



Welcome - Three Spires United FC

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1. Chairperson's Welcome

Hello and welcome. My name is Christian and I am the Chairman of Three Spires United FC. We started up in 2015 in the youth leagues in Lichfield and have worked ourselves up to become an independent club in which we pride ourselves in developing and continuing for many seasons to come. We at Three Spires value all who are involved and welcome anyone who wants to be a part of this journey. We intend to build the club to the highest level possible. Our expectations are high as well as realistic. We enjoy a challenge, we enjoy the competitiveness, we enjoy the development and lastly we enjoy our independent self grown club. 'The Spires' and myself would like to again welcome you to this club and welcome to a new chapter of playing football.

Kind Regards,

Christian Whale. The Chairman.

Come on you Spires!

2. Club Committee Members

Chairman: Christian Whale

Club Secretary: Jon Bould

Welfare Officer: Susan Whale

Treasurer: Jon Bould



3. Name

Three Spires United FC shall be referred to as (the “Club”).

4. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation in the same.

5. Status of the Rules

These Rules (the “Club Rules”) form a binding agreement between each member of the Club

6. Rules & Regulations

(a) 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 Regulation of The Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without 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.

(c) The Club will also abide by The FA’s Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.



7. Club Values & Goals

Improve:

Mental Health & Wellbeing:

As a club we want to form a community of support, while providing an outlet for every player to express themselves.

Physical Health:

Our club provides exciting, enjoyable & competitive opportunities to improve fitness which leads to players gaining good exercising habits.

Include:

Our Club is inclusive to all with a value for social diversity and providing equal opportunities to all members.

Respect:

Respect for every player, coach & spectator is a core, fundamental value of our club. This is integrated into the culture of the club and is strictly upheld.

Excel:

As a club we are passionate about developing every member's abilities to perform at their very best. We're all winners at heart and we believe we can cultivate a winning squad by nurturing individuals to their true potential.



8. Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary and up to five (5) other members, all elected at an Annual General Meeting ("AGM").

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the or in their absence the The quorum for the transaction of the business of the Club Committee shall be three (3).

(c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club 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.



9. Members, Club Registration & Matchday app

(a) The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.

(b) Any person who wishes to be a member must apply on the Matchday App. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

(c) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA and Parent County Association shall be given access to the Membership Register on demand.

10. Subscription & Membership Fees

(a) A monthly fee payable by each member shall be determined from time to time by the Club Committee 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 monthly by each member. Fees shall not be repayable.

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



11. Finance & Accounts

(a) A bank account shall be opened and maintained in the name of the Club (the “Club Account”). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002. 4 THE FA CHARTER STANDARD CLUB RULES

(e) The Club may also in connection with the sports purposes of the Club:

(i) sell and supply food, drink and related sports clothing and equipment;

(ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.



(g) The Club shall prepare an annual “Financial Statement” in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the “Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(j) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.



12. Annual & Extraordinary General Meetings

(a) An 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) elect members of the Club Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.

(c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, 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.

(d) The Secretary shall send to each member at their last known address, written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be

(f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member 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.

(g) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.



13. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.

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

(c) 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 related to community sports.



14. Football Kits

The club kit consists of a Blue Home shirt, Red Away shirt, Blue shorts, Blue Home socks & Red Away socks. Club members will also be provided with additional kit for training and match days.

Kit is owned by the club and loaned to members. Members are responsible for the loaned kit and loss or damage (beyond normal wear) will result in members being responsible for replacing or paying for replacement kit.

15. Player Fines & Disciplinary action

Disciplinary action will be decided by the club committee on a case by case basis. Following is a guideline that will be followed, except for in exceptional circumstances. The club holds the right to suspend & ban members. Members have the right to appeal against any penalty or disciplinary procedure.

Minor Offense	Apology to team mates at next meet + any further action decided by the club committee
Major Offense	Suspension or ban from all club activities. Length to be decided by club committee.
Yellow Card	Player must pay their own fine from the league
Red Card	Player must pay their own fine from the league
Absence from training without prior notice	10 press ups or 1 lap of the pitch (Doubles for every absence)
Absence from match day without prior notice	£5 fine



16. Safeguarding & Reporting Concerns

The 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 fundamental 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 are 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.

The Club recognises that this is the responsibility of every adult involved in our Club.

3. The 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 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 our current 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 our Club, guidance will be sought from The Football 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 practise 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. The Club supports The FA's Whistleblowing 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 by going direct to the Police, Children's Social Care or the NSPCC. Our Club encourages everyone to know about this information and utilise it if necessary.

6. The 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 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

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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 practise 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 our 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, you must 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 practise they will either:

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 Club Welfare Officer, or the matter is clearly serious, then you can either:

a. contact your CFA Welfare Officer directly



b. contact the Police or Children's Social Care

c. call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

Please note: 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 allowed to discuss how this feels and how best they can prepare themselves to deal with such a situation.

17. Code of conduct

On and off the pitch,

I will:

- Always play the game fairly and in the right spirit.
- Be aware of the impact of bad language; keep spectators and members of the public - including children - in mind.
- Avoid criticising match officials. Accept that they make honest decisions and confronting them will not change it.
- Never verbally abuse a match official, player or spectator based on their appearance, race, religion, gender or sexuality. Doing so could lead to dismissal from the field, suspension and possible police action.
- Never physically assault a match official, player or spectator. Doing so could lead to dismissal from the field, suspension and possible police action.
- Always win, lose or draw with dignity, and be prepared to shake hands with match officials, opposition players and manager full-time.

I understand: 'If I do not follow the Code, I may expect to:

- Be cautioned, sin binned or sent off by the match officials, depending on the nature of the offence.
- Be asked to apologise to whoever I have offended or abused.
- Be disciplined by my club, including being substituted, dropped, given a formal warning or suspended from training or matches depending on the nature of the offence.

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- Be disciplined by the County Football Association, including being fined or suspended for a number of matches depending on the nature of the offence.
- Be handed a permanent exclusion by the FA or County Football Association, if the offence is deemed serious enough.'

18. Spectators Code of Conduct

Play your part & 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 & Coaches & encourage players to do the same
- Stay behind the touchline & within the designated spectators' area
- 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, I may be:

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee league or CFA Welfare Officer
- 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

Club Secretary

Signed:

Three Spires United FC

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