

## Constitution

1. The Club shall be known as Hassocks Ladies Football Club (or such other name approved by the Committee [as hereinafter defined] and approved by the Sussex County Football Association and the South East Counties Women's Football League, their successor in title or such other League as the Club may be entitled to join.
2. The objects of the Club are:
  - To promote the sport of Women's Football
  - To develop the Club to provide the County and in particular the local community with prime facilities and quality of training and generally to make Women's Football available to all suitable players over the age of 16 years on 1<sup>st</sup> September preceding the start of the ensuing season
  - To provide women with the same opportunity to play football as men
3. The club will be independently constituted and affiliated and will at all times remain autonomous from Hassocks Football Club.
4. The Club shall be a member of the Hassocks Community Football Club and be represented on the Committee of the Community Club by three Club Officers, player representatives or other nominated persons.
5. The management of the Club must be entrusted to a Committee (more particularly described in Clause 5).
6. The Committee shall consist of:
  - Chairman
  - Secretary
  - Treasurer
  - Manager
  - Assistant Manager (if any)

All of whom shall be accepted and recognised as Officers of the Club. The Committee may also include up to five player representatives to be appointed by all members of the Club and although the player representatives will sit on the Committee and be entitled to vote they will not be Officers of the Club.
7. All members of the Committee will remain in office until such time as they wish to retire from the position or they are requested to retire by the remaining

members of the committee and their successor to the role of Club Officer or player representative will be by election at a full Club meeting at which all members must be present or have cast their vote by proxy.

8. The Committee must meet at least three times each season and may also meet at such other times as it determines.
9. At all meetings of the Committee five shall form a quorum . Any Club officer may appoint a proxy for them to vote on their behalf at a meeting
10. The Club will maintain an account with a recognised Bank or Building Society. The account must be in the name of the Club and operated by at least two out of the Chairman, Treasurer and Manager.
11. At a Special Meeting to be called within 42 days of the last match played in any season at which:
  - A full financial statement of the Club must be made available to every playing member.
  - Any special matter which the Committee desires to bring before the playing members which requires suggestions from the playing members for consideration by the Committee can be dealt with.
- 11 At Committee meetings the Chairman (or in his absence the Vice Chairman may have a casting or additional vote in the event of the equality of votes.
- 12 The Committee may alter the rules but with the exception or player rules no alteration will take effect until it has been confirmed at the next meeting or special meeting convened for the purpose.
- 13 The Secretary must keep minutes of proceedings of each meeting which must be read and confirmed at the next meeting.
- 14 The financial year of the club ends on 30 April in each year and the statement of financial affairs of the club must be balanced at that date.
- 15 All Officers and members of the Club must accept and at all times observe the Club's code of conduct and equal opportunities policy (shown at appendices 1 & 2).
- 16 Every candidate for playing membership must undertake an assessment of their ability taken over three separate training sessions. The decision as to whether to invite such candidate to become a playing member rests solely with the Manager whose decision is final.
- 17 Every player accepted for membership must accept and at all times observe the rules governing their playing membership as set out in Appendix 3.

- 18 The Club shall have a Disciplinary Committee which will consider breaches of the Club's code of conduct or equal opportunities policy or such other breach of ethics, policy or act considered to be detrimental to the reputation of the Club or affecting the Club in any way.
- 19 The Disciplinary Committee shall consist of:
- The Chairman or Vice Chairman
  - The Secretary
  - The Manager
  - The Assistant Manager (if any)
- 20 The Disciplinary Committee may suspend or expel a playing or other member of the club or take any other action set out in the code of conduct.
- 21 The Club may form any number of sub-committees for any purpose but no recommendation or decision of such sub-committee can be ratified until it has been brought before the full committee.
- 22 The roles of manager and assistant manager can only be replaced by the other Club Officers.
- 23 Any person wishing to be appointed as Manager, Assistant Manager or any coaching position must hold or undertake to work towards obtaining the relevant qualification issued by the Football Association.
- 24 All Club Officers are subject to be required to be subjected to CRB checks
- 25 No money or property of the Club or any gain arising from the carrying on of the Club may not be applied otherwise than for the benefit of the Club as a whole or for such charitable benevolent purpose chosen by resolution of the Committee.

## **CODE OF CONDUCT – (Appendix 1)**

This Code of Conduct, consistent with the model provided by Sussex Football Association, stipulates what Hassocks Ladies Football Club requires from its members. The members comprise of Club officials, coaches, players and spectators and the Code is applicable to everyone representing Hassocks Ladies Football Club at any time.

This Code of Conduct will be adhered to at all times. Any breach of these values will result in disciplinary action being taken against any individuals who have been found to contravene the values, in accordance with the attached complaints procedure

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### **1. Conduct of All Club Officials**

#### **Obligations towards the Game**

1. Set a positive example for others, particularly young players and supporters
2. Promote and develop his/her own team
3. Share knowledge and experience when invited to do so
4. Avoid all forms of gamesmanship
5. Show due respect to match officials and others involved in the game
6. Always have regard to the best interest of the game, including where publicly expressing an opinion of the game
7. Not use or tolerate inappropriate language

#### **Obligation towards the Team**

1. Make every effort to develop the sporting, technical and tactical levels of the Club and to obtain the best results by 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 to the interests of players, coaches and other officials at their own Club

#### **Obligations towards Supporters**

1. Show due respect to the interests of supporters

#### **Respect for the Match Officials**

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

### **2. Conduct of Managers/Coaches**

1. Respect the rights, dignity and worth of each and every person and treat each equally
2. Place the well being and safety of each player above all other considerations
3. Adhere to all guidelines laid down by governing bodies
4. Develop an appropriate working relationship with each player based on mutual trust and respect

5. Not exert any undue influence to obtain personal benefit or reward
6. Encourage and guide players to accept responsibility for their own behaviour and performance
7. Ensure that the activities that they direct or advocate are appropriate for the age, maturity, experience and ability of the players
8. At the outset, clarify with the players (and in the event of a player under 18 years of age with the Parent or Guardian) exactly what is expected of them and also what they are entitled to expect from the coach
9. Co-operate fully with other specialists e.g. other coaches, officials, physios in the best interests of the players
10. 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. Consistently display high standards of behaviour and appearance
12. Not use or tolerate the use of inappropriate language

### 3. Conduct of Players

#### Obligations towards the Game

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 the 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 to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game
6. Not use inappropriate language

#### Obligations towards one's own Team

1. Make every effort consistent with Fair Play and the Laws of the Game to help her own Team win
2. Resist any influence, which might or might not be seen to bring into question her commitment to the team winning

#### Respect for the Laws of the Game and competition rules

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

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 Match Officials

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

## Respect towards Club Officials

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

## Obligations towards the supporters

1. Show due respect to the interest of the supporters

## 4. Conduct of Spectators

Spectators must realise that a positive and encouraging attitude will:

- Contribute to players enjoying their football
- Contribute to a sense of personal achievement
- Assist to improve the player's skills and techniques

A spectator's expectations and attitudes have a significant bearing on a player's attitude towards:

- Other players
- Officials
- Managers/Coaches
- Spectators

Spectators should:

1. Applaud the opposition as well as their own team
2. Avoid coaching the player/team during the game
3. Not to shout and scream negative comments
4. Respect the decisions of the Match Officials
5. Give attention to each of the players involved in football not just the most talented
6. Give encouragement to everyone to participate in football

## 5. Club Complaints Procedure

In the event that a member feels that she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct has been broken, the following procedures should be enacted.

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

The report should include:

- Details of what, when and where the occurrence took place
- Any witness statement and names
- Names of any others who have been treated in a similar way
- Details of any former complaints made about the incident, date, when and to whom made
- A preference for a solution to the problem

The Club's elected panel will sit for any hearings that are requested.

The Club's elected panel will have the power to:

- Warn as to future conduct
- Suspend from Membership
- Remove from Membership any person found to have broken the Club's Policies or Code of Conduct

## Equal Opportunities Policy – (Appendix 2)

Hassocks Ladies FC is committed to a policy of equal treatment of all members and visitors to the Club and requires all members to abide by this principle and in particular the legal requirements and objectives of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

Most specifically, members will abide by the requirements of the Race Relations Act 1976, The Sex Discrimination Act 1986 and the Disability Discrimination Act 1995, the key components of which:

1. Prohibit less favourable treatment of any individual on grounds of gender, colour, marital status, race, nationality or ethnic origin, religion, sexual orientation or disability.
2. Will not require individuals, solely on the grounds detailed in the first sub paragraph to comply with membership requirements different to other members.
3. Impose specific requirements on grounds detailed in the first sub paragraph which are more difficult for certain members to comply than for others.
4. Prohibit harassment and victimisation of any individual on grounds detailed in the first sub paragraph.
5. Prohibit and other act or omission of any act on grounds detailed in the first sub paragraph, which effectively disadvantages one member against another.

Hassocks Ladies FC seeks to ensure the enjoyment of football by all members and visitors to the Club and will positively seek to eliminate and form of discrimination. Equal Opportunities considerations will be paramount in all of the Club's activities, including:

- a. Selection and recruitment process
- b. Attendance on courses
- c. Development Opportunities
- d. Selection for teams
- e. Appointments

Any complaints of discriminatory behaviour will be dealt with in accordance with the process detailed in the Club's code of conduct.

## Player Rules – (Appendix 3)

1. On being accepted for playing membership of the Club every candidate must:
  - Pay a signing on fee of £45 or such other revised or proportionate amount determined by the Committee.
  - Sign a Club Registration form
  - Sign a League Registration form and if required at their expense provide two passport sized photographs.
  - Sign a direct debit mandate for entry into the monthly draw of Hassocks Football Club.

Until such payment is made and such forms are completed and handed to the Club Secretary the playing member is not entitled to participate in any matches for the Club or to otherwise be entitled to any privileges of the Club.

2. Every playing member selected to the starting eleven in any match will pay a match fee of £5 or such other amount determined by the Committee.
3. Any named substitute that takes part in any game must pay a proportionate part of the match fee to player they replace relevant to the amount of time that they are required to play.
4. If a playing member fails to pay their match fee or a substitute fails to reimburse a proportionate part of the fee to the player they replace within 7 days of it becoming due and the Club Secretary sends notice in writing or by email to such playing member, the Committee may suspend such playing member from taking part in training or in matches until such time as all outstanding monies are paid,
5. Wherever possible, every playing member will be loaned a home playing kit and also an away playing kit which shall consist of a shirt, shorts and socks. All kit remains the property of the Club at all times.
6. A playing member shall be personally responsible for any loaned kit and will be held financially liable for loss, negligence or damage caused otherwise than on the field of play and the playing member will pay such sum demanded by the club to repair or replace the loaned kit within 7 days.
7. A playing member will return any loaned kit to the Club on demand and failure to do so will immediately render the player liable to a cost of £60 per kit or such other revised amount determined by the Committee.
8. At the end of each playing season a playing member may be offered the opportunity to continue their membership of the Club for the following playing season. In such circumstances that player will be permitted to retain their loan

kit(s). Where a playing member is undecided whether to continue their membership for the following playing season all loan kits(s) shall be returned to the Club until such time as the playing member makes a decision to continue their membership.

9. Unless otherwise agreed with the Manager at the point of being accepted for playing membership or when agreeing to continue membership for the following season all playing members will be expected to be available for all or as many matches as possible and in any event not less than 80% of matches. Playing members who have not agreed occasional membership at the outset and who fail to make themselves available may, at the absolute discretion of the manager be excluded from selection for one or more matches irrespective of ability.
10. All playing members are expected to attend regular or one off training sessions and any playing member repeatedly failing to attend such sessions may at the absolute discretion of the manager be excluded from selection for one or more matches irrespective of ability.
11. All playing members must notify the manager by telephone or text if for any reason attendance at training or at matches and as much notification as possible must be given. In the event that the playing member receives not acknowledgement from the Manager, the playing member must then notify the alternative designated Club Officer.
12. It is the responsibility of playing members who do not own their own cars or have other means of transport to make their own arrangements with other players or otherwise to be able to attend training and matches.
13. Where playing members take advantage of travelling as a passenger in another playing members car to an away match each non driving player must make a contribution to the driver of the car to cover petrol and wear and tear at rates to be determined by the Committee and notified to each playing member at the start of each playing season or at the point of being accepted for playing membership.
14. The failure of non driving playing members to make such contribution to the driver of the car in which they travelled may at the absolute discretion of the Committee render such non driving playing member ineligible to play in any further matches until such time as all outstanding travel contributions have been paid in full.
15. All players will be expected to support and offer assistance at all fund raising events and initiatives of either the Club or of Hassocks Community Football Club.
16. Any existing player rule may be amended or a new rule added by the Committee at any stage of the playing season and notification of such amendment or

addition will be given to each playing member within 7 days of the date of the meeting at which the amendment or addition was agreed by the Committee