

CORINTHIAN FOOTBALL CLUB



MEMBERS HANDBOOK

Affiliated to Kent County Football Association



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CORINTHIAN FOOTBALL CLUB

Enclosed in this booklet you will find several sections. These all relate to the smooth running of the football club. Please read and absorb them, and by turning up to training sessions and matches you are agreeing to abide by the constitution and codes of conducts.

Corinthian Football Club has been in existence 1972. Our motto translates to “For the benefit of all”. Our aim is to encourage participation in football, and by providing you with excellent facilities we hope that it makes it an enjoyable experience to. Good discipline and sportsmanship is essential, not only on the pitch but also the training ground.

Corinthians will ask for a small nominal subscription at the beginning of each season.

We would like to take this opportunity to thank all the parents and coaches for without them there would be no team!!

GOOD LUCK FOR THE SEASON

CORINTHIAN FOOTBALL CLUB

CONSTITUTION

- 1) The club shall be known as Corinthian Football Club.
- 2) The club shall be affiliated to the Kent County Football Association.

3) Policy of the Club

- (i) Corinthian Football Club is committed to provide Association football for children from 12 years – 18years.
- (ii) The club is committed to providing soccer for children in accordance with the football association guidelines.
- (iii) The club is committed to the self certified screening of all coaches, managers and officers as to their suitability to be responsible for the care, supervision and development of children in football.
- (iv) The club is committed to be an equal opportunities club in accordance with our policy.
- (v) The club is committed to the acceptance and the promotion of the codes of conduct for the officers, managers, coaches, players and parents.
- (vi) The club has a grievance and disciplinary procedure to be followed in the event of a matter arising.
- (vii) The club is committed to promote the game of Association Football with particular emphasis on sportsmanship.

4) Officers of the club

- (i) The officers of the club shall consist of a Chairman, Secretary and Treasurer.
- (ii) The officers of the club are deemed to accept the officer's code of conduct.

5) The Committee

- A)
 - (i) The club shall be controlled by a committee consisting of the officers of the club and the manager/coach (two voting representatives per team) of the teams running within the club during the current season.
 - (ii) Committee meetings shall be held six times a year and the proceedings duly recorded by the secretary.

- (iii) The Committee shall have the power to alter the codes of conduct as and when necessary, subject to the committee agreeing to the changes with a two-thirds majority from all those eligible to vote at a committee meeting.
- B) Annual & Special General Meeting
An Annual General Meeting shall be held in the November of each year to:
 - (i) Receive a report of the activities of the club over the previous year.
 - (ii) Elect the members of the club's finances over the previous year.
 - (iii) Consider any other business.
- C) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- D) A special General Meeting may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than 5 members stating the purposes for which the meeting is required and the resolution proposed. Business at an SGM may be any business that may be transacted at an AGM.
- E) 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.
- F) The quorum for the General Meeting shall be, the Chairperson, the Secretary, the Treasurer or at least 4 members of the Club Committee.
- G) 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.
- H) The Club Secretary, or in their absence, a member of the Committee, shall enter the minutes of the General Meetings into the Minute Book of their club.

6) The Membership

- (i) The membership shall consist of the officers, managers, coaches, players and their parents.
- (ii) A register of playing members of the club shall be kept by the secretary and updated annually.
- (iii) A player wishing to terminate their membership shall give notice in writing to this effect to the secretary. Such notice shall be accompanied by payment of all club dues or County FA fines where applicable together with any club equipment or items of kit in their possession at that time.

7) Annual Subscriptions

- (i) The subscriptions will be due annually at a level deemed necessary for the club towards the annual running costs.
- (ii) Subscriptions shall be paid no later than 30th September of each year.
- (iii) Two major fund raising events are to take place each season with all profits going towards the direct costs of kit and equipment. Participation by members is essential to raise monies to enable subscriptions to remain at a minimum.

8) Finances

The income and assets of the club (Corinthian Football Club Property) shall be applied only in furtherance of the objects of the club. The club property shall be vested in no less than two and no more than four custodians, one of whom should be the Treasurer (the Custodians) who shall deal with the club property as directed by decisions of the Club Committee and entry in the minute book shall be evidence of such a decision. 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. On their removal or resignation a Custodian shall execute a Conveyance to a newly elected Custodian or the existing Custodians as directed by the Club Committee. On death of a Custodian or the existing Custodians as directed by the Club Committee. On death of a Custodian, any club property invested in them shall vest automatically in surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian. The Custodians 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.

All committee members are entitled to the recovery of legitimate expenses in carrying out their club duties. The following are examples of expenses properly incurred by committee members which can be reclaimed using official expense forms – referees fees, top up of first aid kits, postage – all must be accompanied with appropriate receipts and cannot be accepted without. The following are deemed not to be acceptable – cost of telephone calls, all costs associated with the use of a car for attendance at training, committee or league meetings, matches or training courses. All other expenses should be authorised by the Chairman before being incurred.

9) Alterations to the Constitution

- (i) Any proposed alterations to the club constitution shall only be accepted if the proposal is seconded and supported by a two-thirds majority of those present and eligible to vote.
- (ii) Notice of the proposed alteration to the club's constitution must be made in writing to the secretary.

CORINTHIAN FOOTBALL CLUB

EQUAL OPPORTUNITIES POLICY

The club is committed to be an “Equal Opportunities For All” club and to set 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 all discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour and religion or disability. In all of our activities, the club will not discriminate or in any way treat less favourably on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. The club will give equal opportunities to all.

The club will not tolerate sexual or racial based harassment or any other discriminatory behaviour, whether physical or verbal, and will work to ensure such behaviour is met with appropriate action in whatever context it occurs.

The 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 organisation and within football as a whole.

CORINTHIAN FOOTBALL CLUB OFFICER'S CODE OF CONDUCT

- 1) To uphold the name of Corinthian Football Club at all times.
- 2) To agree with and abide by the constitution.
- 3) To serve the membership of the club with the best of your ability.
- 4) To show respect to and to co-operate fully with fellow committee members.
- 5) To be punctual to all committee meetings and official duties involving Corinthian Football Club.
- 6) To make yourself available to the membership and committee to give advice when required.
- 7) To set a good example to the club while carrying out duties on behalf of Corinthian Football Club.
- 8) To learn the laws of the game and not question the decisions of the match officials or get involved with opposition players, officials or spectators. The decision of the referee, or team official, whether qualified or unqualified appointed to officiate the game, will remain final. New and young referees/officials should be encouraged and supported.

CORINTHIAN FOOTBALL CLUB

MANAGERS & COACHES CODE OF CONDUCT

- 1) To uphold the name of Corinthian Football Club at all times.
- 2) To agree with and abide by the constitution.
- 3) To place the well being and safety of each player above all other consideration, including the development of performance.
- 4) To respect the dignity and worth of each player and treat each equally within the context of the sport.
- 5) To encourage and guide players to accept responsibility for their own behaviour and performance.
- 6) To ensure that the activities the coaches direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 7) To co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors and physiotherapists) in the best interests of the player.
- 8) To 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.
- 9) To consistently display high standards of behaviour and appearance.
- 10) Not to tolerate inappropriate language.
- 11) To be prompt and courteous when representing Corinthian Football Club.
- 12) To maintain a register of club players within the coach's team, the register to include telephone numbers, emergency contact numbers and medical details.
- 13) To learn the laws of the game and not question the decisions of the match officials, or get involved with opposition players, officials or spectators. The decision of the referee, or team official, whether qualified or unqualified appointed to officiate the game, will remain final. New and young referees/officials should be encouraged and supported.
- 14) To not agree to any commitments for Corinthian Football Club or any of their teams that has not been previously agreed by the officers of Corinthian Football Club.

CORINTHIAN FOOTBALL CLUB

PARENTS CODE OF CONDUCT

- 1) To uphold the name of Corinthian Football Club at all times. It is the aim of the club to promote the highest standards of sportsmanship and fair play and to ensure that the spirit of the game is not abused.
- 2) To agree with and abide by the constitution.
- 3) To set a good example to your child at all times through words and actions and to encourage your child and not to criticise, ridicule or 'yell' at them for making a mistake and to behave in an exemplary manner. Players should expect encouragement and support and not be embarrassed or humiliated by those watching them.
- 4) To ensure your child arrives and is collected promptly to and from all matches and training sessions.
- 5) To ensure your child is taken to and collected from the training or match location as agreed with the coach/manager and not dropped off and left to find their own way to and from location.
- 6) To accept that Corinthian Football Club is not liable for any personal loss, damage or injury that may occur while your child is playing for or training with Corinthian Football Club. Corinthian Football Club recommends that parents should take out private sports insurance for their child to cover such eventualities.
- 7) To recognise that the officers/managers/coaches are giving of their free time on a voluntary basis and that the level of skill and care which should be anticipated should reflect this and they are not professionally qualified.
- 8) To learn the laws of the game and not question the decisions of the match officials, or get involved with opposition players, officials or spectators. The decision of the referee, or team official (whether qualified or unqualified) appointed to officiate the game, will remain final. New and young referees/officials should be encouraged and supported.
- 9) To promote Association Football and actively encourage your child to play within the laws of the game and to become a good sportsman.
- 10) To acknowledge that by making payment of the annual club subscription and the continuing attendance of your child to training and or matches it is deemed to indicate the acceptance of the parents' code of conduct and the child's acceptance of the players' code.

- 11) To understand that in the event of your child ceasing to be a member of Corinthian Football Club, either by leaving voluntarily or having been asked to leave for disciplinary reasons, you will promptly return all kit equipment provided by the club.
- 12) Matters of team selection and substitutions are the sole responsibility of the team manager/coach, whose decision is final. Any adult who seeks to influence unduly the manager/coach in matters of team selection will be regarded as breach of this code.
- 13) If the behaviour of any adult associated with any team player is considered to fall below the standard required, this may result in the membership of that player being suspended or cancelled.
- 14) Complaints in respect of the running of the game to be dealt with to the manager/coach in the first instance, if this is not satisfactory then they should be passed on to the secretary who will follow the grievance and disciplinary procedure.

CORINTHIAN FOOTBALL CLUB

PLAYERS CODE OF CONDUCT

Players are the most important people in the sport. Playing for the team and 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.

- 1) All players are required to play because they enjoy football, not to please your parent/guardian or manager/coach.
- 2) All players are to play by the rules of the game laid down by the Football Association and the league in which they play. All players should understand the rules of the game.
- 3) Never argue with the referee. The referee's decision is final and is to be respected.
- 4) The use of foul or abusive language and the showing of dissent, whether by word or action is not acceptable to the club. All players must act in a proper sporting manner. The management of the club reserves the right to take its own additional measures against persistent offenders.
- 5) Treat all players with respect and appreciate the importance of trying to improve ones own abilities and not on winning and to treat people as you would like to be treated.
- 6) Do not criticize, bully or take unfair advantage of any players.
- 7) Players must not play if carrying an injury. They must inform the manager/coach of any such problems.
- 8) Respect the equipment and facilities provided by your football club.
- 9) Be courteous and polite to visiting players and supporters, respect your opposition and their facilities when playing away.
- 10) Promote this code.

CORINTHIAN FOOTBALL CLUB

GRIEVANCE AND DISCIPLINARY PROCEDURE

It is hoped that, if a member has a grievance or suffered discrimination, this can be resolved informally between the member, parents and manager/coach.

If this does not prove possible the following procedure shall be followed.

In the event that any member feels that he or she has suffered discrimination, or that the club constitution policies and codes of conduct have been broken, they and the committee will follow the procedure listed below.

- 1) They should report the matter in writing to the secretary or another member of the committee.
The report should include:
 - (i) Details of what, when and where the occurrence took place.
 - (ii) Any witness statements and names.
 - (iii) Names of any others who have been treated in a similar way.
 - (iv) Details of any former complaints made about the incident, date and when and to whom made.
 - (v) A preference for a solution to the incident.
- 2) The committee will sit for any hearings that are required.
- 3) The committee will have the authority to:
 - (i) Give a verbal warning to
 - (ii) Give a written warning to
 - (iii) Suspend the membership of
 - (iv) Terminate the membership of

Any person found to have broken the club's constitution, policies or codes of conduct.

The decision of the committee shall be binding.

CORINTHIAN FOOTBALL CLUB

BEST PRACTICE GUIDE RE SOCIAL

NETWORKING SITES

Football over recent years has seen increased use of the internet as an effective way of communicating with members. As well as the many beneficial aspects of these sites we also have to recognise that there are risks to children and young people. We therefore as a club have a responsibility to ensure safeguards are in place. We therefore ask that parents keep an eye on who their children are talking to on social networking sites, and ask that coaches at Corinthian FC do not use these sites as a way of communicating with their players, children or young people in all matters relating to football. This is to safeguard both the coaches and the players.

Social Networking Clarification – A Statement from the FA:

The FA has issued clarification to participants relating to the use of social networking sites, including, but not limited to Twitter, Facebook and internet blogs.

Participants should be aware that comments made on such sites may be considered public comment, and that further to FA Rule E3, any comments which are deemed improper, bring the game into disrepute, or are threatening, abusive, indecent or insulting may lead to disciplinary action.

Comments which are personal in nature or could be construed as offensive, use foul language or contain direct or indirect threats aimed at other participants are likely to be considered improper.

Participants are required to act in the best interests of the game at all times and should be aware of this when using social networking websites. Furthermore, participants are reminded that postings on social networking sites which they believe to be visible to a limited number of selected people may still end up in the public domain and consequently, care should be exercised with regards to the contents of such postings.

In addition, we would remind participants that social networking postings could also lead to civil proceedings being brought by affected parties.

CORINTHIAN FOOTBALL CLUB

CHILD PROTECTION POLICY

Introduction – extract from FA Child Protection Policy

It is essential that those children and young people participating in football are able to do so in a quality, safe and enjoyable environment. The FA recognize the responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect and bullying.

In meeting these objectives the FA will ensure that clubs and organizations providing football opportunities for children and young people do so to the highest possible standards of care.

It is a requirement that all bodies affiliated to the FA as Charter Standard organizations, affiliated through County Associations which provide the opportunity to work with children and young people up to the age of eighteen include in their rules a policy statement concerning child protection.

Corinthian Football Club

The Child Protection Policy should be seen as a clear signal by Corinthian Football Club that it is determined to ensure all necessary steps are taken to protect from harm, those children and young people who participate in football at our club. The policy establishes the club's position, role and responsibilities and clarifies what is expected of other individuals involved in football. It very clearly highlights the importance placed by Corinthian Football Club on the protection of children and young people.

The aims of the Child Protection Policy are:

- To develop a positive and pro-active position in order to best protect all children and young people who play football, enabling them to participate in an enjoyable and safe environment.
- To demonstrate best practice in the area of child protection.
- To promote ethics and high standards throughout our football club.

Key principals underpinning the policy are:

- The child's welfare is and must always be the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

It is incumbent on all adults engaged in football activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.

- Corinthian Football Club is committed to Child Protection and will uphold all child protection policies issued by the FA.
- It will appoint a Child Protection Officer to oversee and implement this policy who will attend an FA Child Protection Workshop and to whom all matters of concern can be discussed in strict confidence.
- Child Protection applies to all children, whether players within the club or the opposition. Spectators are also subject to the same duty of care.
- All children at any age should be able to take part in sporting activities within a safe environment and free from any forms of abuse.
- It is the responsibility of all adults involved in the club to uphold the principles of Child Protection.
- Any evidence of physical, mental or emotional abuse should be referred to the club's nominated Child Protection Officer.
- Wherever necessary, the Child Protection officer may inform and involve official authorities and offer assistance with an investigation.
- The club will continue to raise awareness of Child Protection issues to all committee members, club members, volunteers and parents.
- All committee members, team managers and volunteers involved in coaching will be asked to complete a personal disclosure form.
- Any club official or member found to be guilty of any offence relating to Child Protection will be expelled from the club and reported to the appropriate authorities.

- All the above actions are for the benefit of children.

You should always:

Treat all players and children with respect and dignity befitting of their age, watch your language, tone of voice and any physical contact.

You should never:

- Engage in rough, physical or sexually provocative games including horseplay.
- Allow or engage in inappropriate or intrusive touching of any kind.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Let allegations a child make go unchallenged or unrecorded, always act.
- Invade the privacy of children when they are changing, showering or going to the toilet.

You should avoid:

- Doing things of a personal nature that children can do for themselves e.g. help with changing.
- Spending excessive amounts of time alone with children away from others.
- Taking children alone on car journeys, however short.
- Taking children to your home.

Where these situations are unavoidable, first seek consent where possible. If unable to speak to the parents, **always** inform them of the circumstances as soon as practicable.

What to do if a child discloses abuse:

- Understand that this may be the only time the child has built up courage to tell someone what has happened.
- Stop what you are doing and respect the child's privacy.
- Stay calm and re-assuring.
- Listen to what they tell you; tell them that whatever the circumstances they are not to blame.

- Do not react in a way that may add to the child's distress e.g. anger or shock.
- Explain that you cannot promise to keep what the child tells you a secret; you may have to tell someone else.
- Do not question the child in depth, do not ask leading questions, i.e. questions that need a 'yes' or 'no' answer.
- Only ask questions to establish exactly what was done and who did it.
- Tell the child that you are pleased they decided to tell someone and that they are absolutely right to do so.
- Let the child know that you understand how difficult it is to talk about such experiences.
- Inform the Team Manager (unless implicated).
- **Contact the Club Child Protection Officer without delay.**
- Do not contact parents until you have received advice.
- Make an accurate record of the time and date and exactly what was said.

Other useful contacts:

Childline:	0800 1111
Barnardos:	0208 551 0011
NSPCC:	0800 800 5000