

## Name

The Club is registered with [Lancashire County FA](#) as Clitheroe Wolves Football Club.

## Executive Committee

The Club Committee and any parents joining the Annual General Meeting will elect the following officers to the Executive Committee: Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer, Funding Officer, and any other officers considered necessary for the smooth and efficient running of the club.

The Executive Committee is responsible for the following:

1. Oversight and maintenance of the highest levels of child welfare:
  - Ensure that all managers and coaches have the appropriate level of qualifications.
  - Ensure that all adults involved in the club have completed a CRC/DBS check.
2. Ensuring consistently high levels of coaching and team management:
  - Provide guidance and support on coaching, training and managerial best practise.
  - Organise training courses via local and county FA.
  - Appoint and remove Team Managers and Coaches.
3. Managing The Club finances:
  - Produce financial monthly updates to the Club Committee, and an annual statement of accounts.
  - Review bank statements with the Executive Committee quarterly.
  - Provide clear and transparent financial governance, ensuring that the club is financially sound.
4. Maintain appropriate controls and governance of The Club:
  - Define the strategic direction of the club and making recommendations to the Club Committee about changes to The Club constitution.
  - Represent the Club with external organisations including Leagues and the County FA.
  - Hear and resolve any disciplinary matters, including internal club disputes.
  - Engage with the local community, including schools, to encourage mutually beneficial relationships.
  - Define, embed and maintain moral standards of behaviour consistent with the FA Respect Campaign.
  - Refer decisions to the Club Committee where appropriate.

Decisions of the Executive Committee will be made by a majority of the Executive Committee; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Executive Committee will be three, including at least one of the Chairperson or Secretary. Where a decision has a financial impact the Treasurer must be present.

## Club Committee

The Club Committee will consist of the Executive Committee, Age Group Representatives. Club Committee members are responsible for the following:

- Ensuring that all required qualifications are completed at the appropriate time.
- Attending monthly committee meetings, or sending a delegate.
- Raising any concerns about their age group to the Executive Committee.
- Collecting annual membership fees and registration forms promptly and passing to the Club Secretary.
- Ensuring that all players attending training, or playing in their teams are registered with The Club.
- Voting on any issues referred to them by the Executive Committee.
- Ensuring that all assistant coaches are ratified by the Executive Committee.
- Following the FA Respect Code, and representing The Club in line with the expected standards of behaviour and moral values.
- Supporting The Club in fund raising activities throughout the year.

Decisions of the Club Committee will be made by a majority of those attending the Committee meeting; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee will be three, including at least one of the Chairperson or Secretary.

## Annual General Meeting (AGM)

The AGM will take place in June each year to:

- Receive a report on the activities of The Club over the previous year.
- Receive a report of The Club's finances over the previous year.
- Elect nominees for the positions of Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer and any other officers considered necessary for the effective running of the Club.
- Introduce any new rules for the forthcoming season.
- Consider any other business.

Executive Committee members, parents, players, Coaches and Team Managers are invited to attend the AGM.

The Club Secretary must receive nominations for the election of Executive Committee members, in writing by a proposer and seconder, at least 2 weeks before the AGM. Both proposer and seconder must be members of The Club.

An Agenda will be available upon request prior to the AGM; this will include a list of people seeking election to the Executive Committee roles. All persons attending the AGM will be entitled to vote on the issues, and resolutions will be made by a majority of those attending, the Chairperson will have a casting vote in the event of a tie.

AGM minutes will be taken and published to all members of the Club Committee within 2 weeks of the AGM; this will include details of all nominations and election of club officials.

## Extraordinary General Meetings (EGM)

An EGM can be called by the Executive Committee to discuss issues arising during the year; the Secretary will send details to club members giving at least 2 weeks notice of the agenda items.

## Member of Leagues

The Club will play in League(s) appropriate for its teams and by doing so will affiliate to the Cheshire Football Association. The Club will compete in Cup competitions organised by the League(s) and Area Association.

## League and Area Association Rules

The Club is mindful of the Constitution and Rules of the Area Association and Leagues that its teams belong to, especially the rules pertaining to misconduct on/off the field of play, and the players selected to play League Representative Matches.

Players, Parents, Officers of the Club, Managers and Coaches, receiving a **CAUTION** or a **SENDING OFF**, should be aware that the Club incurs an administration fee set by the Lancashire Football Association. The offending person will pay all such fees and fines.

## Results of Matches

The Area Associations and Leagues have set procedures for clubs to notify them of results or cancelled games, plus the non-attendance of the opposing team; it is the responsibility of the Team Manager to ensure that these procedures are followed. The offending person must pay any fines incurred as a result of not following these procedures.

## Club Finances

A bank account will be opened and maintained in the name of The Club. The Executive Committee will ensure adequate controls and governance around the receipt of funds and the payments out of the account as defined by the Finance Policy.

All expenditure should be incurred according to the aims and objectives of the club, any expenditure that is not aligned will be approved by executive.

The Club finances will be a standard agenda item on the monthly Club Committee meeting agenda. The Club accounts will be audited annually by an independent party.

## Child Protection Policy

The Club acknowledges its responsibility to safeguard the welfare of every child and young person (under 18 years of age) in Club football activity. The Club subscribes to the Football Association's child protection and best practice policy and procedures and will appoint a Club Welfare Officer (CWO).

## Equality Issues

The Club, in all its activities will not discriminate, or in anyway treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. This means the Club will treat people fairly and with respect, and that it will provide access and opportunities for all. The Club will not tolerate harassment, bullying, abuse or victimisation of an individual.

The Club commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. The Club's complaint procedure should be used in such instances.

## Incidents and Accidents

All Incidents / Accidents whether they involve injury or not shall be reported to the Executive Committee and the incident be logged and investigated. In the event that an injury is sustained, the well-being of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of The Club.

The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid. The responsible person or the Team Manager must notify the player's parents (if not present) of the nature of the Incident / Accident or injury at the earliest opportunity. The details of the Incident / Accident must be reported to the Club Secretary, within 24 hours on the Accident Report Form. The Team Manager, or a member of the Executive Committee should endeavour to contact the Player's Parents within 24 hours of an accident resulting in an injury to ascertain the well-being of the player.

## Recruitment of Players

It is the policy of The Club that any player will be eligible to train with The Club, regardless of ability.

All players joining The Club must complete and sign a registration form which provides emergency contact details and any medical information which the parent deems necessary e.g. allergies, asthma. There will also be a disclaimer to opt of photographs which may be used in local/social media.

## Subscriptions

An annual subscription, will be payable each year. The level of subscriptions and method of collection will be determined by the Executive Committee and presented to the Club Committee for approval at the AGM - this will include a "training only" fee for players who are not eligible, or who chose not, to play in matches.

Managers who have players who are unable to pay full fees must discuss the individual circumstances with the Executive Committee who will confirm the amount of fees to be paid. If fees remain unpaid, the player will not be allowed to continue to play or train with the Club.

## Team Kit and Equipment

Team Managers will complete a kit / equipment list at the beginning of each season. When requested, players must return the kit to the Manager at the end of the season.

All Football kits must adhere to The Club guidelines, they must be labelled with the Clitheroe Wolves logo, sponsors name and or logo and the relevant number. No individual names can be printed on shirts unless by prior arrangement with the committee.

The Treasurer must approve all purchases, and the kit and equipment remains the property of Clitheroe Wolves FC and must be returned if requested.

## Sponsors

Individuals and / or companies wishing to sponsor the Club should contact the Club Secretary. Club sponsors will be kept informed by the Executive Committee of significant events such as Cup Finals, Club Presentation Day, one-off functions etc to ensure that they are invited.

## Complaints Procedure

If any Club member feels that they have a grievance, or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1. Firstly speak to the Coach of the Team if they cannot resolve the issue then speak to the Age Group Representative.
2. Report the matter to the Club Secretary or another member of the Executive Committee. The report should include:
  - Details of what, when and where the occurrence took place.
  - Any witness statement and names.
  - Details of any former complaints made about the incident.
  - A preference for a solution to the incident.
3. The Club's Executive Committee will sit for any hearings that are required, to facilitate arbitration and conflict resolution.
4. The Club's Executive Committee will have the power to:
  - Warn as to future conduct.
  - Suspend from membership
  - Remove from membership any person found to have broken the Club's Policies or Code of Conduct.

## Disciplinary Procedure

The Club will adopt and adhere to the FA Codes of Conduct for Managers, Coaches, Players, Team Officials, Parents and Spectators. These Codes are issued to the respective people as required. See appendixes for codes of conduct for parents, players and coaches.

The disciplinary procedure is in place to ensure that members of The Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of a breaches of any Code of Conduct the following will apply:

### **Players Failing to Meet the Agreed Expectations**

- The age group manager will raise individual issues with the Club Secretary.
- The age group manager will speak to the player and his/her parents/guardian regarding their behaviour.
- If the player's behaviour continues to be in breach of The Club standards, an interview with the player and the parents / guardian will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from The Club.

If a Player is sent off for violent conduct or swearing, in addition to any penalty set by the LancashireFA, the Executive Committee will review the case and may impose and additional sanction.

### **Officials Failing to Meet Agreed Expectations**

In the case of a Club Official breaching the Code of Conduct an interview will take place with the Executive Committee, who have the authority to revoke membership of the Club.

### **Parents / Spectators and Carers Failing to Meet Expectations**

In the case of a parent, spectator or carer breaching the Code of Conduct, a meeting will take place with the Executive Committee, who have the authority to take the appropriate action.

## **Dissolution**

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.

The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of The Club shall be transferred to another Club, the Lancashire Football Association or The FA, for use by them for similar community sports.