

BEAUFORT UNITED F.C.



Starter Pack

Contents

- 1. Welcome to Beaufort United F.C.**
- 2. Club Officers.**
- 3. Club Constitution.**
- 4. Player Guidelines and Codes of Conduct.**
- 5. Coaching Philosophy / Coaches Code of Conduct.**
- 6. Code of Conduct for Parents and Spectators.**
- 7. Child Protection Policy.**
- 8. Child Protection Procedure**
- 9. Declaration.**

BEAUFORT UNITED F.C.



Welcome to Beaufort United Football Club

The Information Contained in this pack has been devised to aid you in understanding how Beaufort United F.C. is structured. Please take the time to familiarise yourself with its contents. Should you have any queries or misgivings about the contents please raise these with your Team Manager or Coach who if unable to answer them will bring them to the attention of the club committee.

This booklet is a source of reference and a set of rules for everyone involved in the club to abide by in order to make the club an enjoyable and safe environment for all concerned. We hope that all the information within is informative and helpful and that you agree with our policies.

At the back of this document is a declaration that you are required to sign to say that you have read and understood the club rules and regulations and that you agree to abide by them at all times.

Good luck for the coming season.....

BEAUFORT UNITED F.C.



Club Officers

Vice President

Bob Barker
10 Avon Close
Kirkby in Ashfield
Notts

President

Dennis Freeman
2 Central Avenue
Kirkby in Ashfield
Notts

Vice President

Georgina Mercer
10 Paschall Road
Kirkby in Ashfield
Notts

Chairman

John Shepstone
121 Diamond Avenue
Kirkby in Ashfield
Notts

Vice Chairman

Kev Douglas
29 Kingfisher Road
Mansfield
Notts.

Secretary

Jean Coleman
165 Westbourne Road
Sutton in Ashfield
Notts

Treasurer

John Bell
42 Bryony Way
Mans/Woodhouse
Notts

Child Protection Officer

Chris James
53 Welbeck Street
Kirkby in Ashfield
Notts.

Child Welfare Co-ordinator

Jane Hearne
12 Forest Street
Annesley Woodhouse
Notts.

Youth Development Officer

Kev Douglas
29 Kingfisher Road
Mansfield
Notts.

Head of Academy

Rik Hearne
12 Forest Street
Annesley Woodhouse
Notts

Head of Academy

Paul Brown
75 Clumber Street
Kirkby in Ashfield
Notts

BEAUFORT UNITED FOOTBALL CLUB

CONSTITUTION (revised 2003/4)

NAME

The club shall be called Beaufort United Football Club, hereafter referred to as the club.

OBJECTS

To promote association football within the club for mental, moral and physical development of all of the players. The club shall be affiliated to the Nottinghamshire Football association and be bound by the relevant rules of The Football Association, The Nottinghamshire Football Association and the league(s) in which they are competing. The club is an equal opportunities organisation; our aim is to eliminate all types of discrimination and promote equality and opportunities in all areas.

OFFICERS

(a) The life officers are President and Vice Presidents

(b) The elected officers are

- i. Chairman
- ii. Vice Chairman
- iii. Hon. Secretary
- iv. Hon. Treasurer.
- v. Youth Development Officer
- vi. Child Protection Officer
- vii. Commercial Officer
- viii. Social Events Co-ordinator
- ix. Child Welfare Co-ordinator
- x. Head of Academy

(c) All officers, except life officers, will be elected at the AGM to serve for a period of one year.

(d) All officers will be eligible for re-election

(e) All officers will require a majority vote to elect them before being invited to accept the position offered

COMMITTEE

(a) The committee shall be known as The Beaufort United Football Club Committee, hereafter referred to as The Committee.

(b) The committee shall consist of:

- (i) All life officers of the club
- (ii) All elected officers of the club
- (iii) All team managers of the club
- (iv) Other committee members elected at the AGM

(c) The committee shall have the power to co-opt

(d) The committee shall be empowered to form sub-committees

(e) The officers shall be empowered to act on behalf of the club in matters of emergency.

LIFE MEMBERSHIP

(a) Life members will be referred to as life officers

(b) Life membership of the club may be conferred on individuals (following nomination and seconding from existing life officers only) by means of a resolution passed at the AGM

VOTING POWERS

(a) Applying to Special General Meetings, the following persons will be eligible to have one vote:

- (i) Life officers
- (ii) Elected officers
- (iii) General committee members
- (iv) Each co-opted member
- (v) Each ex-officio member

(b) Applying to each committee meeting, the following persons will be eligible to have one vote

- (vi) Life officers
- (vii) Elected officers
- (viii) General committee members
- (ix) Each co-opted member
- (x) Each ex-officio member

(c) SEE ALSO PROCEDURES AT AGM

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the club shall be in the close season and The Honorary Secretary shall give at least fourteen days notice of the meeting to all those eligible to stand and vote. The Treasurer will present internally audited accounts at the AGM (see procedures at AGM)

SPECIAL GENERAL MEETINGS

These may be called if any official position becomes vacant prior to the AGM The Honorary Secretary shall give at least fourteen days notice of the meeting to all those eligible to stand and vote

AD HOC COMMITTEES

Sub committees can be appointed for limited periods of time to carry out work on behalf of the committee but will not act individually. The committee on a majority vote shall elect members of sub-committees. Sub-committees may invite none-committee members to serve on their committee if they so wish (election by majority vote of that sub-committee).

CLUB AUDITORS

The Chairman, Vice Chairman and Honorary Secretary are automatically deemed Internal Auditors

MEETINGS

- (a) Meetings shall be held every month unless two-thirds of the committee rule otherwise.
- (b) The Chairman may call extra meetings, as and when required by one-quarter of the committee.
- (c) No decisions may be made at committee meetings unless one-half of the committee members are present.

PROCEEDURES AT MEETINGS

- (a) An agenda will be distributed prior to the commencement of each meeting and items for inclusion must be submitted before The Chairman declares the meeting open.
- (b) All resolutions shall be passed by a unanimous decision (one vote per person regardless of how many positions held).
- (c) The Chairman's vote will only be cast in the event of a tie.
- (d) In the event of any person holding more than one position, he or she will only be entitled to one vote, if one of those positions held is Chairman then the ruling relating to The Chairman's vote will apply.
- (e) Matters pertaining to alterations to the constitution must be notified in writing to The Honorary Secretary at least fourteen days prior to the next AGM Proposed amendments to the constitution may be made by anyone but shall only be voted on by the life officers.
- (f) Officers of the club may hold meetings consisting solely of the club officers, should any two officers request such a meeting. They may then submit to a full committee meeting their joint recommendations.
- (g) A Disciplinary Committee consisting of the club officers together with any committee member or team manager whom the majority of the officers choose to invite to serve shall deal with matters of discipline or misconduct.

PROCEEDURES AT ANNUAL GENERAL MEETING

- (a) The Chairman declares the meeting open.
- (b) The Chairman gives a report on the season just finished.
- (c) The Treasurer gives a financial report.
- (d) The Chairman announces the resignation of all except the life officers of the club.
- (e) A life officer (usually the President) takes the chair and names the nominees for the vacant position of Chairman.
- (f) The life officers vote in a new chairman.
- (g) The new chairman takes the chair and announces the nominees for the position of Vice Chairman, Honorary Treasurer and Honorary Secretary.
- (h) The life officers vote in the officers for these positions.
- (i) The chairman announces the nominees for committee members (note: not team managers these are appointed at the first committee meeting).
- (j) The officers, both life and elected, vote in the committee members.
- (k) The chairman declares the AGM concluded and opens the first committee meeting.

The agenda for the first committee meeting should be devoted to the election of team managers and sorting out of pitches, competitions, kit and any other team related matters.

TEAM MATTERS

- (a) The number of teams organised by the club, the competitions they participate in and the appointment of Team Managers shall be decided at a committee meeting.
- (b) The club may enter two or more teams in the same division of the same league, only with full approval of the committee.
- (c) If the team managers fail to agree on which team shall play in which league or division then the choice will be made by a majority vote of the committee, whose decision will be final.
- (d) In the event of the club having no teams to enter into a league, the assets of the club will be frozen for a minimum of three seasons and will be disposed of by a unanimous decision of the life officers, in consultation with the last elected officers. In the event of the dissolution of the club all assets will be transferred to another charity organisation with similar charitable objectives to the club.
- (e) All kit and equipment, regardless of the source of supply, shall remain the property of the club.

CLUB RESPONSIBILITIES

- (a) The club has a policy of fairness, impartiality and equality
- (b) On match days team managers of any team, together with any officers or committee members present shall be responsible for the good behaviour of the players and spectators of the club.
- (c) The Honorary Secretary, as within the terms of The FA rules, is responsible for all of the members of the club and spectators, at all times.
- (d) Any committee member shall have the right, via notification from The Honorary Secretary, to call before a disciplinary committee, at either a special meeting or a general committee meeting, any person associated with the club, if it is thought that there is any possibility that the said person has in any way brought the club into disrepute.
- (e) The disciplinary committee has the right to issue warnings, suspend or fine an offender if in the opinion of two-thirds of those present, who are eligible to vote, such action is required.
- (f) That offender shall reimburse any fines imposed by the league or FA via the club or any individual to the club. Failure to reimburse the club will be regarded as an act of misconduct and will be dealt with by the disciplinary committee.
- (g) Any grievances should be presented in writing to the Chairman.
- (h) Public Liability Insurance is provided. It is individual players and parents' responsibility to satisfy themselves that suitable and satisfactory insurance cover is in place to provide for personal injury and loss of earnings.
- (i) During the course of a manager's first season with the club he or she shall undertake to obtain a suitable coaching qualification certificate in order to comply with the club's policy of only engaging suitably qualified people to manage its teams.
- (j) The club has a Code of Conduct applicable to all Officers, Team Managers, Coaches, Committee Members, Players, Parents of Players, Supporters and Spectators (see separate document).

ALL OFFICERS, TEAM MANAGERS, COACHES, COMMITTEE MEMBERS, PLAYERS AND SPECTATORS OF THE CLUB SHALL BE BOUND BY THIS CONSTITUTION.

Any incidents arising which are not covered by this constitution, shall be dealt with in a manner decided by the officers of the club. The outcome of any such incident will not set a precedent for dealing with any future incident of a similar nature.

BEAUFORT UNITED F.C.

Player Guidelines and Code of Conduct.

In order for us to become Professional in our approach the committee of Beaufort United have agreed upon written a set of guidelines that the players of the club are asked to adhere to

1. If you are unable to attend training or games please contact your manager.
2. If you are going to be late let us know.
3. Be punctual for training and games at stated times.
4. Please keep payment of your training fees and match subs up to as we are a self-funding organisation and cannot operate without funds to pay for facilities etc.
5. Please look after the clubs kit and equipment as we need to make it last.
6. Players should wear appropriate equipment. (Shin pads etc) for training and matches. No jewellery or chewing gum.
7. In each squad every one has equal status, everyone is important.
8. To the best of our ability the officials of the club will remain fair and try to make sure that every player has some playing time.
9. Attitude and commitment will be a major factor in deciding playing time.
10. Hard work is required at training and matches.
11. The harder we work the more successful we will be.
12. There are no stars, all players work together and for each other.
13. Be gracious in victory and defeat.
14. Abide by the rules and the spirit of the game. Do not argue or dispute the decision of any officials.
15. Ask questions. In order to improve we need to ask questions of others and ourselves.
16. If any player has a problem with any other party within the club environment, no matter how trivial it may seem, please make an officer of the club or your manager aware of this. It can be dealt with accordingly.

BEAUFORT UNITED F.C.

Coaching Philosophy

1. To provide players with an opportunity to improve individual skills and reach their full potential
2. Instil knowledge and enjoyment of the game
3. Demand good sportsmanship
4. Emphasise family participation
5. Stress football as a team sport-co-operation through teamwork
6. Encourage all players to do their best
7. Encourage players to strive for excellence through competition

To be a winner.....all you need to give is all you have

Coaches Code of Conduct

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 safety and well being of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by the F.A. Coaches Association and the rules of the Football Association.
4. Coaches must develop an appropriate working relationship with each player based on trust and mutual 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 the players.
8. Coaches should at the outset, clarify with the player (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach
9. Coaches must co-operate with other specialists (e.g. other coaches, officials, sports scientists doctors and physiotherapists) in the best interest of the players.
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.

**Please note this coach's code of conduct was taken from the code of conduct devised by the Football Association, The National Coaching Foundation and the National Association Sports Coaches*

BEAUFORT UNITED F.C.



Code of Conduct for Parents and Spectators

- 1 The club is held responsible for the behaviour of players and spectators before, during and after matches. The F.A. and / or league will discipline the club for any incidents that involve players, spectators or officials of the club
- 2 The decisions of match officials must not be questioned.
- 3 Parents and spectators must not become involved in arguments with match officials, opposing players or supporters.
- 4 Please stay a reasonable distance away from the playing area during matches and training.
- 5 Parents and spectators should positively comment on play (e.g. well done) but please be quiet if a mistake is made! The only coaching that should take place should be the responsibility of the manager and coach. Any parent or spectator violating this rule will be asked to leave the immediate vicinity of the pitch. To many voices just causes confusion for the players. Further violations of this rule may result in your child being asked to leave the club.
- 6 Please make sure any facilities that are used are left in the same condition as we found them.
- 7 Any question regarding training or games should be directed toward the team manager or coach.
- 8 Your child's health and welfare is very important to us, so please advise Coaches or Managers of any injuries, knocks, medical conditions or illness so we can act accordingly
- 9 If any parent or their child has any problems with anyone associated with the club then please tell one of our officers or address the committee. The problem can be dealt with.

BEAUFORT UNITED F.C.

Child protection policy

Beaufort United recognises its duty and readily accepts the responsibility to care for all young people within the club. To this end the club is committed to providing a safe environment in which young people can learn and develop without fear of abuse of any kind.

To affect this policy all the relevant officials and relevant members of the club will be required to: -

1. Attend an F.A. Child Protection Workshop and other relevant training courses.
2. Complete and Certify a statement regarding criminal offences, as they are related to child abuse, sexual offences, violence and drugs.
3. Self certify that they are not known to any Social Services Department as being an actual or potential risk to children and have not been disqualified or prohibited from fostering children or had their rights or powers removed in respect of any child vested in or assumed by Local Authority, or had a child ordered to be removed from their care.
4. Be familiar with the clubs reporting / disclosure procedure, or suspected or actual offences of child abuse.

The designated members of staff with the specific responsibilities for child protection matters are:

Mr Chris James
53 Welbeck Street
Kirkby in Ashfield
Notts
Mobile: 07890294411

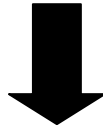
Mrs Jane Hearne
12 Forest Street
Annesley Woodhouse
Notts
Mobile: 07845423445

This Child Protection Policy is underpinned by:

- A Signed self declaration of club officials
- B The clubs coaching Philosophy (section 5)
- C The Coaches Code of Conduct (section 5)
- D The Players Guidelines and Code of Conduct (section 5)
- E The Code of Conduct for Parents and Spectators (section 5)

CHILD PROTECTION PROCEDURE

1. Any incident should be reported immediately to the referee and or Team manager / Beaufort official present.



2. The person / persons involved in the 'incident' must then inform the Child Protection Officer within 24hrs.



3. The person / persons involved must then put in writing a statement clearly defining the 'incident' naming witnesses etc within a further 48hrs.



4. Given all the evidence the Child Protection Officer can then take the appropriate action.

BEAUFORT UNITED F.C.



I declare that I have read and understood the Rules and Regulations of Beaufort United Football Club and will abide by these Rules and Regulations to the best of my ability.

Should I fail to uphold these Rules and Regulations and bring the club into disrepute I understand that I the undersigned will be cautioned and if infringements of the club Policies by myself persist, I further understand that I may be asked to leave the club*

**Please note: No decision shall be made on 'Club Policy' or 'Dismissal of Members' from the club without consultation and a decision being made by the committee in accordance with the club's constitution.*

Player's Name:

Date of Birth:

Player's signature:

Any player below 16 years of age at the date of signing must have this form countersigned by a parent or guardian who should ensure that the child understands the contents of this booklet.

Parent / Guardian Signature:

The completed form should be detached from this booklet and returned to your Team Manager or Coach, who in turn will pass it to the club Chairman.

Revised September 2006