

Constitution of Keyworth United Community Football Club

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Constitution of Keyworth United Community Football Club

1. Name:

Keyworth United Community Football Club

2. Objective of the Club:

The promotion of community participation in healthy recreation for the benefit of the inhabitants of Keyworth and the surrounding area by the provision of facilities for playing Association Football

3. Control of the Club

The control of Keyworth United Community Football Club (The Club) shall be vested in an Executive Committee which comprises the office of President, Chairman, Vice Chairman, Treasurer, Secretary, All officers of the Executive Committee (except President) will be elected at the Annual General Meeting. All officers shall be eligible for re-election.

All Members of the Executive Committee shall be Trustees of the Club.

An Assistant Secretary, Youth Development Officer, and Child Welfare Officers shall be appointed as non Executive Club Officers.

A vacancy arising, for whatever reason, amongst the officers shall be filled by the Executive Committee who have the power to appoint a Member to fill the vacancy until the following AGM. Officers shall vacate their position if they are suspended from Membership under Rule 6, or on ceasing to be a Member by any other cause.

A change in the office of Secretary must be notified by the President to the Magistrates Clerk within 42 days.

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4. Trustees

Property

- a) The Executive Committee must ensure the title to:
 - (i) all land held by or in trust for the Charity that is not vested in the Official Custodian of Charities and
 - (ii) all investments held by or on behalf of the Charity, is vested either in a corporation entitled to act as custodian Trustee or in not less than three individuals appointed by them as holding Trustees.
- b) The terms of the appointment of any holding Trustees must provide that they may act only in accordance with lawful directions of the Executive Committee and that if they do so they will not be liable for the acts and defaults of the Executive Committee or of the members of the Charity.
- c) The Executive Committee may remove the holding Trustees at any time.

Liability of Trustees

That the provisions of the Trustees Act 1925 shall apply to any appointment of Trustees. All the property of the Club shall be vested in the Trustees representing and acting for the whole of the Members of the Club. No personal liability shall attach to any Trustee except to the extent of such funds of the Club as may be actually received by them.

The Club shall not distribute profits and shall apply all of its income to the furtherance of the objectives above.

The work of the Club shall not be for the benefit of landfill site operators who may contribute to the Club and claim credit under the Landfill Tax Credit Scheme. Nor shall it be for the benefit of contributing third parties, as defined in the landfill tax regulations.

Trustees must not have any personal interest in the Club.

Any conflicts of interest must be declared.

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5. Powers of the Executive Committee

a) President

The President shall be a Trustee of the Club.

b) Chairman

The Chairman shall be a Trustee of the Club and chair all Trustee, General and Executive Committee Meetings of the Club. If he is not available for any particular meeting then the Vice-Chairman shall chair that meeting. The Chairman shall have the casting vote in any tied item at any of these meetings.

b) Vice Chairman

The Vice-Chairman shall be a Trustee of the Club and assist the Chairman in all of his duties, deputising for him whenever necessary.

c) Treasurer

The Treasurer shall be a Trustee of the Club.

The Treasurer will pay all monies received by the Club from any source whatever, without any deduction for any purpose whatever, to the credit account opened in the name of the Club. The Treasurer shall keep such accounts and pay such debts of the Club as the Executive Committee shall direct and shall when required to do so, render the Executive Committee, or a General Meeting, with the account of any monies received and expended by themself.

The Treasurer shall ensure adequate bank accounts are maintained. All cheques are to be signed by two authorised signatories.

Annual auditable accounts are to be presented to the AGM and all accounts will comply with the Charities Act 1993.

The Treasurer, with the approval of the Executive Committee, shall be entitled to appoint an assistant. That assistant shall become a Club Officer. The Treasurer shall prepare annual accounts and balance sheets for submission to the auditor.

d) Secretary

The Secretary shall be a Trustee of the Club.

The Secretary shall maintain records of the names and addresses of all Club Members, and a subscription book, in which shall be recorded all payments of such Members. The Secretary shall carry out the directions of the Executive Committee, and subject to such direction, shall receive monies on account of the Club and shall pay them to the Treasurer and keep such accounts as the Executive Committee may direct. The Secretary shall attend all General, and Executive Committee meetings and if so directed take minutes of those meetings.

The Secretary shall ensure that all Management Meetings of Leagues that contain a team from the Senior Section are attended by a Senior Section Representative.

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e) Assistant Secretary

The Assistant Secretary shall ensure that all Management Meetings of Leagues that contain teams from the Youth and Junior Sections are attended by a Section Representative.

f) Youth Development Officer

The Youth Development Officer shall be responsible for all matters relating to Youth Development and shall act as liaison between the Club and any professional club that the Club has an association with.

g) Disciplinary Panel and Club Officers

- (i) The Executive Committee shall elect up to a maximum of six members, comprising at least two from the Executive Committee, to form a Disciplinary Panel for the Club. The quorum for this panel shall be four, which shall include the two Executive members. The panel shall meet monthly to discuss and take action upon any disciplinary matter relating to the club or any of its members.
- (ii) The Executive Committee may elect Club Officers to undertake any tasks allocated to them. One of the Club Officers shall be designated as Assistant Treasurer

h) Child Welfare Officers

The Child Welfare Officers shall be consulted on any welfare issue regarding Club Members under the age of 18. The Child Welfare Officers shall compile reports on any incident involving children that occurs whilst the child(ren) is/are under the Club's control and submit that report to the Executive Committee.

6. Orders

No Executive Committee Member shall by virtue of his appointment have the power to order goods or dispose of the funds of the Club. No goods or labour shall be supplied, nor any contract entered into for work to be done for the Club, nor any office or salary, profit or remuneration held by any Members of the Executive Committee nor shall any honorarium be paid to Executive Committee Members unless authorised by a General Meeting.

7. Bye Laws

The Executive Committee shall have power to make such Bye Laws as it may consider necessary for the good government and order of the Club, provided that no such Bye Law shall conflict with any of the Rules. A copy of any Bye Laws shall be posted in a conspicuous place in the Club Social Room.

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8. Meetings

a) Meetings of the Trustees

The Trustees shall meet monthly. These meetings will normally be held on the same night as a Committee Meeting unless there is specific reason for a meeting to be held at a different time.

A minimum of three Trustees must attend to form a quorum for a Trustees Meeting.

b) Committee Meetings

The Committee, including all Executive Members and one representative from each team, shall meet monthly. Voting rights shall normally be restricted to Executive Members. Team representatives may be invited to vote at the discretion of the Chairman.

The Executive Committee shall be responsible for the endorsement of all Team Management appointments. Team Managers (including Assistants, Coaches etc.) who cease to be Members shall immediately vacate their seat. Any vacancy caused by this occurrence shall be filled by the Executive Committee. Any Member elected to fill a casual vacancy shall hold office for the unexpired period for which their predecessor was elected.

The Executive Committee, or any Member of, may be removed from office if two thirds of the vote at a Special Meeting called for that purpose so decides. In the event of the resignation or removal of all, or the majority of, the Executive Committee then the Secretary shall obtain nominations and appoint scrutineers for a ballot to be held in accordance with Rule 8d).

A Committee Meeting may only proceed if a quorum of five Executive Members are present 30 minutes after the time fixed for the meeting.

c) Annual General Meetings

An Annual General Meeting will be held during June on a date fixed by the Committee. At least 7 days notice of every Annual General Meeting shall be posted in the Club Social Room. Items for inclusion on the Agenda must be submitted in writing to the Secretary at least 5 days before the date of the meeting.

d) Extraordinary General Meetings

Extraordinary General Meetings shall be called by the Secretary either:

- i) on the direction of the Executive Committee, or
- ii) if one fifth of the total number of Members entitled to attend and vote at a General Meeting request in writing and state the special object thereof.

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Notice

Notice of an Extraordinary General Meeting and the object of the meeting shall be posted by the Secretary in the Club Social Room at least 14 days prior to the date of the meeting. If the Secretary fails to post such a notice within 10 clear days after receipt of i) or ii) then any of the requesting Members may post notice as directed by this rule.

Business

An Extraordinary General Meeting shall only discuss the business which brought the meeting.

Quorum

Any General Meeting may proceed if 12 Members are present one hour after the time fixed for the meeting. A meeting convened on the requisition of the Members that does not attract 12 Members within one hour after the time fixed shall be dissolved. A General Meeting convened on the direction of the Executive Committee that does not attract 12 Members one hour after the time fixed shall be adjourned to the following week at the same time when it can proceed to business whatever the number of Members present.

Adjournment

A General Meeting may adjourn to such a time as the Members present direct. A reconvened meeting can only consider the business that was to be considered at the original meeting.

Voting

Each Member present at the meeting shall be entitled to one vote on each motion. Members may appoint proxy voters but the details of the proxy holder must be notified in writing to the Secretary at least 48 hours prior to the meeting.

e) Conduct of Election Nominations

The election of Officers and Members of the Executive Committee is set out in these rules. No Member under suspension at the date of the Annual General Meeting shall be eligible for nomination. A maximum of two Social Members/Vice Presidents, shall be eligible for office on the Executive Committee. Those so elected shall be eligible to vote.

Ballots

Ballots may be requested by the majority vote of Members. All ballots shall be scrutinized by the Chairman and Vice Chairman, and supervised by the Secretary. Results, signed by the scrutineers, will be posted in the Club Social Room. All Members present at the meeting shall be entitled to one vote for each vacancy.

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Scrutiny

On conclusion of a ballot the scrutineers shall seal the ballot papers and hand them to the Secretary, who retains them for 7 days. A scrutiny will be held if a written demand, signed by no less than one tenth of the Membership, is presented to the Secretary within those 7 days. Scrutiny shall be carried out by 3 new scrutineers named by the Executive Committee.

Ties

Should two or more candidates receive an equal number of votes their names shall be written on separate slips of paper and folded by the Secretary to conceal the details. The Chairman shall draw one slip of paper and that candidate will be duly declared elected.

9. Membership

a) Full Membership

Life and Honorary Members, the Executive Committee, all team managers (including assistants, coaches etc.), current senior players, any past official or player, and social members shall be eligible to become Full Members. A Full Member shall be entitled to register their partner and any immediate family (son(s)/daughter(s) under 18 years of age on September 1st of the current season) as Associate Members.

Voting rights at Committee and all General Meetings shall be restricted to Full Members.

b) Junior Membership

Players who represent any of our youth or junior teams will be expected to become Junior Members. Junior Members will be entitled to register their immediate family (mother, father, brother(s), and sister(s)) as Associate Members.

c) Associate Membership

Any family member who seeks membership by nature of their association with a Full or Junior Member shall be an Associate Member.

An Associate Member shall have no rights or privileges in connection with the Club.

d) Temporary Membership

Any competitor, player or official who takes part or assists in any game, sponsored or authorised by or on behalf of the Club, including supporters, shall be entitled, subject to reasonable behaviour, to use the Club premises within a period of a maximum of 24 hours before, during and after the game. Any such Temporary Member shall sign the Membership Book. The signature must be countersigned by a Member. Composite team entries are admissible and may be countersigned by one Member.

A Temporary Member shall have no rights or privileges in connection with the Club.

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e) Election of Members

The Executive Committee, all team managers, and *all players* **will** become Members as applicable. Other candidates for election to Full or Junior Membership shall be considered by the first Executive Committee Meeting following receipt of the application.

Membership shall extend up to the end of the July following acceptance.

All Members shall be provided with access to a copy of the constitution and rules.

Membership forms shall be available from the Membership Secretary or can be downloaded from the Club website *keyworthunited.co.uk*

f) Membership charges

The Executive Committee shall have the power, at its discretion, to introduce an annual membership charge as and when they determine it necessary.

Any such charge shall become due annually on 1st August or as soon as Members are elected to Membership, but may not be paid until they are elected to Membership. Members will not be entitled to any of the privileges of the Club until such charges are paid. Election to membership extends for one year or until the end of July each season, unless terminated under the terms of paragraph 6h).

A Member who fails to pay the membership charge within 28 days of it becoming due shall be deemed to be in arrear. After a further 28 day period they shall cease to be a Member.

A Member unable to pay the charge due to circumstances beyond their control may apply to the Executive Committee for a discretionary payment which will last a period of time decided by the Committee. Members awarded a discretionary payment do not forfeit their privileges of Membership.

g) Members details

The Membership Secretary shall maintain a register of the names and addresses of all current Full, Player, and Junior Members. Members are responsible for informing the Membership Secretary of any change of circumstances which affect their Membership.

h) Cessation of Membership

Membership will be terminated:

- i) For non-payment of charges. A person who has ceased to be a Member under this rule will not regain Membership unless all arrears due to them are fully paid.
- ii) On expulsion by the Executive Committee.
- iii) On resignation.
- iv) On death.

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10. Dissolution

- a) If the members resolve to dissolve the Charity the Executive Committee will remain in office and be responsible for winding up the affairs of the Charity in accordance with this clause.
- b) The Executive Committee must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.
- c) The Executive Committee must apply any remaining property or money:
 - (i) directly for the Objects
 - (ii) by transfer to any Charity or charities for purposes the same as or similar to the Charity
 - (iii) in such other manner as the Charity Commission for England and Wales (“the Commission”) may approve in writing in advance.
- d) The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Executive Committee are to apply the remaining property or assets of the Charity and the Executive Committee must comply with the resolution if it is consistent with paragraphs (a)–(c) inclusive in sub-clause (3) above.
- e) In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity).
- f) The Executive Committee must notify the Commission promptly that the Charity has been dissolved. If the Executive Committee are obliged to send the Charity’s accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity’s

11 Constitution document

a) Copies

The Assistant Secretary shall retain spare copies of the Constitution document. A copy shall be provided to all Committee Members, all Youth and Junior players as part of their *'Starter Pack'*, and made available to all Senior players. Copies will be available on the Club website keyworthunited.co.uk

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b) Amendments

The Constitution and/or Club rules may only be amended at an Extraordinary General Meeting called for that purpose. Notice of any proposed amendment shall be posted in the Club Room at least 14 days previous to the meeting. The amendment shall be posted in the Club for at least 10 days previous to the meeting to which the amendment is to be submitted. Any amendment to be adopted shall require the vote of at least two thirds of the Members present at such a meeting.

Written notice of any proposed amendments or additions to the Constitution or Rules must be sent to the Clerk to the Justices for notification to and approval by the Justices. No amended or additional Rule shall be operative until the approval of the Justices has been obtained.

No amendment may be made that would have the effect of making the Charity cease to be a Charity at law.

A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

c) Scope

The Executive Committee shall resolve any special circumstance which may fall beyond the scope of this Constitution.

Constitution of Keyworth United Community Football Club

12. Club Rules

a) Governing Laws

The Club shall be governed by the laws of England and Wales

b) Affiliation

The Club shall be affiliated to the Football Association. The Club shall conform to the laws of the game, and the bye laws and rules adopted by the Football Association. This shall be the primary concern of all Club Members.

c) Club Colours

The Club colours shall be predominantly green, with black and white.

d) Senior, Youth and Junior Sections

The Senior Section of the Club shall include all players and officials involved in teams including the Under 18s and above age category.

The Youth Section of the Club shall include all players and officials involved in teams from the Under 15 up to the Under 18 age category.

The Junior Section of the Club shall include all players and officials involved in the Under 14s age category and younger.

- e) Grounds:**
- i) Platt Lane, Keyworth
 - ii) Nottingham Road, Keyworth

f) Order of precedence

All teams shall be allocated to a pitch by the Committee and all pitches shall have at least two teams allocated. Should more than one team allocated to any one pitch have a home fixture on the same day then the order of precedence shall be by competition:

- 1st Notts FA Cup Matches
- 2nd League Cup Matches
- 3rd League Matches
- 4th Friendly Matches

If teams are inseparable by this means then the most senior team shall have precedence.

Teams may only use pitches other than that nominated as their own if:

- a) None of the teams allocated to that pitch have a home game.
- b) The teams allocated to that pitch with a home game agree to exchange.

It is the sole responsibility of any Team Manager left without a pitch as a result of this rule to either, adjust their kick-off time, or rearrange their fixture.

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Codes of Conduct of Keyworth United Community Football Club

COACHES

The moral principles and attitude of coaches directly affects the behaviour of players under their supervision. Coaches have to be aware that all of their football decisions and choices of action, as well as their strategic targets, will have ethical implications. Coaches should disassociate themselves from a "win at all costs" attitude.

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, coach or parent.

The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) is set out below and forms the Code expected to be followed by coaches of KUCFC.

Coaches should, at the outset, clarify with the players (and, where appropriate, parent(s)) exactly what is expected of them and also what they are entitled to expect from their coach.

Coaches must:

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

TEAM OFFICIALS (Including Team Managers)

Obligations to the game

All Keyworth United Community FC team officials should:

- Set a positive example for others and in particular to the young players under their supervision, supporters and the families that have come to watch play.
- Promote and develop their own team having due regard for the interest of the Club, the players, the supporters, and the reputation of the game both locally and nationally.
- Share knowledge and experience when invited to do so with other less experienced Club officials or outside bodies, taking into account the interests of KUCFC.
- Avoid all forms of gamesmanship.
- Show due respect to match officials and volunteer assistants involved in the game.
- Always have regard for the best interests of the Club, including where publicly expressing an opinion of the Club or any particular aspect of it.
- Not use or tolerate inappropriate language.

Obligations towards the team

All Keyworth United Community FC team officials should:

- Make every effort to develop the sporting, technical and tactical levels of the team, and to obtain the best results for the team using all permitted means.
- Give priority to the interests of the children under his/her supervision over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote decent principles.
- Show due respect to the interests of the players, coaches and officials, both of their own Club and others.

Obligation towards supporters

All Keyworth United Community FC team officials should show due respect to the interests of all supporters and families that have come to watch their team.

Respect towards the match officials

All Keyworth United Community FC team officials should:

- Accept the decisions of the match official and any volunteer assistants.
- Avoid words or actions which may mislead a match official or his assistants.
- Show due respect to the match officials and any volunteer assistants.

Codes of Conduct of Keyworth United Community Football Club

PLAYERS

All Keyworth United Community FC players should:

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during every game.
- Set a positive example for others, particularly younger players and supporters.
- Avoid all forms of gamesmanship and time wasting.
- Always have regard for the best interests of the Club, including where publicly expressing an opinion on the Club or any particular aspect of it.
- Not use inappropriate language.

Obligations towards your own team

All Keyworth United Community FC players should:

Make every effort to play fair within the Laws of the Game to help his/her own team to win.

- Resist any influence or behaviour, which may, or may be seen to, bring into question his/her commitment to his/her team and other members of the squad.
- Accept a coach or team official's reasons for substitution and encourage the team after any such substitution.

Respect for the Laws of the Game

All Keyworth United Community FC players should:

- Know and abide by the Laws, rules and spirit of the game.
- Accept success and failure, victory and defeat equally.

Respect towards opponents

All Keyworth United Community FC players should:

- Treat opponents with due respect at all times.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards match officials

All Keyworth United Community FC players should:

- Accept the decisions of the match official (referee/referee's assistant) without protest.
- Avoid words or actions which may mislead a match official.
- Show due respect to all match officials including opponent's volunteer assistant referees or linesmen.

Respect towards team officials

All Keyworth United Community FC players should:

- Listen to and abide by the instructions of their coach and his assistants, provided they do not conflict with the spirit of this code.
- Show due respect to the team officials of the opposition.

Obligations towards the supporters

All Keyworth United Community FC players should show due respect to the interests of all supporters and their families that have come to watch them play.

PARENTS/SPECTATORS

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

- Children enjoying football.
- A sense of personal achievement.
- Increased self esteem.
- Improving the child's skill and techniques.

A parent or spectator's expectations, actions and attitudes will have a significant bearing on a child's attitude towards other players, officials, managers and spectators.

Keyworth United Community FC will endeavour to ensure that parents and spectators associated with the club are always positive and encourage all children and not just their own.

Keyworth United Community FC encourage parents and spectators to:

- Applaud the opposition as well as their own team.
- Avoid coaching their individual child during the game.
- Not to shout or scream.
- Respect the match officials decisions.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Keyworth United Community FC will endeavour to ensure that all parents and spectators associated with the Club agree and adhere to the Club's Code of Conduct and Child Protection Policy.

Codes of Conduct of Keyworth United Community Football Club

ANTI-DISCRIMINATION AND EQUAL OPPORTUNITIES POLICY

Anti-Discrimination Policy

Keyworth United 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 gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability. We will not discriminate nor treat anyone less favourably on any of these, or any other, discriminatory grounds.

This will include:

- 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.

Keyworth United 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.

Keyworth United 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 within football as a whole.

Equal Opportunities Policy

Keyworth United Community Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level of authority, to abide and adhere to this general principle and the requirements of the Code 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 by:

- 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 requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an 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 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, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in the entire Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.

Keyworth United Community Football Club commits itself to the immediate investigation of any claims 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 stop forthwith. Since discrimination in its many forms is against the Football Club's policy, any member 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. Assistance will be given, the difficulties of the disablement permitting, whenever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members that request it.

Codes of Conduct of Keyworth United Community Football Club

CHILD PROTECTION POLICY AND PROCEDURE

Information for members and volunteers who are in regular contact with children and/or young people during their duties with the Club.

Policy

Keyworth United Community Football Club (The Club) acknowledges, and accepts, as its main responsibility, the well-being and safety of those children who are training or playing with the Club. It does so in the belief that placing their welfare at the centre of its concerns provides a solid foundation for the development of young players of the future and for effective Child Protection practice.

Objectives

The Club:

- Promotes and supports good outcomes in terms of health, development and social behaviour in all its junior members.
- Involves parents and member's family as far as is practicable in a working partnership with the Club
- Recognises the significance of ethical and cultural diversity.
- Acknowledges its responsibility to set high football, social standards and behaviour, to be honest, and to take into account the feelings of others.
- Seeks opportunities to celebrate junior member's success, recognise their achievement, effort and behaviour.
- Recognises that good behaviour will be achieved if all those involved with the Club have a clear and mutual understanding of the aims of the Club.
- Provides a disciplined environment where members will work together taking pride in themselves and their surroundings.

The Club recognises that the Social Services Department, the NSPCC, and the Police have a statutory duty to protect children at risk. The Club believes that it has a central role and responsibility for the protection of children and young people who use the Club's facilities and are registered as junior members.

The Club has a designated person to whom any cause for concern about a child's well being must be reported. That person's name is listed in the Clubs staff list which is available from any Committee member and is also posted on the notice board in the Club social room.

Identification and Referral of Child Abuse

All members and volunteers at the Club who are involved with children must have a basic knowledge of how to recognise child abuse and take appropriate referrals to the designated person.

Definitions

- Child Protection: Protecting children against abuse and non-accidental injury. It applies to children below the age of 18.
- Child abuse: Physical injury;
Emotional abuse;
Sexual abuse;
Severe neglect.

Procedure

If you have a concern that a child has been mistreated, either physically, emotionally, sexually, or by neglect whilst under the control of the Club you **must** report it to the designated Child Protection Officer.

- Keep the matter confidential, only tell those who need to know.
- Write a dated note of what has been seen, said or done, and give this to the designated Child Protection Officer.

It is not your responsibility to investigate. The matter will be dealt with by the Child Protection Officer, who will gather information and decide whether or not to contact the Social Services Department.

The Social Services Department and the police have a duty to investigate cases of suspected abuse. Those who work with the Club have a duty to co-operate with any such investigation. This may involve the provision of monitoring a child, or in some cases attending a child protection conference.

Reporting abuse

The designated Child Protection Officer will ask for a brief written factual statement from the person making the report.

If the report involves an allegation about another member of the Club, then that person will also be asked to write a brief report. If any statement has been made by the child, this should be reported in the child's own words. These reports should be confined to facts and should not include any opinion or interpretation of judgement.

The Club will ensure that any child concerned is immediately removed from any possible risk of harm.

Child Protection investigations into abuse require careful management. They can be complex and require particular experience and expertise, and wherever practical should be undertaken by staff who specialise in such work. The designated person should consult and take advice of the Police/Social Services before setting up any internal inquiry and should take their advice on informing the child's parents.

Codes of Conduct of Keyworth United Community Football Club

Signs of Abuse

Signs of abuse may be:

- a) Obvious and sudden, for example an injury or,
- b) Part of a longer period perhaps including:
 - behaviour which is unusual for a child of that age.
 - loss of interest.
 - isolation or introversion.

As a responsible adult you may become concerned if:

- a child tells you about ill-treatment which has happened to them or to a friend, brother or sister or,
- another adult claims that a child has been mistreated.

In any of these cases **YOU SHOULD:**

- Treat the matter seriously, and reassure the child if necessary.
- React to what the child tells you with belief.
- Make it clear that you will have to inform others.
- Tell only those who need to know.
- Seek advice if in doubt.
- Keep a careful watch on the child.
- Keep an accurate record of what you have noticed, what you have been told, or what has happened, and what you have done.
- If a disclosure has been made to you, tell the child what action you will take.

DO NOT:

- Promise to keep the matter secret.
- Contact parents (this is the job of the Social Service Department)
- Interrogate children or ask leading questions.
- Examine a child physically.
- Speak with anyone against whom allegations are made, even if the violations are charged against a colleague or another adult.

All information will be dealt with confidentially and shared only with the people who need to or must know.

If the designated Child Protection Officer is suspected the member forming such suspicions should go to the Club Chairman who must inform the local Social Services Department.

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, they should follow the procedures set out below.

1. They should report the matter to the Club Secretary or another member of the Committee. The report should include:
 - a) Details of what, when and where the occurrence took place.
 - b) Any witness statement and names.
 - c) Names of any others who have been treated in a similar way.
 - d) Details of any former complaints made about the incident, the date and to whom made.
 - e) A preference for a solution to the incident.

2. The Club's Management Committee will sit for any hearings that are requested.

3. The Club's Management 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's Policies, Rules or Codes of Conduct.