

THORNTON CLEVELEYS SPORTS CLUB

OBJECTIVES

1. The Club shall be called 'Thornton Cleveleys Sports Club'.
2. To promote and encourage participation in Association Football and other sporting and recreational activities in the local area.
3. The objects of the Club shall be primarily to provide the members with facilities for playing football and other sports and to provide a Clubhouse for members, and secondly to promote social activities for members and their properly invited guests.
4. To promote and encourage improvement in the sporting skills of Club members.
5. To promote and encourage the qualities of sportsmanship loyalty and team spirit within the Club.
6. To provide an effective organisation by which the legitimate sporting aspirations of the Club members may be realised.
7. To properly maintain and improve the sporting facilities leased to the Club at Bourne Road, Thornton Cleveleys, Lancashire.

AFFILIATION

8. The Club shall be affiliated to the Lancashire Football Association and it shall play and promote the game in Accordance with the rules and bylaws of the County association. Through the Executive Committee the Club may affiliate to the Governing Body of any other sport that is played at Thornton Cleveleys Sports Club now or in the future, if this lies in the best interest of its members.

CONSTITUTION

9. The Club shall be governed and managed by a minimum of four Trustees in conjunction with the Executive Committee. In the event of the death, resignation or limit of service of a Trustee, a Trustee shall be elected by a majority vote in favour of the nominee at a General Meeting. Nominations for new Trustees shall be proposed and seconded in writing by two members and such nominations handed to the chairman not less than 28 days prior to the Annual General Meeting.
10. All Club members shall fall into one of the following categories:-

HONORARY LIFE MEMBER,

- 10.1 any person whose membership is unanimously proposed by the Executive Committee and is endorsed by no less than 75% of Club members present at a General Meeting.

GENERAL TEAM MEMBER

- 10.2 any person who is a registered member of any open age team, who is a parent or legal guardian of a registered member of any junior team or who is a team manager or assistant.

SOCIAL CLUB MEMBER

- 10.3 any person who does not fall into one of the aforementioned categories who wishes to become, or remain, a member of the Club and who is registered as such with the Executive Committee.

11. Membership will only be effective following payment of the duly authorised Registration or Membership fee. Acceptance of a person as a Club member will entitle that person to vote on any matter at a General Meeting, and require them to abide by the Constitution and Rules.

12. General Team Members will pay registration fees, subscriptions and any other fee or levy determined by the Executive Committee.

13. Social Club Members will pay an annual membership fee to the Club Treasurer of such amounts as determined by the Executive Committee.

14. Payment by the applicant of the appropriate fee or subscription shall be made on acceptance to membership. Those persons accepted for membership after 1 January in any year shall be charged 50% of the fee or subscription.

15. All fees, subscriptions and any other dues as shall in future be fixed by the Executive Committee, shall become operative from the 1st July and expire on the 30th June. Such fees shall be due to be paid no later than the 31st August, otherwise, membership shall be lapsed.

16. No members vote shall be valid nor may they compete for any prize unless his/her annual subscriptions and all other arrears due by him/her are paid.

17. No person shall be eligible for election as a member until he/she has attained the age of eighteen years.

18. Any visitor other than a person exempted by a Club bylaw or visiting on an occasion when members of the general public are admitted shall not be introduced to the Club any more than six times in total without making application and being accepted as a member.

19. The names of visitors must be entered in the visitor's book and only two visitors may be introduced by any one member on any day. The Steward, Deputy Steward, or any members of the Executive Committee shall deal with any visitor and/or member not complying with the entrance rules with members infringements being liable to further action by the Executive Committee.

20. Temporary membership may be offered by the Executive Committee on terms and conditions as they may decide but such members shall take no part in the management of the club except by special consent of the Executive Committee.

21. Any complaint or recommendation regarding the Club or a member shall be made in writing to any member of the Executive Committee.

22. Any member observed to be in breach of the rules or guilty of misconduct can be suspended by elected official executive committee member pending consideration of the incident by the Executive Committee.

23. Any member, who, in the opinion of the Executive Committee, after due consideration, has been guilty of any misconduct or who, from any cause, is deemed unsuitable or ineligible to continue as a member of the Club, will be called upon, through the Committee, to resign his/her membership and in default thereof, the person to whom such notice shall have been given shall at once cease to be a member, and the facilities of the Club shall be withdrawn.

24. Any member or visitor to the Club who shall take away, mutilate, or destroy any article belonging to the Club, shall replace or make good the same and legal action may be taken.

25. Games of chance e.g. poker/pontoon/brag etc. will only be allowed for small stakes.

26. Dogs shall not be allowed on the pitches under any circumstances but will be allowed on the perimeter of the pitches whilst on a lead and under strict control.

27. The Club shall be open during permitted licensed hours or at other times as the Executive Committee shall direct. The permitted hours for the supply of intoxicants shall be such as shall from time to time be determined by the Executive Committee in accordance with the provisions of the Licensing Act and as notified to the Magistrates Clerk.

28. The Executive Committee shall have power to open or close the pitches and to allow or refuse the use of the Club premises and property to members at such times as they may think fit and on special occasions to make a charge for admittance and any other special charges for the occasion.

29. The Annual General Meeting shall be held no later than the end of August each year for the passing of the Balance Sheet, the election of Officers and other general business. The Executive Committee shall put a notice on the notice board 14 days prior to the date of the meeting.

30. Propositions for alterations or additions to the Rules must be notified in writing, duly seconded, to the Executive Committee no later than 28 days prior to an AGM and they shall be posted on the Club notice board.

31. A motion or amendment, except as provided for in rule, or the enactment of a new rule can only be submitted to a General Meeting and requires a 75% majority of persons voting.

32. Special General Meetings, of which seven days notice shall be given, may be called when found necessary by the Executive Committee, or on request, in writing, sent to the Executive Committee and signed by not less than 85% of the members. Such requests must set forth the business to be submitted, which must be properly proposed and seconded. On receipt of a proper requisition calling for a General Meeting, it or a copy of it, shall, as soon as possible be posted on the Club notice board and the Executive Committee shall fix a date for such a meeting as soon as convenient before the expiration of 28 days from the posting of the requisition. Any proposed amendment to such a motion shall be sent in writing to the Executive Committee, duly proposed and seconded, at least three days before the date of the meeting and it shall at once be posted on the Club notice board. Any motion or amendment brought forward by the Executive Committee shall be considered to be in order and as duly proposed and seconded. Only motions or amendments which have complied with these rules shall be submitted to the meeting.

33. The whole of the rules and bylaws, where they apply, shall be applicable to all members and visitors of the Club.

34. The interpretation of these rules shall be a matter for the Executive Committee and its decision shall be final.

EXECUTIVE COMMITTEE

35. The Executive Committee will be responsible for ensuring that the Club Constitution and Rules are upheld at all times, that the terms of the Lease are adhered to, and will ensure the financial and legal wellbeing and development of the Club. The Executive Committee will provide guidance and assistance to all members at all times in pursuance of the objectives of the Club, and will ensure a Club Officer is available to act as Chairman at each and every meeting of the Club.

36. The Executive shall be elected at and by the Annual General Meeting and shall

comprise of the Club Chairman, Vice Chairman, Open Age Secretary, Junior League Secretary, General Manager, General Club Secretary, Club Treasurer, Grounds Secretary, General Club Member , Juniors General Member and Seniors General Member

36A. Non-Executive Positions of Media Secretary and Social Secretary do not require election and form the basis of a sub-committee as outlined in Rule 43

37. Each member of the Executive Committee shall retire at the end of a 2 year period, and shall be eligible for re-election at the Annual General Meeting. Any member co-opted onto the committee will retire at the next Annual general meeting, and shall be eligible for re-election.

38. No member shall be eligible for election to the Executive Committee unless he or she has been associated with the Club for not less than two years at the time of nomination and he/she should be proposed and seconded in writing by two other members of at least two years association and the nomination handed to the Executive Committee at least 28 days before the Annual General Meeting. All such nominations shall be posted on the club notice board for at least seven days prior to such meeting. In the event of there being more than one nomination for an office/position the election shall be by ballot. The Executive Committee reserve the right to vet any such nominee as stated in Rule 49.

39. The Executive Committee shall consist of a minimum of seven and a maximum of twelve Officers elected at an Annual or Special General Meeting. The Executive Committee quorum shall be five officers.

40. The Executive Committee shall act at all times within the Club Constitution and Rules, and any mandate given by the General Meeting.

41. - Deleted 2009 - Covered by Rule 37

42. A list of Officers and Committee members shall be placed in a prominent position in the Club.

43. The Executive Committee shall have power to appoint various sub committees and may co-opt any member of the Club to serve on such committees.

44. The Executive Committee may make such bylaws as they consider necessary and their authority shall be paramount in all cases until overborne by a resolution passed at the General Meeting.

45. The Executive Committee and not less than two Trustees shall have full power to enter into any tenancy or other agreements which in their opinions would be for the ultimate benefit of the Club. They shall have full power to undertake and enter into all such trading and financial operations which in their opinion are necessary for the operation of the clubs activities. If for any reason whatsoever the clubs funds and assets become insufficient to meet the club's normal debts and liabilities then the responsibility for such debts and liabilities shall fall equally on all members.

46. The Executive Committee shall keep proper minutes of all meetings. They will summon all regular meetings of the Club or Executive Committee together with any emergency or extraordinary meetings which may be called by a Quorum of the Executive Committee as defined under Rule 47.

47. At all meetings of the Executive Committee five shall form 'A Quorum'.

48. The Treasurer shall post a copy of the Financial Statements on the club notice board at least seven days before the Annual General Meeting.

49. The election of Executive Committee Members shall be in the hands of the Executive Committee. Candidates for membership must be duly proposed and seconded by two Members of the Club of not less than two years of standing. The form will show The name and address of the Candidate together with the names of both proposer and seconder and will be posted on the Club notice board at least seven days before the meeting of the Executive Committee to which their nomination is to be submitted and cannot be elected other than by a two thirds majority of those present and voting at the Annual General Meeting.

TEAM MANAGEMENT

50. The Club shall consist of a number of individual member Teams, properly managed and affiliated to the appropriate Leagues and Associations through the Club League Secretaries.

51 Each member Team shall have a Team Manager and at least one assistant, whose appointment shall be sanctioned by the Executive Committee. Changes to Team Management shall be further sanctioned by the Executive Committee.

52. Each Team shall be responsible for collecting fees and subscriptions from its members and obtaining other forms of external finance as may be necessary to enable it to fulfill its obligations to its Members and the Club.

53. Team Managers will ensure that all Team Members and players uphold the Club constitution and comply at all times with the rules of the League and competitions in which they compete. Team Managers shall ensure that all necessary provision to recruit, equip, instruct, coach, discipline and organise their team players is made and shall be responsible for paying all fines, fees and costs resulting from infringements. Team Managers will ensure the attendance of at least one team member at each and every Annual General Meeting and Team Managers Meeting and are to encourage the wider involvement of their Team members in Club affairs.

54. The General Manager shall convene and Chair meetings of Team Managers as and when deemed necessary.

FINANCE

55. Each Junior Team will be responsible for funding all Team costs such as playing kit, referees, equipment, fines and payments that should normally be made through the Club, eg insurance, registration fees and contributions towards maintenance costs by way of an annual subscription. The level of contribution towards these costs required from member Junior Teams will be set by the Club periodically and notified to Junior Team Members promptly.

56. Assistance for Teams may be applied for at any time through the League Secretaries and the Club Officers shall provide such assistance as necessary.

57. Fund raising events proposed by Teams for their own benefit which would use the club name shall be authorised by the Executive Committee. All fund raising events proposed by Teams shall be notified to the Executive Committee at the earliest possible date.

58. The Club will be responsible for payments on behalf of the Teams in respect of league fees, insurance and ground maintenance and improvement.

59. Only the Years Touring side are permitted to hold their own Finances. These finances must be held on a double signatory basis. The team manager will provide an accurate summary of these finances on request of the Executive Committee.

60. The Club Treasurer will present a brief report on the Club financial situation at each General Meeting and provide a detailed written summary at each Annual General Meeting.

61. Team Managers shall notify and duly keep informed the Executive Committee of any proposals they have for raising finance externally and must seek permission from the Executive Committee before undertaking any activities. Team Managers shall be informed by the Club of any external financing proposed and any opportunities that occur.

62. External fund raising efforts shall at all times be within the Club Constitution and shall not be to the detriment of the objectives and good name of the Club.

63. All decisions requiring expenditure from Club accounts shall be taken through the Executive Committee or the General Meeting and duly minuted.

64. The Club shall sanction the official touring Teams for the year. This shall be that years Under Twelve's teams. The Club will ensure that sufficient fund raising opportunities are provided to assist with the cost of any tour.

BY LAWS

65. No children under the age of 10 years should be present within the Club (house) after 9 p.m., unless by special permission of the Executive Committee or at a special event so authorised by the Committee.

66. All children on the premises under 14 years of age must be accompanied by an adult.

67. Members will be held responsible for the conduct of their children and any children visiting the premises as their guests. This By Law is applicable to both the Club house and the grounds and including the pitches.

68. Work wear will not be acceptable in the Club if it is in a condition likely to soil furniture and fittings.

68A. Playing Kit and Or Training Kit will not be acceptable in the Club if it is in a condition likely to soil furniture and fittings. No Football Boots are allowed to be worn in the clubhouse.

69. Bad language will not be tolerated within the Club. Members or their guests using language which causes offence will be liable to action by the Executive Committee.

70. The signing in of visiting teams and their supporters will be an exception to the normal entrance rules and may be undertaken by the visiting team captain in consultation with the home team captain.

71. In the interest of good relations with the occupants of neighbouring properties members are required, particularly around the hours of closing, to maintain standards of behaviour which will not reflect badly on the reputation of the Club.

CLUB CODE OF CONDUCT **Code of Conduct for Coaches**

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.

5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. 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.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. 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.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.

Code of Conduct for Players

Obligations towards the game

A player should...

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. 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.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Always have regard for 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.
6. Not use inappropriate language.

Obligations towards one's own team

A player should...

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

Respect for the Laws of the Game and competition rules

A player should

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

Respect towards Opponents

A player should

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards the Match Officials

A player should

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Respect towards Team Officials

A player should

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

Obligations towards the Supporters

A player should:

1. Show due respect to the interests of supporters.

Code of Conduct for Team Officials

This Code applies to all team / club officials (although some items may not apply to all officials).

Obligations towards the Game

The team official should

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. 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.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for 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.
7. Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should

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

Obligations towards the Supporters

The team official should

1. Show due respect for the interests of supporters.

Respect towards the Match Officials

A team official should

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

Code of Conduct for Parents / 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's fun. It is important to remember that however good a child becomes at football 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.
- * Improving the child's skills and techniques.

All parents / spectators should always be positive and encouraging towards all of the children not just their own.

Parents / spectators should always:

- * 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.
- All parents / spectators within the club will adhere to the club's Code of Conduct and Child Protection Policy.

Anti Discrimination Policy

- * Thornton Cleveleys 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 Thornton Cleveleys 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 for teams.
 - * Appointments to honorary positions.
 - * Thornton Cleveleys 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.
 - * Thornton Cleveleys 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 for Clubs

1. General

- * Thornton Cleveleys 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 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's 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 all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

* Thornton Cleveleys 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 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.

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.

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

Your report should include:

- i. Details of what, when, and where the occurrence took place.
 - ii. Any witness statement and names.
 - iii. Names of any others who have been treated in a similar way.
 - iv. Details of any former complaints made about the incident, date, when and to whom made.
 - v. 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:
 - i. Warn as to future conduct
 - ii. Suspend from membership
 - iii. Remove from membership
- any person found to have broken the Club's Policies or Codes of Conduct