

## WWYFC Policy Document

# Club Rules & Constitution



### 1. Name

The name shall be called **WHITELEY WANDERERS FOOTBALL CLUB** (hereafter called "the Club").

### 2. Objectives

- a) The encouragement for boys, girls and youths from U6 age group through to U18 age group to enjoy and take part in football activities promoting the spirit of healthy teamwork with the ultimate aim of developing their football skills enabling them to improve and ultimately better their performance.
- b) Following the FA Youth review, the Club Philosophy of Whiteley Wanderers for mini soccer U7 through to U10 and 9 v 9 football U11 and U12 is that children should be able to take part whatever their ability including where possible playing equal playing time with the best practice recommendation of at least 50% of time per player. Managers will have the discretion not to select players for non-competitive matches where it has been identified that their progressive development has not reached a certain level whereby it could compromise their safety on the field of play.

The Club will help players understand the Laws of the Game, develop their personal skills in the four corners of the game (Technical, Psychological, Physical and Social) enable them to be listened to and feel success. Whilst not forgetting they appreciate and demonstrate good sportsmanship, form relationships and work together as part of a team.

As the aim of 9 v 9 football still primarily focuses on the development of the player rather than the result of the match Whiteley Wanderers will uphold the Youth review principles throughout the 9 v 9 format of the game. Player selection for teams by the Managers should be in accordance with the guidelines set by the Divisional Secretary of the League.

- c) For U12 age group and above, as results can be published, Managers may choose to select players based on ability. If a manager chooses this selection policy, then parents need to be informed on signing the player(s) for the respective season. Depending on the number of Club teams within the age groups, appropriate grading should take place. The Club should be facilitating U18 age group football opportunities selection for this team and will be based on player member availability and playing ability.
- d) The Club will develop a facility for adult football giving an aspiration and clear pathway for youth players to progress competitively after youth football within the Club environment.
- e) Should a Manager/Coach receive a direct approach from a parent/guardian about their child joining a specific team then the parent must be advised that registration is in accordance with the Club constitution and as such they should be signposted

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to the Club website and are required to complete the relevant form. Any WWYFC Manager/Coach who receives a direct approach from a parent/guardian must then inform the Club Membership Secretary so that due diligence oversees correct protocol.

- f) Any player approach to join Whiteley Wanderers FC should be made via the club's website (Contact Us and then Join the Team page). The parent / guardian should complete the form in relation to the child interested in joining the club. This entry will then be reviewed by the Club Membership Secretary who will then pass the enquiry into the respective age group manager (depending on the gender/age of the child).
- g) If for any reason the child/parent/guardian wishes the player to play for an alternative team due to school/friendships etc. then this should be articulated on the joining form (in the message section) so that the relevant manager can be made aware. Where a player wishes to play in an alternative team (e.g. a year up) this should be reviewed and approved by the WWFC Committee in the first instance. Any Manager influence or communication MUST ONLY be made once this change has been approved by the Committee.

### **3. Club Colours**

The Home Colours of the Club shall be WHITE and BLACK. Away colours shall be AMBER/ORANGE and BLACK.

### **4. Affiliations**

- a) The Club shall be affiliated to the Hampshire Youth Football Association.
- b) The Club shall have the status of an Affiliated Member 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 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, FA Best Practice Codes of Conduct and the Equal Opportunities, Anti-Discrimination and Anti Bullying Policies.
- d) The Club shall support and promote the FA RESPECT campaign.

### **5. 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 or appointed member.
- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to the membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies, which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the complaints procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register and a FAN number being generated within the FA Whole Game system. The FAN will become the club membership number for the member.
- c) In the event of a member's resignation or expulsion, his or her name shall be

removed from the Membership Register.

- d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
- e) New volunteers are subject to the Club Recruitment Policy screening process which is mandatory and follows the latest FA protocols & guidance.

### 6. Annual Membership Fee

- a) An Annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Due consideration will be given to reimburse a percentage of membership fees paid in advance to children and youths who wish to leave the Club to seek football opportunities elsewhere.
- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club.
- c) The rate of subscriptions for the current year will be determined at the Annual General Meeting, on the recommendation of the Management Committee.
- d) Initial Payment of the annual subscription must be made before the start of the playing season and No later than the first League game of the current playing season. ALL CLUB DOCUMENTATION must be completed by a player signing for the Club prior to the player being eligible to play in an organised fixture.
- e) The annual subscription shall be paid by via direct debit through GoCardless over a period of twelve monthly installments of one twelfth of the annual fee
- f) No refund shall be due should a member (player) be expelled from the Club. It is additionally recognized that players in the youngest age groups can take time to settle and in rare occasions may choose to resign. The Club Committee will consider refunds on an individual basis in this instance.
- g) All players CANNOT participate in any matches until outstanding fines are paid back to the club or team manager.
- h) All subscription fees that are unpaid must be settled before any player participates in any football activity unless a hardship case has been presented and accepted by the committee.
- i) A player that is already paying subscriptions for a youth team does not need to pay a second subscription if also participating with an adult team within the club.

### 7. Resignations 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 Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned. Should an Adult member, parent, guardian associated Club spectator be found guilty of misconduct by its respective County FA (Hampshire) they will be solely responsible for the payment of any fine(s) imposed. Financial assistance may be sought through the Club if necessary. Subsequently any fine imposed by the Governing Body not repaid by a designated date set by the Club Committee will result in the member being expelled. Members must read, sign and abide by their respective Code of Conducts. Sanctions will be placed upon members in accordance with the Codes where it is proven a breach of

the Codes has occurred.

- b) 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. An appeal against such a decision may be made to the Club Committee via the Club Secretary who will set up an appeal hearing to include 3 members of the management committee. Decisions taken by the management appeal committee will be final and not open to further appeals from within the Club.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
- d) A member, including or not limited to player, coach, manager who resigns must return all Club property, such items include but not limited training equipment and kit. The club reserves the right to invoice the individual for any item not returned at the current rate of replacement.

### 8. Management and Administration Officers

- a) The Administration of the Club shall be organised by the following officials:
  - i. The Chairman
  - ii. The Vice Chairman
  - iii. Honorary Secretary
  - iv. The Honorary Treasurer
  - v. The Club Welfare Officer(s)
- b) All affairs of the Club shall be conducted by a Management Committee which shall comprise: Chairman, Vice Chairman, Secretary, Treasurer, Elected Club Members and Child Welfare Officer but should always comprise of Officers plus two others.
- c) The Management Committee shall be chaired by the Chairman or, in his absence, the Vice Chairman followed by the Honorary Secretary. The Members of the Management Committee shall be elected at the Annual General Meeting and will be able to hold more than two positions on the Committee.
- d) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Secretary.
- e) Any member of the Club Management Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- f) 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.
- g) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- h) A Quorum shall represent 51% of those elected to the Management Committee.
- i) To protect the standing and good regard of the Club NO representative of the Club

should enter into verbal or written correspondence with their respective Leagues or the CFA over any matter other than matters pertaining to the weekly running of their team, i.e.; Referees, fixtures and results, except where raising or responding to agenda items and participating at official League meetings without prior discussion with a management committee member who may be able to advise on the matter.

### **9. Duties of the Committee**

To promote the objectives of the Club (rule 2) to the best of their ability and organise any activities, which they consider, will further this aim, including Fundraising and affiliation to any other appropriate Club or Society.

### **10. Annual General Meeting**

- a) This shall be held in May/June of each year at such a time and place, as the Management Committee shall appoint. The Honorary Secretary shall give 14 days' notice of the place, time and date of the meeting together with the agenda.
- b) Proposed alterations to the Rule Book should be with the Honorary Secretary by the 30th April.
- c) The following matters will be attended to at the Annual General Meeting:
  - i. The minutes of the previous year's AGM.
  - ii. The consideration of the past year's financial statements and Honorary Auditor's report.
  - iii. Team reports.
  - iv. Election of the Management Committee.
  - v. Alteration to the Rules.
  - vi. Rate of Subscriptions.
- d) The Chairman shall have the casting vote should there be an equal division.
- e) 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.

### **11. Extraordinary Meetings**

- a) The Club Secretary shall summon a special meeting of the Club Members on receiving a petition signed by a minimum of 30% of parents, based on one parent's signature per playing member, and stating the subject matter to be discussed, or by the Management Committee itself.
- b) The Secretary shall give 14 days' notice of the place, time and date of the meeting together with an agenda.

### **12. Club Assets and Liabilities**

- a) The assets of the Club are invested in the players, but no member individually shall be responsible for any Club liabilities, beyond the payment of his own subscription and any other Club fees.
- b) The Club shall always be run on a positive cash flow system and shall only cease after an Extraordinary Meeting or Annual General Meeting decided by the Membership.

### 13. 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 members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club 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.
- d) 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.

### 14. 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, Treasurer and Secretary. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. The Treasurer has discretion to make a payment for invoices received through a Bank Transfer if deemed at the time it is a more appropriate payment method. 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. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- c) The Club 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 in such form as shall be published by The Football Association from time to time.
- e) Team Managers will be issued with a £100 cash 'float' to meet the expenses of matchday referee's /officials. These are only payable to teams that play competitive football or whereby the league has appointed a referee / official. No volunteer officials will be paid. Referee costs for friendly matches will be split 50/50 with the opposition. A monthly account for these fees must be sent to the Treasurer and this amount will then be topped back to £100 on an ongoing basis.
- f) Any other kit/equipment expenditure must be agreed in writing with the Chairman / Treasurer to ensure these costs are paid by the club. The Club may also in connection with the sports purposes of the Club sell and supply food, drink and sports related clothing/equipment.
- g) Any fines received by the club from County FA due to the breach of COC's / club rules by parents / players will be repayable by those parties.



### 15. Team Managers

The Team Managers shall be responsible for maintaining a correct ledger of any monies collected from the players. This ledger and collected monies are to be handed to the Honorary Treasurer at or before each committee meeting.

### 16. Coaching Repayment Policy

- a) All Managers/Coaches will be required to complete the FA Introduction to Football Coaching Qualification within 12 months of joining the Club for which full payment of costs will be met by the Club after completion of the Course. A 12-month voluntary return of service to the Club by the Manager/Coach will be required. Should a Manager/Coach leave his or her position within the Club prior to fulfilling 12 months' return of voluntary service they will be required to make a part repayment depending on length of service in the position held. For example, leaving at the 6-month point after qualifications gained then 50% of course costs to be repaid to the Club.
- b) The Club will also support full payment of Managers/Coaches wishing to undertake UEFA C & B Licence Qualifications. The criteria for UEFA C courses is the following:
  - Minimum Service within Club of 3 years (5 years for UEFA B)
  - 50% paid by club on course entry
  - 50% paid after 3 further years of continuous service (5 years for UEFA B)
  - Committee Agreement for either course
- c) The Club fully recognises the need to develop its Managers/Coaches thus enabling the Players to develop accordingly.
- d) Once a coach has completed his the FA Introduction to Coaching Qualification the club will purchase a 'Coaches Kit' consisting of a coaches short and all weather jacket. Any new coaches that join the club with a with this qualification have to complete 3 months voluntary service and they will also qualify for the kit.

### 17. Team Managers

- a) **Parent/Player complaint**
  - i. Any formal complaint raised by either a parent or a player regarding another parent, player or Club Official should normally be addressed to the Manager of that age group in the first instance who will endeavor to resolve the complaint. If the complaint concerns the age-group manager themselves, clause iv. below applies.
  - ii. If the Manager does not feel able to deal with the complaint internally, then the complaint will be dealt with by the Club Management Committee as detailed in Section 8.
  - iii. In some cases, if the Management Committee feels that the complaint to be of a serious nature then advice will be sought from the EDMSL, Southampton & District Tyro Youth League Committee, Hampshire Girls League Committee, CSYFL or The Hampshire FA Ltd.

- iv. If the Parent/Player is not satisfied with the decision of the Manager, then details of the complaint should be made, in writing, to the Secretary who will convene an Emergency/Special Meeting of the Committee to resolve the complaint.

### b) **Managers complaint**

- i. If the Manager has an issue with a Player which they have been unable to resolve through discussion between themselves then that player's parents or guardians will be informed.
- ii. If a problem arises with a Parent, then the Manager will normally seek to initially address the individual concerned.
- iii. At all times the Manager will endeavor to speak with either parent or player confidentially.
- iv. If the Manager does not feel able to deal with the complaint, then the matter will be dealt with by the Club Management Committee as detailed in Section 8.
- v. In some cases, if the Management Committee feels that the complaint to be of a serious nature then advice will be sought from the EDMSL, Southampton & District Tyro Youth League Committee, Southampton & District Girls League Committee, CSYFL Committee or The Hampshire FA Ltd.
- vi. Any formal complaint regarding an opposing team must be immediately reported to the Management Committee who will discuss and, if they feel it is appropriate, forward this matter to the EDMSL, Southampton & District Tyro Youth League Committee, Hampshire Girls League Committee, CSYFL Committee or The Hampshire FA Ltd.

### c) **Committee complaint**

- i. If, at any time, a complaint is made against a Committee Member then this matter must be dealt with by the Chairman.
- ii. In some cases, if the Chairman feels that the complaint to be of a serious nature then advice will be sought from other key committee members EDMSL, Southampton & District Tyro Youth League Committee, Hampshire Girls League Committee, CSYFL committee or The Hampshire FA Ltd.
- iii. If the complaint is against the Chairman, then the matter will be dealt with by the rest of the Management Committee.

### d) **Other Party complaint**

- i. If any complaint is received from persons who are not Club Members (i.e. EDMSL, Southampton & District Tyro League Committee, Hampshire Girls League Committee, CSYFL Committee or opposing teams, members of the public etc), then it will be referred by the Secretary to the individual concerned for an explanation of events leading to the complaint.
- ii. This explanation should be made, in writing, to the Secretary within 48 hours.
- iii. The Secretary will convene an Emergency/Special Meeting of the Committee to ensure that the Club is able to respond to the complaint within the necessary



timescale required by the League or the complainant.

### e) **Complaints involving Child Safety/Welfare**

- i. Complaints of a sensitive nature involving allegations of Child Abuse / Child safety or any Child concerns must be brought to the attention of the Child Welfare Officer (CWO) in the most confidential manner by either a verbal or written communication.
- ii. Should an issue be raised in the form of verbal communication it must be followed up in writing within 48 hours. No other club members or committee members are to be informed. The (CWO) will decide what action is to be taken based on the information received by the complainant.

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If, at any time, any person involved with WHITELEY WANDERERS FC has a concern regarding the safety of any child they are encouraged to speak with the Child Welfare Officer in the strictest of confidence and no other party. Complaints of this nature will be dealt with under the direction of the (CWO) who may if required consult with senior Committee members of the Club to include the Chairman, Vice Chairman and Club Secretary.

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Date: July 2025