

TEVERSAL FOOTBALL CLUB

THE CLUB HANDBOOK

2019 - 2020 Season



CHARTER STANDARD

www.teversalfc.co.uk - www.tevieboys.co.uk

Teversal Grange Sports & Social Centre
Carnarvon Street, Teversal, Sutton-In-Ashfield,
Nottinghamshire, NG17 3HJ.

101 Years of Football

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

OFFICIALS, PLAYERS & SPECTATORS POLICIES & CODE OF CONDUCTS 2019 – 2020 SEASON INDEX

Page	
2	Index & Aims of the Club
3	Introduction
4	Club History
5 to 7	Safeguarding Children Policy and Procedures
8	Equality Policy
9 to 12	Anti-Bullying Statement
13	Social Networking Policy
14 to 16	Celebrating Football Photographs and Video Policy
17	Respect Code of Conduct for Football Community
18	Respect Code of Conduct for coaches, team managers and club officials
19	Respect Code of Conduct for Adult Players
20	Respect Code of Conduct for Youth Players
21	Respect Code of Conduct for Spectators and Parents/Carers
22	Respect Code of Conduct for Match Officials
23	Club Complaints Procedure
24 to 33	Constitution and Club Rules

The aims of the club are;

SENIORS; To establish a successful playing team, by continuing to develop the skills and knowledge of the players to allow progression up the football pyramid.

To identify the requirements on and off the pitch to progress up the National League Structure.

YOUTH; Our aim is to develop the individual players of the local community in areas of technical ability and understanding of the laws of association football, whilst developing all areas of their social skills.

The ultimate aim is to see all of the players progressing into professional football, if they don't reach those heights, then they stay with Teversal Football Club if their ability allows it.

TEVIE DNA; For season 2019/20 the club have produced our own DNA which can be viewed by all who are involved all want to understand how we want our teams to achieve our goals. Coaches will be expected to work to the DNA so we can develop the players to achieve their full potential and take the club to a level our ability allows.

We want to be the best in the area for football excellence.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

Introduction

Teversal Football Club and our members continue to be committed to be a Football Association Chartered Standard Club, the first stage has been achieved with the senior section of the club achieving FA Charter Standard (Adult) Club in February 2012, that followed with the Youth Section meeting the criteria to be a fully Charter Standard Club by the 2016-17 season commenced with all teams completing their action plan to achieve our goal.

To achieve and maintain our standards and that of the Football Association Charter Standards, this means that we need **everyone** working to the club's aims and achieving our aims by working under the guidance of the club's constitution, rules, policies and code of conducts.

In this booklet you will find all the relevant guidance and policies that we feel will help you and your children (if applicable) to have a positive experience in our national game. Therefore, to help us to create the best learning experience for the Youth Section and create the best environment for the Senior set up to achieve its goals of climbing the National League System, we all need to work together and be part of the Tevie Football Family.

We need your support to meet the club's aims, **not just the team you're involved with**, but all the teams in the club.

We need your commitment to attend fund-raising and social activities. **The club is run by volunteers**, so if you can offer any help as a volunteer, please do. We always have jobs for everyone, so any skills you have we can use.

Directors, Officers, Coaches, Players, Volunteers and parents of players must ensure they attend training, games, social and fund-raising activities. Plus complete all the administration required associated to running the club and achieving both its legal and moral responsibilities.



Overall, we are here to enjoy and have fun in our leisure time,
“A lot doing a little, is better than a few doing a lot”.

Ready, Tevie. Go

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

The Tevie Story So Far...



After a long history of football at Carnarvon Street supporting the local mining community dating back to 1918, under various names including Teversal Miners Welfare or Teversal & Silverhill a long-playing history of football to a high level includes playing in the FA Cup. The football side of the complex became run down and it was only down to the hard work of Sam Slack in the 1970's and early 1980's that football continued, under the banner of youth football.

Senior football returned again in 1986 under the name of M.W. Teversal. The closure of Teversal Colliery followed by the Miners Welfare in 1989 saw what some claimed was the final nail in the coffin by the closure of Silverhill Colliery that lead to a steady decline of the site. The period of uncertainty saw action taken with Ashfield District Council taking over the Trusteeship of the complex in 1989, with the name changing to the Teversal Grange Sports and Social Centre, hence the club name changed to Teversal Grange F.C. The name was changed again at the start of the 2000-2001 season to the current name. There are currently uncertain times as the Trustees look to finding a working situation as they have allowed the site income stream to diminish. But we continue to develop and look to leave a legacy not another derelict site.

From the uncertain times, which saw the club running just one Senior team, the club's strength has grown to have two Senior teams, Youth teams right through the ranges from Under 7's to 18's, along with training sessions for 5-year old's. A return to national competitions is a mark of how the club has developed, F.A. Vase 2003-04 season, F.A. Youth Cup 2004-05 season and the big one the F.A. Cup 2005-06 which was gained after winning promotion to the Northern Counties East League from the Central Midlands League. However, the Football Association changed the entry criteria for the 2009-10 season for the FA Cup and unfortunately this meant exclusion from the competition for a number of step 6 clubs including ourselves since the 2011-12, with the exception of the 2012-13. Our first season in the East Midlands Counties League in 2017/18 saw a third-place finish and missing out on winning it by only two points. That was an achievement that reached the standard that allows them to return in the World-Famous FA Cup competition for this season. Unfortunately after a change of management and bottom half finish in the League table in 2018/19 means we will not be in the FA Cup in 2019/20 season.

2012-13 season saw the club make history again with the introduction of our first ever Ladies side, which bettered all expectations, runners in the Nottinghamshire Girls & Ladies League, League Cup Final runners and County Cup Semi-finalist, saw promotion to the East Midlands Ladies League. After a couple of difficult seasons, the Ladies have now returned to the Nottinghamshire Girls & Ladies League for the 2018/19 campaign and remain there for this season. Additionally girl only sides are now being formed as part of the FA Wildcats scheme.

Honours wise in the short term history, the club has gained promotion through the National System without winning a league, and the most recent success was a being finalist in the 2007-2008 Northern Counties East League Wilkinson Sword Trophy, which goes with our runners up berth to Hucknall Town of the Unibond Premier League in the Notts Senior Cup Final at Meadow Lane, losing 2-0 in April 2003, marking the 2002-03 season as one of the best seasons in the clubs history.

But the story continues and the aims of the club remain the same, and it's hoped to reward these efforts with some senior silverware for both the men and ladies, along with the continued success within the club's Youth Section. Recent successes of the progress of players into the professional game are Ryan Williams (Mansfield Town, Tranmere Rovers Chesterfield, Hull City, Bristol Rovers, and Aldershot Town), Jake Buxton (Mansfield Town, Burton Albion, and Derby County), Dave Kettle (Notts County) and the most recent being Danny Fletcher (Mansfield Town) and Jason Law (Mansfield Town). With numerous players that have progressed to Academies but unfortunately not made the grade.

Safeguarding Children Policy

1. Teversal Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club football activity. We subscribe to The Football

Association's Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Teversal Football Club recognises that this is the responsibility of every adult involved in our club.

3. Teversal Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Teversal Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Teversal Football Club guidance will be sought from The Football

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

Please note: The policy on CRB Enhanced Disclosures will be subject to change, in light of the Protection of Freedoms Act 2012. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.

5. Teversal Football Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at The Football Association, Wembley

Stadium, PO Box 1966, London SW10 9EQ or alternatively by going direct to the Police, children's Social Care or the NSPCC.

Teversal Football Club encourages everyone to know about it and utilise it if necessary.

6. Teversal Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or CFA. The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst their Club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

8. Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Teversal Football Club. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

9. Reporting your concerns about the welfare of a child or young person -

Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns - no action is not an option.

- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either:

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

- deal with the matter themselves or
- seek advice from the CFA Welfare Officer
 - If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
 - If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
 - If at any time you are not able to contact your CWO or the matter is serious then you can either:
- contact your CFA Welfare Officer directly or
- call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or
- contact the Police or Children's Services.

NB - The FA's Safeguarding Children Policy and Procedures is available via www.TheFA.com/Footballsafe. Click on the 'downloads' under Policy and Procedures, it outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

10. Further advice on Safeguarding Children matters can be obtained from:

• **Teversal Football Club Welfare Officers:**

Dawn Cockerill - telephone no: 07794 784039. - email: dawn.cockerill@teversalfc.co.uk

Lesley Breed - telephone no: 07905 087453. - email: lesley.breed@teversalfc.co.uk

Natalie James - telephone no: 07921 932045. - email: natalie.james@teversalfc.co.uk

• **Teversal Football Club Assistant Welfare Officer:**

Keith Parnill - telephone no: 07759 236090. - email: keith.parnill@teversalfc.co.uk

Kevin Newton - telephone no: 07711 358060. - email: kevin.newton@teversalfc.co.uk

• **Nottinghamshire County Football Association's Welfare Officer:**

- telephone no: 0115 9637400. - email: CountyWO@Nottinghamshirefa.com

• **The FA Safeguarding Children enquiry line**

- telephone no: 0845 210 8080.

• **www.TheFA.com/Footballsafe**

- emailing: Footballsafe@TheFA.com

IMPORTANT NOTICE ON CLUB / PARENT / GUARDIAN BOUNDARY OF RESPONSABILITIES

Any player under the age of 18 is the responsibility of their Parent and Guardian, so Teversal Football Club take no responsibility for the young players travelling to and from games. It is the sole responsibility of each parent to make the necessary arrangements for their child to attend games, training and/or social activities.

Therefore, the club responsibility starts when a child arrives at the venue of the activity at the times stipulated to begin and when the said activity ends.

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

EQUALITY POLICY

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Teversal Football Club is equally accessible to all.

Teversal 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 anyone who wants to participate in it and able to attain the standards to achieve the club's aims.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Directors, Officers and volunteers of all type who are responsible for the implementation of this policy.

Teversal Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Teversal Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Teversal Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Teversal Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Teversal Football Club is committed to taking positive action where inequalities exist and to the development of a programme of on-going training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Teversal Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

ANTI-BULLYING POLICY

Teversal Football Club does not accept any form of bullying.

We will work under the policies included in this booklet to ensure all has an enjoyable experience of our club.

Any issues arising will be handled using the guidelines on reporting from The FA. (see details below);

- The Football Association Anti-Bullying Policy For Football Clubs.
- Let's make football safe – not sorry.

Recommended Guidelines

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare officer or any Director, Officer or Club Official.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All club members, coaches, officials and parents should have an understanding of what bullying is

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

- All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported
- Bullying will not be tolerated

Signs and Indicators

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above

In more extreme cases

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to the Club Welfare Officer or an Official of the club or contact the County FA Welfare Officer.
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, the police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

In the Case of Adults Reported to be Bullying Anyone within the Club Under 18:

1. The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Services.

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

Prevention

1. The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
2. All club members and parents will sign to accept the constitution upon joining the club.
3. The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk.

You may also wish to access any of the following websites;

These are designed to give advice and guidance to parents and children who are faced with dealing with bullying:

www.anti-bullyingalliance.org.uk

www.stoptextbully.com

www.bullying.co.uk

We would like to thank the Amateur Swimming Association who have shared their Anti-Bullying Policy for Clubs on which this recommended FA Club Anti-Bullying Policy has been developed.



SOCIAL NETWORKING POLICY

Teversal Football Club does use social networking as a means of communicating with club members, however it is used as a general medium to give general news of what is happening within the club. Therefore all team communication should be done via the club's website - www.teversalfc.co.uk - and specific team information can be found under that teams section.

Although the club accepts that adults and young people are increasingly using social networking sites to interact with each other and as a communication tool, it offers many benefits to the club, but we also recognise that it raises a number of safeguarding concerns.

Primarily, the potential risks to young people include cyber-bullying, grooming and potential abuse by online predators and exposure to inappropriate content.

The club has adopted the following policy in relation to managers, coaches and other adult volunteers in a position of trust and responsibility and promotes the following guidelines for club members.

Policy for Managers, Coaches and other Adult Volunteers

1. Adult club officials will not use social networking sites as a means of communicating with players (Under 18s).
2. An adult club official who receives a request from a junior club member (under the age of 18) to become a "named" friend where the purpose of contact is football related will decline the request.
3. Where club officials make use of social networking sites they will not criticise or abuse other club officials, club members or other clubs, their officials or players. If the club becomes aware of such conduct then disciplinary measures will be taken.

Guidelines for club members who use social networking sites

1. Do not make a request to your coach or manager to be your social networking site friend if your under 18 years of age.
2. Never make any comment or post/send a picture or video that may be hurtful, upsetting or untrue. Always think very carefully before posting comments or pictures as you may regret an action taken in the heat of the moment.
3. Do not post/send photos of other club members taken in connection with club activities as it may breach the club's policy on photographs and video.

Abide by the terms and conditions of your service provider. The terms of service usually tell you what is and are not acceptable behaviour and how you can contact them if you have a complaint or a concern. If in doubt speak with the Club Welfare Officer.

CELEBRATING FOOTBALL THROUGH PHOTOGRAPHS AND VIDEO

Teversal Football Club support and adopt the FA guidance as our policy for ensuring the appropriate use of photograph and videoing of Football activities. Any concerns with this activity should initially be raised with the Club Welfare Officer or other contacts as indicated in this policy. Raise any immediate concerns with any of the Club Officers at your training or games.

ALL PLAYERS UNDER THE AGE OF 18 WHETHER SIGNING FOR THE SENIOR SECTION OR YOUTH MUST COMPLETE THE CELEBRATING FOOTBALL THROUGH PHOTOGRAPHS AND VIDEO CONSENT FORM

There has been much talk about who is allowed to take pictures of children (under 18s) playing sport and in particular what parents/carers are permitted to do. The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.

Potential risks

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites).
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'
- The identification and locating of children in inappropriate circumstances which include:
 - (i) where a child has been removed from his/her family for their own safety;
 - (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases;
 - (iii) in situations where a child may be a witness in criminal proceedings; or
 - (iv) other safeguarding children concerns.

It's important to remember the majority of images taken are appropriate and taken in good faith. If we take the following simple measures, we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety

Do:

1. share The FA's guidance on taking images with all parents, carers and members when they join the club.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

2. ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below.
3. ensure that any child in your club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care.
4. focus on the activity rather than the individual.
5. ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts).
6. aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Don't:

1. publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used.
2. use player profiles with pictures and detailed personal information on websites
3. use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture.
4. allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.

Filming as a coaching aid

The FA advises that coaches using videoing as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme.

Care should be taken when storing the videos.

If you are concerned about the inappropriate use of images please report this to your CFA Welfare Officer or to The FA Case Manager (contact details provided below).

Remember

- It's not an offence to take appropriate photographs in a public place even if asked not to do so.
 - No one has the right to decide who can and cannot take images on public land.
 - If you have serious concerns about a possible child protection issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.
 - The land or facility owner can decide whether or not photography and or videoing at football activities will be permitted when carried out on private land.
- However, you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

Commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football activity, ensure you and they are clear about each other's expectations.

The key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales.
- Issue the professional photographer with identification, which must be worn at all times. Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken – remember this can be done by using a Consent Form at the start of the season.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation

Email: report@iwf.org.uk

Telephone: **01223 237700**

Fax the hotline: **01223 235921**

www.iwf.org.uk

The FA's Case Management Team

Email: case.management@TheFA.com

Telephone: **0207 745 4787**

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK



Play Your Part - Respect Code of Conduct

Teversal Football Club agrees to support the Respect initiative by adhering to the following code of conducts.

General Code of Conduct for the Football Community is;

Community

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

Equality

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

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety

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

Trust and Respect

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

Violence

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

Fairness

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

Integrity and Fair Play

Football is committed to the principle of playing to win consistent with Fair Play.



Coaches, Team Managers and Club Officials

We all bear a collective responsibility to set a good example and help provide a positive environment in which all can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO)
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn



TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK



Play Your Part - Respect Code of Conduct

Adult Players (Over 18 years old)

We all have a responsibility to promote high standards of behaviour in the game. Play your part and observe The FA's Respect Code of Conduct for players at all times.

On and off the field, I will:

- Stick to the rules and celebrate the spirit of the game
- Always show respect to everyone involved in the game
- Never engage in public criticism of the Match Officials and abide by their final decisions
- Win or lose with dignity. Shake hands at the end of every game
- Be aware of the potential impact of bad language on others
- Never engage in abusive language, bullying or intimidating behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be required to attend a FA education course
- Be dropped, substituted or suspended from training
- Not be selected for the team
- Be asked to leave the club and/or issued a fine

In addition:

- The FA/County FA could impose a fine and/or suspension on the club





Play Your Part - Respect Code of Conduct

Young Players (Under 18 years old)

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training

In addition:

- My club, may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club



TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK



Play Your Part - Respect Code of Conduct

Spectators and parents/carers

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game.

Play your part and support The FA's Code of Respect:

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or county FA Designated Safeguarding Officer (DSO)
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine

In addition:

The FA/County FA could impose a fine and/or suspension on the club





Play Your Part - Respect Code of Conduct

Match Officials

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

If you have to Referee a game, play your part and observe The FA's Respect Code of Conduct of match officials.

I will:

- Respect the game, the competition and all other participants
- Maintain my integrity and approach each game with a positive mind set
- Be knowledgeable of the laws of the game, regulations and competition rules
- Set a positive personal example, by promoting good behaviour
- Embrace and empathise with the spirit of the game
- Submit accurate and concise reports and misconduct
- Complete and submit accurate and concise reports
- Apply the laws of the game, promoting positive actions and not tolerating actions that do not fit the image of the game

I understand that if I do not follow the Code:

I may be:

- Required to meet with The FA, County FA Referee Development Staff or Referees Committee
- Suspended by the County FA.



TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

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 Respect Code of Conduct has been broken, they should follow the procedures below:

1 Initially try and resolve the matter with the relevant Officers in the Club, if that doesn't come to a satisfactory outcome then they should report the matter to the Club Business or Football Secretary or a Director or Officer of the Club.

The written 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 Directors will sit for any hearings that are requested.

3 The Club's Directors 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.

**PLEASE NOTE; ALL COMPLAINTS WILL BE TREATED IN THE STRICTEST CONFIDENCE,
BUT ANONYMOUS COMPLAINTS WILL NOT BE PROCESSED
AS THEY CAN NOT BE SUBSTANTIATED.**



TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

CONSTITUTION AND RULES

Please Note. The reference "he or his" applies to both male and female members for the purpose of these rules and for simple reference only.)

1 Name

Teversal Football Club Limited.

(Teversal Football Club Limited is a CASC Club (community amateur sports club) limited by guarantee). Company Number - 07574662

2 Address

<u>Premises</u>	<u>Registered Office</u>
Teversal Grange Sports & Social Centre Carnarvon Street Teversal Sutton-in-Ashfield Nottinghamshire NG17 3HJ.	Teversal Football Club Limited c/o C&L Associates 83-89 Phoenix Street Sutton in Ashfield Nottinghamshire NG17 4HL

3 The Objectives and aims of the club;

(A) The objects and aims of the social club shall be

(i) The provision of facilities for the playing of football and other such sporting activities as the Directors of the club shall from time to time agree.

(ii) The provision and maintenance of related amenities.

(iii) The encouragement of social intercourse between members of the Club, the promotion of interest in the game of Football and refreshment for the benefit of its members and fund raising for the benefit of the club.

(B) The objects and aims of the club and association football shall be

(i) The Football Club shall be run and affiliated to the Football Association via the Nottinghamshire Football Association and any competitions the club participate in.

(ii) The club shall conform to the laws of the game, and byelaws and rules as to professionalism, adopted by the Football Association and competitions the club participate in from time to time, and this shall be the primary concern of every club member.

(iii) **Seniors (Players over 16 years of age);** To establish a successful playing team, by continuing to develop the skills and knowledge of the players to allow progression up the football pyramid.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

To identify the requirements on and off the pitch to progress up the National League Structure.

(iv) **Youth Section (Players under 16 years of age);** Our aim is to develop the individual players of the local community in areas of technical ability and understanding of the laws of association football, whilst developing all areas of their social skills.

The ultimate aim is to see all of the players progressing into professional football, if they don't reach those heights, then they stay with Teversal Football Club.

4 Rules and Regulations

(i) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association" Nottinghamshire Football Association) and Competitions in which the Club participates, for the time being in force.

(ii) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(iii) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

4 Classes Of Membership

Classes of membership are namely:

- (i) Directors and Officers of the Club.
- (ii) Players, Volunteers and Social Members.
- (iii) Life and Honorary members.
- (iv) Temporary members.

5 Admission Of Members

(i) An annual fee payable by each member shall be determined from time to time by the Directors and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable unless membership is declined by the Directors.

(ii) The Directors shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

6 Resignation and Expulsion

(i) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Directors of his/her resignation. A member whose annual membership fee or further subscription is more than fourteen (14) days in arrears shall be deemed to have resigned.

(ii) The Directors shall have the power to expel a member when, in its 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 Directors in accordance with the complaints procedure which is in force at the time.

(iii) A Director who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club.

7 Notifying Change Of Address

(i) The Directors shall keep at the club registered office the names and addresses of the Directors.

(ii) The Directors shall keep at the club registered premises the names and addresses of all the members.

(iii) Any amendments to the address details of any member must be issued to the Football Secretary, who shall amend the Directors/Membership register within seven days.

8 Cessation Of Membership

Members shall cease to be members:

(i) By non-payment of subscription. Any member whose membership has ceased from this cause shall not again be nominated for membership unless he pays all arrears due from him at the time of him ceasing to be a member and such other additional fine or fee as the Directors may, at its discretion determine.

(ii) Expulsion.

(iii) Resignation.

(iv) Death.

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

9 Entrance Fee And Subscription

The Directors shall have the power, at its discretion to ask for an entrance fee as and when they determine if necessary.

The annual subscription shall also be determined from time to time by the Directors, and the Directors shall in so doing have power if they deem it necessary to make special provisions for certain members on the amount of the subscription.

10 Temporary and Social Members

(i) Temporary members - for any period not exceeding one month. The Directors shall have power to elect temporary members on such terms, as they shall determine for any period not exceeding 1 month, provided that there shall not be at any one time more than 20 temporary members.

(ii) Social members - The Directors shall have power to elect Social members whose membership for election will run for one year as in the case of Ordinary Members.

(iii) Every candidate for Temporary Membership and Social Membership shall be proposed by one member and seconded by another member in writing addressed to the Football Secretary. The proposer and seconder shall furnish the Directors, via the Football Secretary, with such information regarding the candidate as the Directors may require. The Directors shall then proceed to the election at the first Board of Directors meeting held after receiving the application.

(iv) Temporary Members, Social Members and Vice-Presidents shall be entitled to all the benefits and privileges of membership, except that they shall not qualify to be Directors.

(v) All members shall be subject to the same rules and byelaws.

(vi) Temporary Members shall be entitled to purchase and consume intoxicating liquor supplied to them by or on behalf of the club for consumption on the premises. They shall be entitled to introduce guests into the Club.

11 Members Of Visiting Teams - for a period not exceeding 24 hours.

Any persons who are competitors, players or officials, or assist in any games sponsored or authorised by or on behalf of the Club including genuine supporters shall be entitled to become temporary members for a period not exceeding 24 hours.

They shall be entitled to the use of the Club premises within a period of 6 hours before, during and after the game/event they are supporting, but they shall not be entitled to any other rights or privileges in connection with the club.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

12 Board Of Directors

- (i) The control of the club shall be vested in a Board of Directors.
- (ii) The Board of Directors shall follow the articles as set out in the Companies Memorandum and Articles of Association.
- (iii) Directors shall be elected by the current Board of Directors with a simple majority vote.

13 Club Officers

- (i) The Board of Directors shall appoint the officers of the club to ensure all areas of business shall be attended too.

- (ii) The officers shall be;

Chairperson,
Vice Chairperson,
Treasurer,
Business Secretary,
Football Secretary,
Minutes Secretary,
Volunteer Coordinator,
Chartered Standard Co-ordinator,
And any General Officers as appointed by the Board of Directors.

- (ii) Decisions of the Directors of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Minute Secretary.

- (iii) Any member of the Directors may call a meeting of the Directors and Officers by giving not less than seven days' notice to the Board of the Directors and Officers. The Directors shall hold not less than four meetings a year.

- (iv) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Board of Directors shall have the power to decide on all questions and disputes arising in respect of any issue concerning the Club Rules and complaints received under the club complaints procedure.

- (v) The position of a Director or Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club. Also, any criminal or anti-social behaviour that brings the club into dispute can be asked to vacate their post.

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

(vi) The quorum for the transaction of business of the Club shall be 50% of the current Board of Directors.

14 Annual , Extraordinary and General Meetings

(A) An Annual General Meeting (AGM) shall be held in each year to:

(i) Receive a report of the activities of the Club over the previous year

(ii) Receive a report of the Club's finances over the previous year

(iii) Consider any other business the Board of Directors deem to be of importance.

(B) An Extraordinary General Meeting (EGM) may be called at any time by the Directors and shall be called within 21 days of the receipt by the Minutes Secretary of a requisition in writing, signed by not less than 50% of the Board of Directors stating the purposes for which the Meeting is required and the resolutions proposed.

Business at an EGM may be any business that may be transacted at an AGM.

(C) The Minutes Secretary shall send place a public notice of the date of an AGM or EGM together with the resolutions to be proposed at least 14 days before the meeting.

(D) The Chairperson, or in their absence a member selected by the Directors, shall take the chair. Each Director present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(E) The Minute Secretary, or in their absence a member of the Board of Directors, shall enter Minutes of all meetings into the Minute Book of the Club.

(F) The quorum for any meeting shall be 50% members of the Board of Directors and a simple majority of those present to pass any business transaction.

15 Chairperson - To be appointed by the Board of Directors and reviewed as and when required.

The Board of Directors shall have responsibility for the overall running of the Club.

The Board of Directors are responsible for organising and appointing all types of Managers in their various roles within the club.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

16 Treasurer - The Treasurer will be responsible to the Board of Directors.

The Treasurer shall pay all monies received by the Club from any source whatever, without any deduction for any purpose whatever, to the credit of any account opened in the name of the Club by the Treasurer and in such a manner as the Directors may direct.

The Treasurer shall keep such accounts and pay such debts of the Club as the Directors shall direct and shall when required to do so, render to the Directors or at a General meeting, an account of any monies received and expended by him.

The Treasurer shall be entitled to appoint an assistant Treasurer with the approval of the Directors.

17 Business Secretary And Football Secretary - The Business Secretary and Football Secretary and any Assistant Secretaries will be responsible to the Board of Directors.

The Business Secretary role is to administer the Commercial side of the Club including all licensing and liabilities levied against the club from the Commercial section of the club.

The Football Secretary's role is that of Administrator to the Senior football side of the Club and to support the Assistant Secretaries and Junior sides Secretaries in their roles. The Football Secretary carries out or delegates all administrative duties that enable the Club and its members to function effectively.

18 Adjournment

Any General Meetings duly constituted, may adjourn to such time as the members present direct, and may continue any such adjournment meeting which could not have been transacted at the original meeting.

19 Voting

Each Director present is entitled to vote may also appoint a proxy to vote in his stead.

The details of the proxy voter must be notified to the Minutes Secretary not later than 24 hours prior to the meeting. Such details must be supplied by the Directors in such form as may be required by the Minutes Secretary from time to time.

20 Who May Vote

Each Director shall have one vote only.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

21 Application And Investment Of Funds

All monies received on account of the Club from any source shall in no case be distributed amongst the members but shall be applied towards carrying out the objectives of the Club and may be invested by the Directors in such ways as they may decide including:

(i) any securities

(ii) In the purchase of land or buildings or in the erection or alteration to a Club House, changing rooms, and various facilities

22 Acquisition Of Land, Buildings And Borrowing Powers

The Directors has the power to purchase, sell, acquire, take on lease, borrow and raise monies to improve the facilities of the Club.

Any securities needed for the actions described will be the responsibility of the Directors.

Any undertaking to raise money by loan, mortgage or overdraft should be made known at the Annual General Meeting if at all possible.

23 Opening Of The Club House

The Club House (Tevie Bar) shall be open to members daily between such hours as the Board of Directors shall from time to time determine, but the Directors may close it for such times as they may deem necessary for cleaning, repairs or staff holidays.

24 Club House and Bar Directors

There shall be appointed from the Directors at least four members of the said Directors and Officers to be members of the Tevie Bar (Club House) Working Committee.

The role of this Working Committee shall consist of the management of the Tevie Bar, including the purchase and supply of intoxicating liquor, cigarettes, tobacco on behalf of the Club and Maintenance of the Club House.

25 Commission

No person shall at any time be entitled to receive at the expense of the club or of any member thereof, any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club nor shall any person directly or indirectly be able to derive any pecuniary benefit accruing to the Club as a whole, or any particular section

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

and apart from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on the Club.

26 Permitted Hours For The Supply Of Intoxicants

The permitted hours shall be such as may from time to time be determined by the Directors in accordance with the provisions of the Licensing Act and as notified to the Licensing Authority.

27 Guests

Every member shall be allowed to introduce guests to the Club House, subject to such regulations as shall from time to time be made by the Directors. Every guest shall be accompanied by the member introducing him. The name and full address of the guest shall be entered in the Visitors Book, and the member shall countersign the entry.

A member will be allowed to introduce up to a maximum of four guests at any one time. At no time shall the total number of guests on one occasion be so great as to distract from the facilities normally enjoyed by the Club Members.

No person shall be introduced as a guest at the Club House who shall have been expelled from membership or whose membership shall have been terminated for non-payment of subscriptions, whose subscriptions is in arrears or whose conduct or presence in the Club House shall be considered by the Directors objectionable or prejudicial to the interest of the Club.

No person shall be introduced as a guest into the Club House on more than one occasion in any one month.

Guests so introduced shall be entitled to purchase intoxicating liquor and other excisable items.

28 Bona Fide Functions

The Club shall through the Directors be entitled to organise Bona Fide functions on the premises or hire out the facilities of the Club to persons attending said functions should be entitled to purchase and be supplied with and consume intoxicating liquor on the premises providing such persons are over the age of 18 years.

The Directors shall only be permitted to hire out twelve occasions per year.

TEVERSAL FOOTBALL CLUB
2019-20 Season
CLUB HANDBOOK

29 Rule Changes

The Minute Secretary will provide written notice to any proposed amendments or additions to the Rules must be sent to the Licensing Authority at that time.

No amended or additional Rule shall be operative until the approval of the Licensing Authority has been so obtained.

Written notice of any amendment of Rules must be given by the Licensing Authority within 28 days of the registration of the amendments with the licensing act.

30 Bye Laws

The Directors shall have power to make such Bye Laws as it may consider necessary for the good government and order of the Club, the Directors must provide that such Bye Laws do not conflict with any of the Rules.

A copy of all such Bye Laws shall be posted in a conspicuous place within the Club House.

31 Dissolution

(i) A resolution to dissolve the Club shall only be proposed at an Annual General Meeting or Extraordinary General Meeting and shall be carried by a majority of at least three-quarters of the Directors present.

(ii) The dissolution shall take effect from the date of the resolution and the members of the Club Directors shall be responsible for the winding up of the assets and liabilities of the Club.

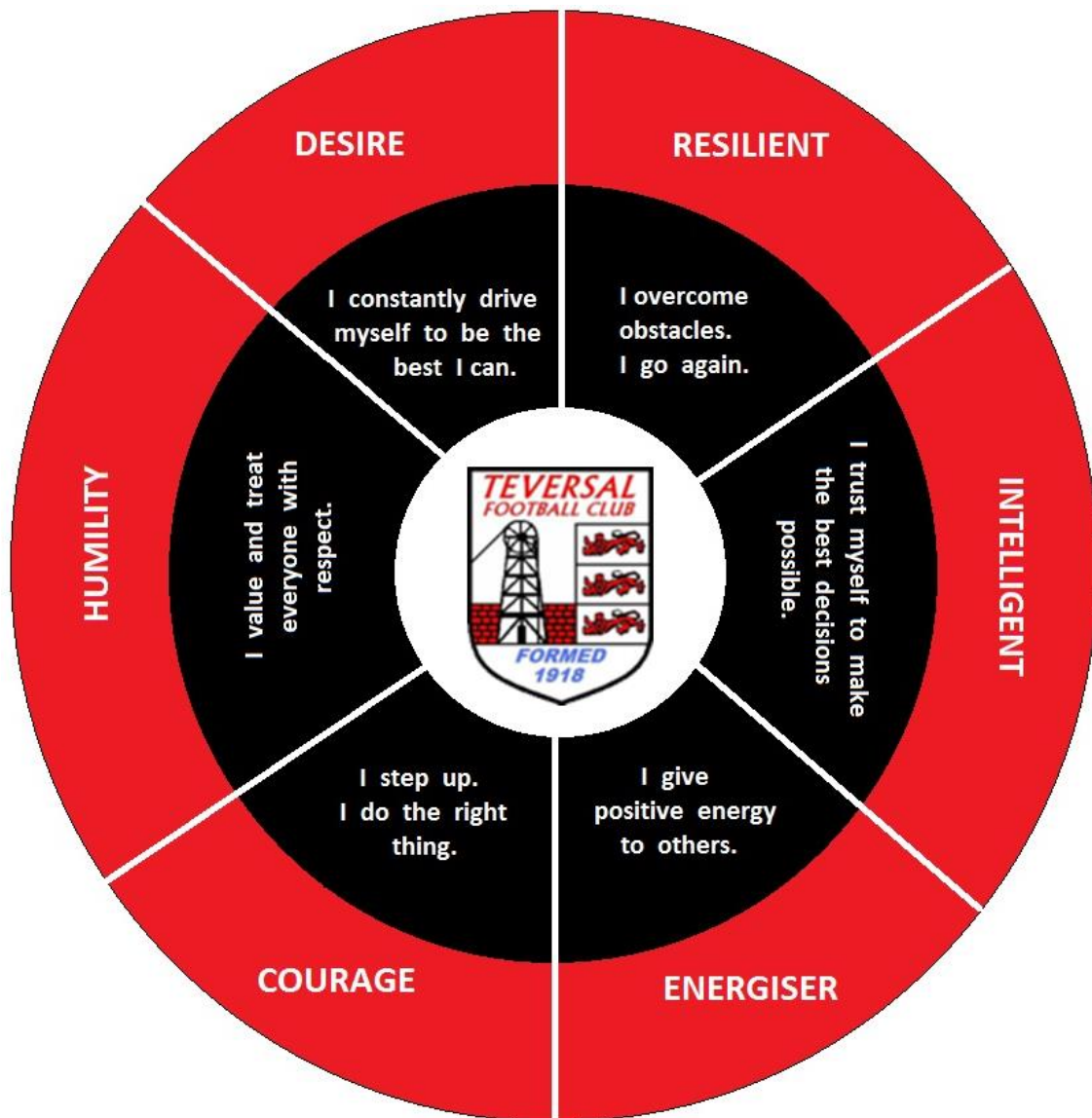
(iii) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

TEVERSAL FOOTBALL CLUB

2019-20 Season

CLUB HANDBOOK

PLAYER ATTRIBUTES



PLAYING TO LIVE THE DREAM

