

Epsom & Ewell Colts F.C.



Club Rules and Constitution

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1. Name & Objects
 - a) The club shall be called Epsom & Ewell Colts FC (the Club).
 - b) Its objective shall be to provide opportunities for the young people of Epsom & Ewell and the surrounding area to play association football in a safe and supportive environment and, in doing so, to uphold the best traditions of fair play.
 2. Affiliation and Associations
 - a) The Club shall be affiliated to the Surrey County Football Association.
 - b) The Club shall be associated with Epsom & Ewell F.C. and uses its name by kind permission.
 - c) The Club will also be associated with West Ewell Wanderers F.C.
 3. Rules and Regulations
 - a) These rules (the Club Rules), including the Codes of Conduct, form a binding agreement between each member of the Club.
 - b) The Rules and Regulations of The Football Association 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.
 - c) 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.
 4. 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) The membership of the Club shall comprise Playing Members, the members of the Club Management Committee ('the Committee'), Authorised Team Managers and Coaches and such other persons who may from time to time be elected by the Committee.
 - c) Any person who wishes to be a member must apply on the proper Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
 - d) If the applicant is under 16 years of age, a Parent / Guardian must give permission to them to apply to become a member, and must also agree to accept and abide by the Club Rules.
 - e) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - f) The Football Association and parent County Association shall be given access to the Membership Register on demand.
 5. Annual Membership Fee
 - a) An annual fee payable by each Playing Member shall be determined from time to time by the Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
 - b) The Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

6. Resignation and Expulsion

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Committee of their resignation. A Player Member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b) The 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.

7. Committee

- a) The Committee shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary (together known as the Club Officers) and up to 5 other members, elected at an Annual General Meeting.
- b) Each Club Officer and 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 Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Committee shall be made by a simple majority of those attending the Committee meeting. The Chairperson of the Committee shall have a casting vote in the event of a tie. Meetings of the Committee shall be chaired by the Chairperson or in their absence the Vice-Chairperson. The quorum for the transaction of business of the Committee shall be three.
- c) Decisions of the 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 Committee may call a meeting of the Committee by giving not less than 7 days' written notice to all members of the Committee. The Committee shall hold not less than four meetings a year.

e) Any outgoing member of the Committee may be re-elected. Any vacancy on the Committee which arises between the Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Committee members and approved by a simple majority of the remaining 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 Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

8. 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 Committee
 - iv) Consider any other business
- b) Nominations for election of members as Club Officers or as member of the Committee shall be made in writing by the proposer and seconder, both of who must be existing members of the Club (or parent of a member under the age of 16), 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.
- c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 28 days of the receipt by 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 advise Club Officials and Team Manager's of the date of the AGM giving a minimum of 28 days notice. The Team Manager's will be requested to inform the Club Members.
- e) The quorum for a General Meeting shall be 6.

- f) All members over 16 years of age and one parent/guardian for each younger member shall be entitled to vote, if present in person, at a General Meeting of the Club.
- g) The Chairperson, or in their absence a member selected by the 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 Minutes of General Meetings into the Minutes Book of the Club.

9. Club Teams

- a) At its first meeting following each AGM the Committee shall appoint a Team Manager to be responsible for each of the Club's football teams. The Team Manager shall be responsible for managing the affairs of the team, which include:
 - i) The conduct and control of all Club Members during training and immediately before, during and immediately after matches (including small-sided competitions and friendlies).
 - ii) Team selection and notification of players, ensuring that only eligible Playing Members play for the team.
 - iii) Organising and running such training sessions as are considered appropriate.
 - iv) Collection of all fees and payment of match officials.
 - v) Completion of result card for return as required.
 - vi) Safe-keeping of Club equipment allocated to the team.
 - vii) Reporting to the Club Secretary any instances that might have involved a breach of the Club Rules, by a member of the Club, or any spectator at a match who was, or might have been, supporting a Club team.
 - viii) The Team Manager may delegate their responsibilities to another person, by prior agreement with the Committee, but may not delegate responsibility for items i) and iii) to anyone who is not an Authorised Team Manager or Coach.

10. 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, Vice Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- c) The Committee shall have power to authorise the payment of 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.

11. 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 people present who are eligible to vote.
- b) The dissolution shall take effect from the date of the resolution and the members of the 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 shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club, with the consent of the parent Association, shall determine.

12. Communication

- a) For the purpose of clarification, any notice which should be given in writing to a member may be sent by mail (to their last known postal address), email (to their last known email address), or delivered via the Team Manager.

Epsom & Ewell Colts F.C.

Code of Conduct for Players, Parents & Spectators



All Players, Parents, and Spectators should:

1. Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Accept responsibility for their behaviour and performance, and avoid arguing with other players or adults at the match.
3. Show due respect towards Match Officials, accepting the decisions of the Match Official without protest, and avoiding words or actions which may mislead Match Officials.
4. Appreciate the importance of striving to win, not winning itself.
5. Adhere to and promote the positive aspects of the sport (eg fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or other relevant rules or the use of prohibited substances or techniques. Always have regard for the best interests of the game.
6. Clarify at the outset what exactly is expected of you and what you are entitled to expect from others. For example, players should clarify with the coach (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from others. Similarly, parents should clarify what exactly is expected of them by players and the manager and what they are entitled to expect from them.
7. Not use inappropriate language.

Players should:

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
3. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
4. Accept success and failure, victory and defeat, equally.

Parents and Spectators should:

1. Appreciate that children's involvement in football should be for their own personal enjoyment. Do not exert undue influence to obtain personal benefit or reward.
2. Praise positive aspects of play and avoid becoming frustrated or ridiculing players by focusing on their failings.
3. Emphasise the importance of striving to win, not winning itself. Praise effort and performance more than results.
4. Encourage and guide players to accept responsibility for their behaviour and performance.
5. Place the well-being and safety of each player above all other considerations.
6. Applaud the opposition as well as your own team.
7. Avoid 'coaching' the children during the game.

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Code of Conduct for Team Managers, Officials & Coaches



Team Officials

Obligations towards the Game

- Set a positive example for others, particularly young players and supporters.
- Promote and develop his / her own team having regard to the interest of the Players, Supporters and reputation of the game.
- Avoid all forms of gamesmanship.
- Show due respect to Match Officials and others involved in the game.
- Always have regard to the best interests of the game.
- Not use or tolerate inappropriate language.

Obligations toward the Team

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

Obligations towards the Supporters

- Show due respect to the interests of supporters.

Respect towards the Match Officials

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

Coaches

The Club adopts the Code of Conduct of the F.A. Coaches Association

- Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches must adhere to all guidelines laid down by governing bodies.
- Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 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.
- Coaches must co-operate fully with other specialists (e.g. other coaches, doctors, physiotherapists) in the best interests of the player.
- Coaches must always promote the positive aspects of the sport 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. Coaches must consistently display high standards of behaviour and appearance.
- Coaches must not use or tolerate inappropriate language.

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Disciplinary Code of Conduct & Complaints Procedure

Disciplinary Code of Conduct

This Code applies to every match in which you represent this Club as a player, whether it be league, cup, 5-a-side or friendly. For the purpose of this Code, 'a match' means the period commencing 30 minutes before kick-off and ending 30 minutes after the final whistle.

The three rules of the Code are as follows:

1. Any player using language, or making a gesture, which is or may be considered to be threatening, abusive, insulting or offensive, may be withdrawn from the field of play by the Team Manager.
2. Any player seen to punch, kick or in any way strike another person which is seen to be deliberate will result in that person being withdrawn from the field of play by the Team Manager.
3. If a parent/guardian, relative or friend of a player breaches any of the above rules as a spectator, they will be asked to leave AND that player will be withdrawn from the field of play.

Any breaches of the above Code may result in that player being suspended from the Club or even expelled from the Club for life.

Team Managers who do not enforce this Code have been informed that they may, at the discretion of the Club Committee, have their team withdrawn from all competitions.

In addition to the above, any member (or parent of a member under the age of 16) who considers that a manager is not enforcing or adhering to this Code may contact a member of the Committee in the strictest confidence, or follow the Complaints Procedure.

Complaints Procedure

In the event that any member feels that he or she has suffered discrimination, or any other unfair or unreasonable treatment, or that the Club Rules, the member (or parent of a member under the age of 16) should follow the procedures below.

1. Report the matter to the Club Secretary or another member of the Committee. Your report should include:
 - a. details of the incident, including where and when it took place.
 - b. any witness names and statements.
 - c. names of any others who have been treated in a similar way.
 - d. details of any former complaints made about the incident, including when and to whom made.
 - e. a preference for a solution to the incident.
2. The Committee will consider all complaints made.
3. The Committee will have the power to:
 - a. warn as to future conduct;
 - b. suspend from membership;
 - c. remove from membership;

any person found to have broken the Club Rules.