

Southend Walking Football Club

effective from 6th October 2016

Section 2: Rules for Club Members (RfCM)

The rules that govern the payment of club member fees, the behaviour of players and club officers on match and training days and the high standard of conduct expected by everyone connected with Southend Walking Football Club.

The 'Rules for Club Members' of Southend Walking Football Club are a binding agreement between each member of the Club and the Club. They cannot be changed or altered, without the change first being proposed by a Club Committee member and secondly being approved by a voting majority at a Club Committee meeting.

The 'Rules for Club Members' is part of the Rules (known in their entirety as the “**Club Rules**”) which consists of the following three (3) sections:

- **Section 1: Club Constitution and Procedures**
- **Section 2: Rules for Club Members**
- **Section 3: Rules of the Game**

Collectively they form a binding agreement between each member of the Club. Every Club member, officer, official and any other interested party shall be entitled to a copy of these Rules.

Naming Convention

The **Club** refers to **Southend Walking Football Club**.

The **FA** refers to the **Football Association**.

WFU refers to **Walking Football United**.

Home Venue refers to **Clements Hall Leisure Centre**.

1. Players' Membership

1.1 To become a member of the Club you must:

- a) Complete a Club registration form to the satisfaction of the Club Secretary and be approved by the Club Committee in accordance with anti-discrimination and equality policies set by the FA. *(see Section 1: CC&P, Paragraph 4, Club Membership)*.
- b) Pay the Club Annual Membership Fee if applicable *(see Section 1: CC&P, Paragraph 5, Annual Membership Fee, and Section 2, RfCM, Paragraph 2, Club Fees)*.

1.2 To maintain membership you must:

- a) Abide by the Club Rules.
- b) Notify the Club Secretary of any change of details or additions to your registration.
- c) Attend club activities at least once in one (1) year to avoid membership expiry. *(see Section 1: CC&P, Paragraph 6, Resignation and Expulsion)*.

2. Club Fees

2.1 The amounts payable for season 2016-17 will be as follows:

Annual Membership Fee	£0
Home Match Fee	variable
Away Match Fee and Special Events	variable
Monday Evening Practice Fee	£3
Thursday Practice Fee	£3

3. Payment of Fees

3.1 When to pay:

- a) You must pay the Annual Membership Fee (if applicable) by the First (1st) of May every year or, if new to the Club, the date of admission.
- b) You are responsible for paying your Fees, which must be paid in full to the Treasurer, Secretary or Club Officer on the day of the event, match or practice.
- c) If any part of the Fees remain unpaid for more than three (3) weeks (unless by prior arrangement with the Treasurer or Secretary), the Club Committee will give consideration to suspending you from all matches, until paid.
- d) If any part of the Fees remain unpaid for more than two (2) months, your membership may be considered to have expired (*see Section 1: CC&P, Paragraph 6, Resignation and Expulsion*).

4. Players Code of Conduct

4.1 **On match and training days you should:**

- a) Play within the guidelines set by the prevailing rules, either:
 - set by the organisers at an away venue or
 - set by competition organisers or
 - those described in Rules of the Game, Section 3.
- b) Always play within the spirit and laws of the game.
- c) Avoid all forms of gamesmanship and time wasting.
- d) Avoid all violent and dangerous play. (*see Section 3, RotG, Paragraph 12, Fouls and Misconduct*).
- e) Never use inappropriate, foul or abusive language whether it is directed at match officials, opposition players or their officials, team-mates, club officers, referees, spectators, home venue staff or no-one in particular.
- f) Always accept the referee's decisions without any adverse comment and without showing any form of dissent.
- g) Treat everyone with respect at all times.
- h) Always abide by the instructions of the team manager or officer provided they do not contradict the spirit of this code.

- i) Make sure that clothing, bags, bottles or belongings do not interfere with the field of play and any door, gate, fire or safety exit.
- j) Never take glass bottles or drinking glasses onto the pitch or playing surface.
- k) Remove and dispose of any litter, rubbish or foreign objects in a responsible manner.
- l) Make sure that supporters are outside the boundaries or field of play and follow game officials requests and instructions; you should also make sure that your supporters behave responsibly.
- m) Remove preferably or tape over your metal jewellery. If you wear a watch with metal parts, that should also be removed. *(see Section 3, RotG, The Player's Equipment)*.
- n) Wear the correct footwear for the type of pitch surface in accordance with the requirements specified by the pitch provider. *(see Section 3, RotG, The Player's Equipment)*.

You may be suspended from matches by the Club Committee if you persistently breach any of the above rules.

4.2 In addition you should:

- a) Inform the team manager as far as possible in advance, of your availability or non-availability, for a match when invited by the manager to play.
- b) Arrive at match venues at the time specified (unless by arrangement with your team manager).
- c) Endeavour to arrive at least 10 minutes before training sessions for warm up and stretching exercises.
- d) Ensure that your valuables are safeguarded securely.

5. Team Managers Code of Conduct

5.1 Team managers are appointed each season by the Club Committee. They are bound by the Club Rules and are responsible for managing the affairs of the team. *(See Section 1: CC&P, Paragraph 9, Management of Club Teams)*.

5.2 As a team manager you should:

- a) Inform all players of their selection or non-selection for a match. As much notice as is practicable should be given.

- b) Inform players of the precise address where a match or event is taking place and the time it starts (and if possible finishes) and also what time players should arrive at the venue.
- c) Ensure the well being and safety of every player above all other considerations.
- d) Respect the rights, dignity, worth and opinions of all players as well as officials and the opposition.
- e) Encourage and guide players to accept responsibility for their own behaviour and performance.
- f) Always display high standards of behaviour, appearance, punctuality and instruction.
- g) Be a positive role model for players and by your own example, encourage players to at all times accept match officials decisions without comment and without showing any form of dissent.
- h) Always promote the positive aspects of football and never condone violations of the laws or spirit of the game, any form of violent or dangerous play or any form of gamesmanship or time wasting.
- i) Help the players to recognise good performance and not just good results.
- j) Advise the Club Secretary or Club Committee within 48 hours of any sending off or caution incurred by any of your players.
- k) Respond promptly to all requests and instructions from Club Officers.

5.3 You should never:

- a) Discriminate against anybody by reason of gender, sexual orientation, racial origin, nationality, religious beliefs, ability, disability or economic status. *(see Section 1: CC&P, Paragraph 3, Rules and Regulations).*
- b) Permit the harassment or bullying of a player by any Club member or show unacceptable favouritism to any individual player.
- c) Punish or belittle a player making mistakes.

Team managers who fail to abide by this code of conduct may be suspended from their position and instructed to appear before the Club Committee who shall have the ultimate sanction to remove that party from their post and permanently exclude them from the club.

6. Internal Disciplinary Procedure

6.1 Introduction

The Club fully expects all members to set and maintain a high level of good conduct and behaviour, both on and off the field of play. The Club will run its own internal disciplinary procedure, in addition to those set by relevant regional governing bodies.

On receipt of a notification of:

- any indiscretion;
- any caution or sending off reported by the Team Manager;
- any caution or sending off reported by the relevant county association; or
- any conduct issues reported by the Home Venue staff,

the Club Committee will review the notification at the earliest opportunity, and will determine whether or not to implement the Club's Internal Disciplinary Procedure (“**IDP**”) as described below.

6.2 Implementation:

- a) The Club Committee will take into account any referees report, the version of the events reported by all parties including the player and manager, and also, if appropriate, the manager's desired response regarding a formal appeal.
- b) The Club Committee will then take appropriate action based upon a majority decision.
- c) The Club's own disciplinary policy is to impose various levels of sanction (including ultimately expulsion) which, at the Club Committee's discretion, can be imposed to run concurrently or in addition to any Regional impositions.
- d) If the player, wishes to appeal against an internal sanction, suspension or expulsion, the player may, within 14 days of the decision, do so in writing, to Essex County FA at the following address:

Essex County Football Association
County Office
Springfield Lyons Approach
Chelmsford
CM2 5LB

It should be noted that Essex County FA's appeal process is limited to ensuring that the Club has followed correctly its process for handling disciplinary procedures, as documented above, and it will not be responsible for reviewing the decision taken by the Committee.

6.3 Also for Team Managers:

Failure by any Team Manager to respond to a request or an instruction of the Club Committee will leave that manager liable to automatic suspension by the club until such time as the instruction or request is complied with or the Club Committee has met with that party to resolve the issue.

The Club Committee reserves the right to suspend any player, manager or member who fails to comply with the instructions of the Committee in so far as they relate to a breach of Club rules, regulations or codes of conduct, or the Regional League or National Governing Body rules and guidelines.

7. Club Committee

7.1 Club Committee members are appointed annually at the Club's AGM. *(See Section 1: CC&P, Paragraph 7, Club Committee).*

7.2 The Club Committee for 2016 to 2017 season consists of the following senior officers:

<u>Title</u>	<u>Officer</u>	<u>Non Executive roles</u>
Chairman	Maurice Winbolt	Complaints Arbitration
Secretary	Peter Osborne	Team Secretary
Treasurer	Colin Cooper	Attendance Register
Social Secretary	Gary C Hammond	Business Development

And the following junior officers:

<u>Title</u>	<u>Officer</u>	<u>Other roles</u>
Committee Member	To be appointed	
Committee Member	To be appointed	
First Team Manager	Peter Osborne	
Second Team Manager	To be appointed	
Committee Member	To be appointed	

7.3 The roles of the Club Committee are:

- a) The day to day running of the Club and its teams.
- b) Safeguarding the Club's assets and making payments to the relevant suppliers and organisations.
- c) Making sure that members play in a safe environment, with a minimum of risk.
- d) To minimise aggression, violence and bad behaviour and eliminate all forms of discrimination.
- e) To arrange matches, practice sessions and social events.
- f) To provide a framework of rules and procedures so that the Club can operate in a professional manner.
- g) To act as an intermediary between Club Members, the FA, Essex County FA, WFU and other organisations.
- h) To make improvements to the Club.
- i) To enforce the Club Rules and to discipline members if necessary.
- j) To manage all legal obligations and carry out all of its roles in a lawful manner.
- k) To be transparent to scrutiny from government bodies, sporting organisations, suppliers and any other interested parties.

7.4 What else to expect from the Club Committee:

- a) At least one Committee Officer will, wherever possible, be present at every match, event or training session organised by the Club.
- b) You may discuss with any Officer issues or suggestions that you have, whether personal or on a Club level at any time. If appropriate they will raise that issue or advance the suggestion at the next Committee meeting.
- c) The Committee will produce a set of audited accounts once a year and present them at the AGM. They can be inspected by you on request. *(See Section 1: CC&P, Paragraph 8, Annual and Extraordinary General Meetings).*
- d) All members of the Club Committee can be disciplined, in the same way as non-appointed members of the Club.
- e) The Committee will hold a meeting at least four (4) times a year, where any of the above roles can be discussed, performed or acted upon. Sometimes a vote will need to be taken. Everybody attending the meeting is entitled to vote and if the outcome is a tie, the Chairperson would have the casting vote.

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- f) One person can hold a maximum of two officer positions, but they would still only be entitled to one vote at any meeting.
- g) All matters discussed at the meeting will be recorded by the Minutes Secretary.
- h) Members will be notified of any decisions, requests or changes that affect them as soon as possible.
- i) Members will also be invited to participate in competitive matches and other events. Members are expected to reply, even if they do not wish to do so.
- j) The Committee may use electronic or verbal methods of communication or both.
- k) Once a year in April, the Club Committee will hold an AGM (or Annual General Meeting) and all members will be invited to attend. This is an opportunity for members to:
 - l) Hear how the Club is performing.
 - m) Hear how the Committee is handling the finances.
 - n) Elect new Committee members.
 - o) Vote for change.
 - p) Voice concerns, raise issues or make suggestions.
 - q) Ask questions.
- r) Occasionally all members will be invited to attend an EGM (or Extraordinary General Meeting). This would normally be to vote on an issue that needs to be resolved before the AGM.
- s) The minimum number (quorum) of Club Members required for a successful AGM or EGM is nine (9).