



HIGHWORTH TOWN WALKING FOOTBALL CLUB

RULES FOR CLUB MEMBERS – JANUARY 2023

These are the rules that govern the payment of club members' fees, the behaviour of players and club officers during match, training and open sessions, and the high standard of conduct expected by everyone connected with Highworth Town Walking Football Club.

The 'Rules for Club Members' of Highworth Town Walking Football Club are a binding agreement between each member of the Club and the Club itself. They cannot be changed or altered without the change first being proposed by a Club Committee member and second being approved by a voting majority at a Club Committee meeting.

The 'Rules for Club Members' is part of the Rules (known in their entirety as “**The Club Rules**”) which consists of the following three (3) sections:

- Section 1: Club Constitution and Procedures**
- Section 2: Rules for Club Members**
- Section 3: Membership Fees**

Collectively they form a binding agreement between each member of the Club and the Club itself. Every Club member, officer, official and any other interested party shall be entitled to a copy of these Rules.

Definitions

“**The Club**” refers to **Highworth Town Walking Football Club**.
“**The FA**” refers to the **Football Association**.

1. PLAYERS' MEMBERSHIP

- 1.1 To become a member of the Club you must:
 - a) Complete a Club registration form to the satisfaction of the Club Secretary and be approved by the Club Committee.
 - b) Pay match, training and open session fees on the day.
- 1.2 To maintain membership you must:
 - a) Abide by the Club Rules.
 - b) Notify the Club Secretary of any change of details or additions to your registration.
 - c) Attend club activities at least once in one (1) year to avoid your membership expiring.

2. CLUB FEES

- 2.1 There is a flat fee to attend training and open sessions that is made up of the cost to hire the venue and an administrative amount to cover such things as FA Affiliation and insurance.
- 2.2 There a competition fee which constitutes the cost of entry to the competition and an administrative amount to cover such things as FA Affiliation and insurance.

See 'Membership Fees' fees for details.

3. PAYMENT OF FEES

3.1 Payment is made only when you play.

4. PLAYERS' CODE OF CONDUCT

4.1 At match, training or open sessions you must:

- a) Play within the guidelines set by the prevailing rules, either:
 - set by the organisers at an away venue, or
 - set by competition organisers, or
 - those agreed from time-to-time by the Club.
- b) Always play within the spirit and laws of the game.
- c) Avoid all forms of gamesmanship and time wasting.
- d) Avoid all violent and dangerous play.
- e) Never use inappropriate, foul or abusive language, whether it is directed at match officials, opposition players or their officials, team-mates, club officers, referees, spectators, home venue staff or no-one in particular.
- f) Always accept the referee's decisions without any adverse comment and without showing any form of dissent.
- g) Treat everyone with respect at all times.
- h) Always abide by the instructions of the team captain or officer provided they do not contradict the spirit of this code.
- i) Make sure that clothing, bags, bottles or belongings do not interfere with the field of play and/or any door, gate, fire or safety exit.
- j) Never take glass bottles or drinking containers onto the pitch or playing surface.
- k) Remove and dispose of any litter, rubbish or foreign objects in a responsible manner.
- l) Make sure that supporters are outside the boundaries or field of play and follow game officials' requests and instructions. You should also make sure that your supporters behave responsibly.
- m) Remove (preferably) or tape over any metal jewellery. Watches with metal parts must be removed.
- n) Wear the correct footwear for the type of pitch surface in accordance with the requirements specified by the pitch provider.

You may be suspended from matches by the Club Committee if you persistently breach any of the above rules.

4.2 In addition you should:

- a) Inform the team manager as far as possible in advance of your availability or non-availability for a match when invited by the manager to play.
- b) Arrive at match venues at the time specified (unless by arrangement with your team captain).
- c) Endeavour to arrive at least 10 minutes before match, training or open sessions for warm up and stretching exercises.
- d) Ensure that your valuables are safeguarded securely.

5. TEAM CAPTAINS'/MANAGERS' CODE OF CONDUCT

5.1 Team captains/managers are appointed by the Club Committee for each tournament. They are bound by the Club Rules and are responsible for managing the affairs of the team.

5.2 As a team captain/manager you should:

- a) Inform all players of their selection or non-selection for a match. As much notice as is practicable should be given.
- b) Inform players of the precise address where a match or event is taking place and the time it starts (and if possible finishes) and also what time players should arrive at the venue.
- c) Ensure the well-being and safety of every player above all other considerations.
- d) Respect the rights, dignity, worth and opinions of all players as well as officials and the opposition.
- e) Encourage and guide players to accept responsibility for their own behaviour and performance.
- f) Always display high standards of behaviour, appearance, punctuality and instruction.
- g) Be a positive role model for players and by your own example always encourage players to accept match officials' decisions without comment and without showing any form of dissent.
- h) Always promote the positive aspects of football and never condone violations of the laws or spirit of the game, any form of violent or dangerous play, or any form of bad gamesmanship or time wasting.
- i) Help the players to recognise good performance and not just good results.
- j) Advise the Club Secretary or Club Committee within 48 hours of any sending-off or caution incurred by any of your players.
- k) Respond promptly to all requests and instructions from Club Officers.

5.3 Members must never:

- a) Discriminate against anybody by reason of gender, sexual orientation, racial origin, nationality, religious beliefs, ability, disability or economic status.
- b) Permit the harassment or bullying of a player by any Club member or show unacceptable favouritism to any individual player.
- c) Punish or belittle a player for making mistakes.

Team captains/managers who fail to abide by this code of conduct may be suspended from their position and instructed to appear before the Club Committee who shall have the ultimate sanction to remove them from their post and permanently exclude them from the club.

6. INTERNAL DISCIPLINARY PROCEDURE

6.1 Introduction

- a) The Club fully expects all members to set and maintain a high level of good conduct and behaviour, both on and off the field of play. The Club will run its own internal disciplinary procedure, in addition to those set by relevant regional governing bodies.
- b) On receipt of a notification of any indiscretion, or any caution or sending off reported by the Team Manager, or any caution or sending off reported by the relevant county association, or any conduct issues reported by the Home Venue staff, the Club Committee will review the notification at the earliest opportunity and will determine whether to implement the Club's Internal Disciplinary Procedure ("IDP") as described below.

6.2 Implementation

- a) The Club Committee will consider any referee's report, the version of the events reported by all parties including the player and captain/manager, and, if appropriate, the manager's desired response regarding a formal appeal.
- b) The Club Committee will then take appropriate action based upon a majority decision.
- c) The Club's own disciplinary policy is to impose various levels of sanction (including ultimate expulsion) which at the Club Committee's discretion can be imposed to run concurrently or in addition to any Regional impositions.
- d) If the player wishes to appeal against an internal sanction, suspension or expulsion, he/she may, within 14 days of the decision do so in writing to the Wiltshire FA at the following address:

Wiltshire County Football Association
Green Lane
Devizes
SN10 5EP

It should be noted that Wiltshire FA's appeal process is limited to ensuring that the Club has correctly followed its process for handling disciplinary procedures (as documented above) and it will not be responsible for reviewing the decision taken by the Committee.

6.3 Also for Team Captains/Managers

Failure by any Team Captain/Manager to respond to a request or an instruction of the Club Committee will leave that manager liable to automatic suspension by the club until such time as either the instruction or request is complied with or the Club Committee has met with that party to resolve the issue.

The Club Committee reserves the right to suspend any player, captain/manager or member who fails to comply with the instructions of the Committee in so far as they relate to a breach of Club rules, regulations or codes of conduct, or National Governing Body rules and guidelines.

7. CLUB COMMITTEE

7.1 Club Committee members are appointed annually at the Club's AGM.

7.2 The Club Committee consists of the following senior officers:

<u>Title</u>	<u>Officer</u>
Chairman	Gary Vitler
Secretary	Julian Farmer
Treasurer	Graham Seeley
Member	Steve King
Member	Glyn Evans
Member	Martin Bennett
Member	Becky Gammon

7.3 The roles of the Club Committee are to

- a) Ensure the day-to-day running of the Club and its teams.
- b) Safeguard the Club's assets and making payments to the relevant suppliers and organisations.
- c) Ensure that members play in a safe environment, with a minimum of risk.

- d) Minimise aggression, violence and bad behaviour and eliminate all forms of discrimination.
- e) Arrange matches, training, open sessions, and social events.
- f) Provide a framework of rules and procedures so that the Club can operate in a professional manner.
- g) Act as an intermediary between Club Members, the County FA, and other organisations.
- h) Make improvements to the Club.
- i) To enforce the Club Rules and to discipline members if necessary.
- j) To manage all legal obligations and carry out all of its roles in a lawful manner.
- k) To be transparent to scrutiny from government bodies, sporting organisations, suppliers and any other interested parties.

7.4 **What else to expect from the Club Committee**

- a) At least one Committee Officer will, whenever possible, be present at every match, training or open sessions organised by the Club.
- b) You may discuss with any Officer any issues or suggestions that any member may have, whether personal or on a Club level at any time. If appropriate they will raise that issue or advance the suggestion at the next Committee meeting.
- c) The Committee will produce a set of accounts once a year and present them at the AGM. They can be inspected by any member on request.
- d) All members of the Club Committee can be disciplined, as can non-appointed members of the Club.
- e) The Committee will hold a meeting at least four (4) times a year, where any of the above rules can be discussed, performed, or acted upon. Sometimes a vote will need to be taken. Everybody attending the meeting is entitled to vote and if the outcome is a tie, the Chairman shall have the casting vote.
- f) One person can hold a maximum of two officer positions, but they are still only entitled to one vote at any meeting.
- g) All matters discussed at the meeting will be recorded by the minutes.
- h) Members will be notified of any decisions, requests or changes that affect them as soon as possible.
- i) Members will also be invited to participate in competitive matches and other events, and members are expected to reply, even if they do not wish to attend.
- j) The Committee may use electronic or verbal methods of communication or both.
- k) Once a year in October, the Club Committee will hold an AGM (or Annual General Meeting) and all members will be invited to attend. This is an opportunity for members to:
 - Ascertain how the Club is performing.
 - Learn how the Committee is handling the finances.
 - Elect new Committee members.
 - Vote for change.
 - Voice concerns, raise issues or make suggestions.
 - Ask questions.
- l) Occasionally all members will be invited to attend an EGM (or Extraordinary General Meeting). This would normally be to vote on an issue that needs to be resolved before the AGM.
- m) The minimum number (quorum) of Club Members required for a successful AGM or EGM is six (6).