Club shall be known as Wanborough Junior FC, with teams up to and including under-15s.
- 1.2 The main purpose of the Club is to encourage the development of youth football in the local community, through the provision of training and match facilities on a non-discriminatory basis.
- 1.3 The Club shall be affiliated to the Wiltshire County Football Association and shall abide by the laws of the Football Association and any other such rules and regulations as may be appropriate and as determined by the organising League.
- 1.4 The Club shall be administered by Committee; each constituent team shall be administered by a Team Manager who must be appointed by the Club Committee in accordance with the voting procedures set out under Section 3.0.

2.0 Committee

- 2.1 The Committee is responsible to ensure:
 - the Club’s affairs are managed professionally,
 - the Club’s finances are managed prudently,
 - funds are raised to meet ongoing costs,
 - the continuing availability of football facilities for the local community.
- 2.2 The Club Committee shall comprise the following:
 - Chairman
 - Secretary
 - Treasurer
 - Team Managers (one nominated representative per team)
 - Two Parent Representatives
- 2.3 The Club Committee shall be responsible for any additional appointments, as required, to ensure the successful running of the Club, e.g. Social Secretary and Fund Raiser(s), etc. All these appointments will be accountable to the Secretary.
- 2.4 The joint liability of Committee members will be restricted to Club transactions and undertakings, only those which have been agreed by the Committee strictly in accordance with the terms of these Rules and Regulations. The Committee members will not be responsible for any commitments entered into by Team Managers for the benefit of individual teams.



3.0 Voting

- 3.1 Each member of the Committee (as set out in 2.2), with the exception of the Chairman (see 3.2), shall be entitled to one vote at meetings in accordance with the provisions set out in these Rules and Regulations.
- 3.2 The Chairman shall be entitled to the casting vote only, where necessary.
- 3.3 Any Committee member shall be entitled to one vote only, even if that person holds more than one position on the Committee.
- 3.4 Voting may only be undertaken at a properly constituted meeting, where all Committee members have been given due notice of at least 14 days.
- 3.5 Proxy votes will not be permitted unless where a Committee member is unable to attend a meeting he/she may nominate a deputy to whom voting rights will pass, provided the Secretary has been notified prior to the meeting.
- 3.6 There is no restriction as to quorum for voting at meetings provided all Committee members have been given due notice of attendance as specified in 3.4.
- 3.7 Prior to voting, any motion must be proposed by a Committee member and seconded by another.
- 3.8 The Chairman shall not be entitled to propose or second any motions.
- 3.9 It is the Chairman's responsibility to ensure that all Committee members have adequate and fair opportunity to outline their views about any motion prior to voting taking place.
- 3.10 Once a motion has been proposed a seconded voting must take place on that particular motion prior to any amendment.

4.0 Meetings

- 4.1 Meetings will take place regularly as determined by the Committee members.
- 4.2 All Club meetings will be conducted in accordance with these Rules & Regulations.
- 4.3 Minutes will be taken at each meeting and retained by the Secretary. Minutes of the previous meeting must be agreed as the first Agenda item at the next meeting.
- 4.4 Committee members must attend meetings or send an alternative, in accordance with 3.5. Recurring non-attendance may result in disciplinary action in accordance with 7.0.

5.0 Annual General Meeting

- 5.1 The meeting will be conducted in accordance with these Rules & Regulations.
- 5.2 A minimum of 21 days notice must be given to all Committee members.
- 5.3 The following Committee positions will be voted on at the AGM:
 - Chairman
 - Secretary
 - Treasurer
 - Two Parent Representatives
- 5.4 Nominations for the above positions may be made either at the AGM or in advance in writing to the Secretary with the nominee's consent.



6.0 Finances

- 6.1 Properly constructed records of all Club finances will be maintained by the Treasurer, who will report balances and details of fund movements at each meeting.
- 6.2 The Club's year end accounts will be circulated to each Committee member prior to the AGM.
- 6.3 The budget for the next period will be agreed at the AGM.
- 6.4 The position of Club Auditor will be agreed for a twelve month period at the AGM.
- 6.5 Each Team Manager will be responsible for collecting any monies due to the Club (annual registration fee, fines) which must be paid in full by the agreed settlement date. Non-compliance may result in expulsion, at the discretion of the Committee.
- 6.6 Any Club expenditure and other Club commitments may only be made with the express permission of the Committee, subject to the voting provision as set out in Section 3.0. Non-compliance may result in the personal liability of the Committee member who undertakes the transaction on behalf of the Club.

7.0 Discipline

- 7.1 Everyone associated with the Club (Committee Members, players, parents and supporters) must abide by the Club's Code of Conduct at Appendix A, which may be varied from time to time, together with relevant guidance produced by the Football Association (including The F.A. Child Protection Policy and Child Protection Procedures Handbook). The promotion of the good name of the Club and the true spirit of the sport is of paramount importance at all times.
- 7.2 As necessary, the Club shall convene a Disciplinary Committee, which shall comprise at least four Committee Members, which must include the Chairman and Secretary. The Disciplinary Committee shall have the powers to impose fines and take other action, including expulsion from the Club, as it sees appropriate.
- 7.3 14 days notice must be given of a Disciplinary Committee meeting.

8.0 Insurance

- 8.1 Registered players will automatically be insured under a scheme operated through the Wiltshire County Football Association. Parents should ensure that the cover provided through the scheme is adequate for their needs. Details can be obtained from the Secretary.

9.0 Club Rules

- 9.1 On joining the Club, each new member shall receive a copy of the Club Rules.
- 9.2 Club Rules, with any proposed amendments, shall be presented to the members for their approval at the Annual General Meeting.



10.0 Subscriptions

- 10.1 The Committee will determine annual fees, training fees and match fees required from the members in order to sustain the required finances of the Club.
- 10.2 The Treasurer shall inform the team managers of any member who, without the prior agreement of the Club Committee, is two or more weeks in arrears with paying the fee's determined by the Committee. Such a member will automatically be unavailable for further team selection until all outstanding monies have been paid.

11.0 Team Selection

- 11.1 At the commencement of each playing season, in order to be eligible for team selection, a member must have settled all outstanding debts from the previous season.
- 11.2 Teams shall be selected by the Team Managers, who shall have sole jurisdiction in all matters relating to team selection



Appendix A

Code of Conduct for Wanborough Junior Football Club for Managers, Parents, Friends and Spectators

- Young people are not playing to satisfy their parents' ambitions.
- Young people are involved for their enjoyment – not your own.
- All adults have a responsibility to encourage young people to play by the rules.
- Never publicly question the referee's decision.
- Never doubt his or her honesty and encourage all players to accept all decisions.
- Do not allow your team to gloat in victory and accept defeat without undue disappointment.
- Never ridicule or shout at a young person for making a mistake, but give encouragement or keep quiet.
- Set an example – applaud good play by both teams, not just your own.
- Do not allow one of your parents to lower the reputation of the Club.
- Help to remove all verbal, physical and racial abuse.
- The field of play is for players and not for spectators – keep off the pitch at all times during and after the match.
- If you have a constructive comment or complaint please direct it as a member of staff in a polite manner.
- Avoid coaching the players during the game.
- Do not shout and scream.
- Give attention to each of the children involved in football, not just the most talented.
- Give encouragement to everyone to participate in football.

Remember that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- A greater sense of self-esteem
- Improvement in the child's skills and techniques.