

RULES AND CONSTITUTION OF HINTON FOOTBALL CLUB:-



(Updated at 2021 AGM)

1) NAME

- The name of the organisation shall be Hinton Football Club

2) PURPOSE

- The purpose of the Management Committee is to manage and develop the Clubs resources in a way that assists in achieving the clubs objectives. They must agree membership costs and keep a record (on going) of members. Hinton FC have adopted the N.S.P.C.C. / F.A. Child Protection guidelines as Club policy in its entirety for the safety / well-being of all members.

3) OBJECTIVES

- To provide a Football Club for young people and adults of all ages. The objectives of the club shall be to promote the benefit of the inhabitants of the Hinton Football Club area without distinction of sex, political, religious or other opinions, by associating the local authorities, voluntary organisations and inhabitants in a common effort to improve the physical and economic conditions of life in the Hinton and Broomy Hill areas and to provide facilities in the interest of social welfare for football and youth development. The club has the objective of improving the conditions of life for the inhabitants of Hinton Football Club members, families and players. The Club shall be non-party in politics and non-sectarian in religion. The Club shall have the power to affiliate to other organisations with similar and Charitable objectives.

4) MEMBERSHIP OF MANAGEMENT COMMITTEE

- Parents and willing adults who are interested in sport or youth work, on a voluntary basis recruited from a cross section of the community served by the club.
- The Committee shall have the power to co-opt not more than 8 additional adults and may appoint sub-committees.
- The club must adopt a vetting procedure for all persons involved with children at any level at training, matches, social events etc. (To be retained by the Secretary).

5) CLUB MEMBERSHIP

- **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.**
- **Any person who wishes to be a member must apply in writing to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.**
- **In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.**
- **The Football Association and any legally required Association shall be given access to the Member Register on demand.**

6) CLUB MEMBERSHIP

- **A monthly fee payable by each member shall be determined from time to time by the Club Committee. Any fees shall be payable on a successful application for membership and monthly by each member. Fees shall not be repayable unless agreed by the committee in extreme cases.**
- **In special circumstances club members may be allowed to pay on a weekly basis, this must be agreed by the Club committee and should not be a long term arrangement.**
- **The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.**

7) REGISTRATION AND EXPULSION

- **A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their registration. A member whose monthly membership fee or further subscriptions is more than 2 months in arrears shall be deemed to have resigned.**
- **The Club 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.**
- **A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.**

8) COMMITTEE STRUCTURE AND MEETINGS

- The committee shall point a Chairperson and Vice Chairperson, Secretary, Treasurer and other Committee Members.
- Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special/Extraordinary General Meeting. One person may hold no more than two positions of Club Officer at any time.
- Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Secretary.
- Decisions of the Club Committee of meetings shall be entered into the Minute Register of the Club to be maintained by the Club Chairman/Secretary.
- Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 14 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- A Club Child Protection designated officer / person shall be appointed at first available Committee Meeting following AGM and a club child protection policy must be kept at all times.
- The Committee shall meet on a monthly basis.
- A quorum will consist of 3 members of the Committee including two officers.
- A simple majority shall be sufficient to decide all questions at meetings of the Committee and in the event of a tie the Chairperson shall have the casting vote.
- The Trustees of the club will be Three named roles within the committee and the role will be transferred upon any member being replaced. The trustees will have no over riding powers within the club beyond there official committee roles, other than securing the financial/moral future of the club.

9) AFFILIATION

- The Club shall have the status of a Chartered Standard Club of the Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited 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.
- No alteration to the Club Rules shall be effective without prior written approval by the Club Committee.

- The Club will also abide by The Football Associations Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

10) CLUB TEAMS

- At its first meeting following each AGM the Club Committee shall appoint Club Members to be responsible for each of the Clubs football teams. The appointed members shall be responsible for managing the affairs of each age group team.

11) CODE OF CONDUCT FOR FOOTBALL

- Football is a national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applied to all those involved in football under the auspices of The Football Association.

Community:

- Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

Equality:

- Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants:

- Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation. Young people – Football acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety:

- Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust & Respect:

- Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence:

- Football rejects the use of violence of any nature by anyone involved in the game.

Fairness:

- Football is committed to fairness in its dealings with all involved in the game.

Integrity & Fair Play:

- **Football is committed to the principle of playing to win consistent with fair play.**

12) CODE OF CONDUCT FOR COACHES

- **Coaches are key to the establishment of ethics in football. Their concept of ethics are their attitude directly effects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent. Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:**
 - **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, officials, sports scientists, doctors, and physiotherapists) in the best interest of the player.**
 - **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.**
 - **Coaches must consistently display high standards of behaviour and appearance.**
 - **Not to use or tolerate inappropriate language.**

13) CODE OF CONDUCT FOR PLAYERS

- **Players are the most important people in the sport. Playing for the team, and for 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.**
- **This code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels. Obligations towards the game: A player should:**
 - **Make every effort to develop their own sporting abilities, in terms of skill, techniques, tactics and stamina.**
 - **Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.**
 - **Set positive example for others, particularly young players and supporters.**
 - **Avoid all forms of gamesmanship, and time-wasting.**
 - **Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.**
 - **Not use inappropriate language.**
- **Obligations towards one's own team: A player should:**
 - **Make every effort consistent with fair play and the laws of the Game to help his own team win.**
 - **Resist any influence, which might, or might seem to, bring into question his commitment to the team winning.**
- **Respect for the Laws of the Game and competition rules: A player should:**
 - **Know and abide by the Laws, rules and spirit of the game, and the competition rules.**
 - **Accept success and failure, victory and defeat, equally, and within the spirit of the game.**
 - **Resist any temptations to take banned substances to use banned techniques.**
- **Respect towards Opponents: A player should:**
 - **Treat opponents with due respect at all times, irrespective of the result of the game.**
 - **Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.**

- **Respect towards the Match Officials: A player should:**
 - **Accept the decision of the Match Official without protest.**
 - **Avoid words or actions which may mislead a Match Official.**
 - **Show due respect towards Match Officials.**

- **Respect towards Team Officials: A player should:**
 - **Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this code.**
 - **Show due respect towards the Team Officials of the opposition.**

- **Obligations towards the Supporters: A player should:**
 - **Show due respect to the interest of supporters.**

14) CODE OF CONDUCT FOR TEAM OFFICIALS

- **This code applied to all team / club officials (although some items may not apply to all officials). Obligations towards to Game: The team official should:**
 - **Set a positive example for others, particularly young players and supporters.**
 - **Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.**
 - **Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.**
 - **Avoid all forms of gamesmanship.**
 - **Show due respect to Match Officials and others involved in the game.**
 - **Always have a regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.**
 - **Not use or tolerate inappropriate language.**

- **Obligations towards the Team: The team official should:**
 - **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 Supporter: The team official should:
 - Show due respect to the interests of supporters.
- Respect towards the Match Officials: A team official should:
 - Accept the decision of the Match Official without protest.
 - Avoid words or actions, which may mislead a Match Official.
 - Show due respect

15) CODE OF CONDUCT FOR PARENTS AND SPECTATORS

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it is fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Assist to improve the child's skills and techniques.

A parent / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own. Encourage parents / spectators to:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Ensure that parents / spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy.

16) ANTI DISCRIMINATION AND EQUAL OPPORTUNITIES POLICIES FOR CLUBS

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities. The following policies should be at the heart of your club's activities:

Anti-Discrimination Policy for Clubs:

The Football Club is responsible for setting 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 discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. Equality of opportunity at the Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection of teams.
- Appointments to honorary positions.

Hinton Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Hinton Football 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 in the wider context, within football as a whole.

17) EQUAL OPPORTUNITIES POLICY FOR CLUBS

- The Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality. All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited in:
 - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
 - Expecting an individual solely on the grounds stated above to comply with requirements for any reason whatsoever related to their membership, which are different to the requirements for others.

- Imposing on individual requirements which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
 - Victimisation of an individual.
 - Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
 - Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, of others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters etc. – in other words all instances where those in control of members are required to make judgments between them – it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- The Football Club commits itself to the immediate investigation of any claim of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination. Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure. The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members, the difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

18) GOAL POST SAFETY

- Tragically during the past few years, nine children have been killed by falling goalposts. Football should be fun, safe and enjoyable, whether you play in a park, at school or for a local club. That's why the FA is working with manufacturers and the British Standards Institution to set new standards in goalpost safety. The four golden rules of the leaflet and campaign are – check it, secure it, test it, respect it and the FA needs YOUR help.
- FA National Goalkeeping Coach Ray Clemence launched the FA's Goalpost Safety issues involved with using goalposts in grassroots football back in August 200 at Watford FC, and is keen to raise awareness of the campaign once more. Said Clemence: "The issue of goalpost safety is one that I take very seriously. Under no circumstances should children use goalposts as gymnastic equipment, they are simply not designed for that. If you want to become England's Number 1, you have to defend you goal, not attack it."
- During the season, the Football Association carried out a programme of onsite inspection and testing of goalposts sets at a number of sites across the country. Some of the findings are as follows:
 - Of all goals tested, 41% of mini soccer goals, 50% of 5-a-side goals and 22% of junior goals failed stability tests.
 - Ground conditions can affect the stability of goals therefore it is Important to liaise with manufacturers on the appropriate ground fixings in relation to weather

conditions.

- Staff at every 2nd site were unaware of the safety campaign involving goalposts. Through extending this campaign to the third year – with 250,000 leaflets going out to Clubs, Schools, youth groups, referees, coaches and leisure facilities across the country from the beginning of November 2002 – The FA is committed to raising this awareness and aims to create a safer environment for all football.
- Steve Parkin, Director of the FA National Game Division, investing £35million a year - £20million via the Football Foundation – to lead the development of, and investment in grassroots football said: The FA, National Game Division is investing £35million a year, of which, £20million comes via The Football Foundation – to lead the development of, and investment in grassroots football. An FA spokesman said: Under no circumstances should children use the goalposts as gymnastic equipment, and goalposts should not be used at all, unless they are in good condition, securely anchored to the ground and are stable. If you would like to receive copies of the leaflet for your organisation, contact your local County Football Association, or send an e-mail with your name, address and the quantity of leaflets you require to.

19) CLUB COMPLAINTS PROCEDURE

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken should follow the procedures below:

- They should report the matter to the Club Secretary or another member of the Committee.

Your report should include:

- Details of what, when and where the occurrence took place.
- Any witness statements and names.
- Names of any others who have been treated in a similar way.
- Details of any former complaints made about the incident, date, when and to whom made.
- A preference for a solution to the incident.
- The Club's Management Committee will sit for any hearings that are requested.

The Club's Management 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 Codes of Conduct.

20) ANNUAL AND SPECIAL GENERAL MEETING

- The Committee shall call, not later than July each year, an Annual General Meeting to which all club members, their parents, recognised leaders and other interested adults

from the community are entitled to attend. The parents / legal adult guardians of paid association members will be entitled to vote, on the basis of one family member one adult vote.

- Receive a report of the activities of the Club over the previous year.
- Consider any other business.
- 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.
- A Special General Meeting (SGM) 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 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.
- 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.
- The quorum for a General Meeting shall be the Chairman.
- The Secretary 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.
- The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
- The Committee shall present to the meeting an independently examined statement of accounts and a Chairman's report of the Club Activities over the previous year.
- The meeting (AGM) shall elect by nomination / seconding by show of hands or ballot onto the Management Committee for the year. (Should an SGM be called within the year variant rules apply).
- 14 days' notice of the AGM of the club shall be given.

Hinton Football Club must provide a yearly public liability / personal accident scheme limit of indemnity 5 million in cover in accordance with the Herefordshire FA rules. To cover all teams and officials that are registered by the club. Cover to include travel and organised training.

21) CLUB FINANCE

- The Committee is responsible for ensuring that adequate records of all income / expenditure are kept. A bank account must be kept for this purpose. Signatures for this account must either be the Chairperson or Treasurer plus one other nominated / agreed member of associations Management Committee.
- No sum shall be drawn from the Club Account except by cheque signed by the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- The Committee is responsible for managing all monies generated by the club and any monies received or in its control.
- The Committee shall not incur any expenditure which cannot be met from the funds it controls.
- The financial year to be per calendar year i.e. April to April. A financial statement to be issued at AGM / SGM to end of April plus accounts for full previous calendar year.
- The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall 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 register shall be conclusive 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.
- All training monies, match fees and tournament fees, which are not included by the club membership, are to be collected by a responsible nominated person on a collection sheet. The sheet must be written out clearly stating the child's name and amount paid. This must be given to the Chairman, Secretary or Treasurer within 7 days with the objective being the funds to reside with the Treasurer.

22) EQUIPMENT

- The Committee are responsible for keeping an inventory of all property belonging to the club.
- The Committee has the right to buy and sell equipment, as it feels appropriate.
- The Committee must ensure that Health and Safety rules are complied with, with regard to facilities and equipment.
- The Associations Committee must ensure that sufficient qualified first aiders are available for club nights and events and a responsible adult has team leader rights of authority for all occasions.
- Both team managers and management committee to liaise with club Child Welfare officer reference above.

23) AMENDMENT TO THE CONSTITUTION

- **This constitution shall not be amended except at an AGM or Special General Meeting called for the purpose, following 14 days of the proposed amendments. Such must receive at least two thirds majority of those present and voting.**

24) DISSOLUTION

- **If the general committee, led by the Clubs Trustees, by a simple majority, decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the Hinton F.C. members of which a meeting not less than 21 days' notice stating the terms of the resolution to be proposed thereat shall be posted in a conspicuous place or places in the area and given in writing and any national body to which the Association is affiliated. If such a resolution shall be confirmed by a simple majority of those present and voting at such meeting the General Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes or the Football Association as the General Committee may decide and, if relevant, as may be approved by the Charity Commissioners for England and Wales, Or the Football Association 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 (Football Association or Charity Commissioners for England & Wales)**
- **The Clubs Trustees will manage any dissolution, sale, handover of the club and its assets.**