**WICKFORD TOWN FOOTBALL CLUB**

AFFILIATED TO THE ESSEX COUNTY FA, & THE EB&GC

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**WICKFORD TOWN FC – WICKFORD TOWN YOUTH FC**

**WICKFORD TOWN GIRLS FC – WICKFORD TOWN LADIES FC**

Club Rules

#### A Community Club for the community

Registered Charity

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1. **CLUB KIT & COLOURS**
2. The Club colours are Yellow Shirts, Green Shorts and Green Socks.
3. All club kit and (Match and Training) can only and must be purchased through the club portal at <https://www.prokituk.com/club-shop/wickford-town-fc.html> at Prokit UK.
4. All kit for u18’s and below will not be allowed to be personalised with names on the kit (Forename, Surname or Nickname).

Training kit may be allowed to have some initials on it with the consent of the Executive Committee.

1. When playing away matches and there is a colour clash, the shirt will be changed.

**2. TEAM AGE GROUPS**

Where possible the Club shall provide football for the following age groups: -

1. Under 7’s will play 5v5 games, under 8’s, under 9’s and under 10’s will play 7v7 games.
2. Under 11’s and under 12’s will play 9v9 games, under 13’s, under 14’s, under 15’s, under 16’s, under 17’s, under 18’s and Seniors will play 11v11 games. These age groups will be entered into the local Youth/Senior Football Leagues. Ladies aged 16+ will be entered into a Ladies Football League.
3. At the discretion of the Management Committee 2 or more teams of the same age group may be entered into the same Youth Football League. Should 2 WTYFC teams meet in a league or cup fixture the following must be adhered to (i) Supporters of opposing teams must stand on opposite sides of the pitch. (ii) A neutral official must referee the match. (iii) 2 committee members shall be in attendance.
4. The team member's age will determine in which age group he will play, in accordance with League and FA Regulations.

**3. SUBSCRIPTIONS**

1. Club subscriptions must be paid by the due dates that are determined at the AGM by the Management Committee.
2. All players joining the club for a full year, as ‘Playing’ members must be registered and pay in full before the start of the Playing Season.
3. Any player failing to meet the requirements of clauses (3.a) and (3.b) within 2-weeks of the deadlines will be deemed ineligible to play.
4. New players joining the club from September but before January of the following year must be registered and pay a pro-rata signing-on fee before they will be eligible to play. Clause 3.c will apply.
5. New players joining the club from January must be registered and pay a pro-rata signing-on fee before they will be eligible to play.

**4. CLUB MEMBERS**

1. The Management Committee, Team Managers, Parents/Guardians of players shall also be classed as ‘Members’ of the Club but will not be required to pay subscription fees.
2. All Playing members must complete a Personal Application Medical Form.
3. i) The minimum requirement of all coaches, managers and any person that is entered onto the

Whole Game System against a team and involved with running a team is:

FA DBS (Disclosure and Barring Service).

FA Safeguarding Children Certificate.

FA First Aid in Football Certificate.

FA Playmaker Certificate.

ALL these must be obtained before they can take up their post.

The club will reimburse all course costs on completion and passing.

When certification expires it must be renewed if the person is still involved with the club.

ii) The Minimum Requirement for ALL Club Helpers (Those persons not entered onto The Whole Game System against a team but are regularly involved in the running of a team) is a FA Safeguarding for All Certificate, FA Safeguarding Children Certificate and an FA DBS.

1. A certified record of any funds held in the name of the team is to be kept and made available to the Club Officers as required. Should a Team disband in whole or in part, any funds (also kit and equipment) will revert to the Club Treasurer for disposal after consultation with Executive Officers, the relevant Team Managers and Parents/Guardians.
2. All playing members and parents/guardians must complete a mandatory club registration form each season (this is in addition to league registration). The completed form must be returned to the club when the signing-on fee is paid. For Health and Safety reasons the Team Manager must have a copy available at all matches and training sessions. All information is held in strict confidence. Player’s league registrations and eligibility to play are dependent on completion of club registration forms. The club website contains a secure team managers section and strictly for medical reasons, each team manager will copy from the club registration form the details of each player in their squad.
3. Executive Officers, Committee Members and nominated Members are required to attend Club Meetings, Annual General Meetings and Special General Meeting.

**5. STANDING ORDERS**

1. Executive Officers and Committee Members attending any meetings shall be minuted.
2. All voting to be a show of hands unless in the opinion of the Chairman or the majority of the meeting a ballot should be taken. No more than three members from any sections shall be able to vote.
3. In the event of the voting of any matter be equal, the Chairman shall have a second or casting vote.

**6. DISCIPLINE**

1. It is the responsibility of all members attending a Club match, event, and function or meeting to act in such a way as not to bring the Club into disrepute and to abide by the Club Rules and Code of Conduct. Any action viewed by the Management Committee as bringing the Club into disrepute may result in suspension or expulsion from the Club.
2. Any fines imposed on the Club in connection with the actions of any member of the Club by Essex County Football Association or an appropriate League Committee shall be the responsibility of the individual concerned.

**7.** **DISCIPLINARY AND COMPLAINTS PROCEDURE**

The procedure for any complaint or disciplinary matter is as follows:

The matter, if concerning Child Welfare should be reported to the Club Welfare Officer, if Football Related should be reported to the Team Manager or Age Group Rep or Mini Soccer/Youth Soccer Rep in writing within 14 days of the occurrence.

A flowchart of the procedure can be found on the Club Website.

The report should include:

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

The Disciplinary Committee shall investigate all occurrences as requested and reply in writing.

The Management Committee, after reviewing a report from the Disciplinary Committee, shall have the power to:

* Warn as to future conduct
* Suspend from membership
* Remove from membership any person found to have broken the Club Policies or Codes of Conduct.

**8.** **SUPPORTING CLUB EVENTS**

1. All registered teams are required to support all Club Social Events. Attendance by each team of 4 or more members at each event will be deemed as supporting Club events.
2. Should any Club event not be sold out or have to be cancelled due to a lack of Club Member support, teams not supporting the event will be required to make a contribution of £25 to the Club funds.
3. It is the responsibility of the Club's Social Secretary to raise with the Committee any team's failure to attend a social event.
4. Teams have the right of appeal and this must be raised with the Committee at the next scheduled committee meeting. Each case will be judged on its merits, the Committee's decision is final.

**9.** **FUND RAISING**

1. The supplier of an authenticated item or items for sale or auction at a WTYFC team or Club event must, prior to the sale or auction, double check the authenticity of the item or items and show proof that this has been done. The supplier will thereby assume full responsibility of all personal liabilities.
2. Any item purchased at a Club or team event is purchased on the basis of *buyer beware.* Neither a team nor the Club will have any responsibilities or liabilities for any transactions between the buyer and supplier.

**10. RULES AND REGULATIONS**

1. The Club shall be affiliated to the Football Association by virtue of its affiliation to Essex County Football Association Limited. The rules and regulations of the Football Association and Essex County Football Association shall be deemed to be incorporated into the Club Rules.
2. All Members shall abide by the Club Constitution, Club Rules, Codes of Conduct and Football Association’s Policies that can be found on the Club website.
3. The Club and all its Members shall abide by the Football Association’s Policies listed below:

FA Safeguarding Policy.

FA Anti-Bullying Policy.

Club Philosophy.

FA Equality Policy.

FA Whistleblowing Policy.

Selection and Recruitment.

Safer Recruitment of Volunteers at Wickford Town FC Policy.

WTFC Code of Conduct Volunteers.

FA Respect Code of Conduct Coaches, Managers & Club Officials.

FA Respect Code of Conduct Spectators, Parents & Carers.

FA Respect Code of Conduct Young Players.

FA Respect Guidance for Parents and Carers.

FA Respect Guidance for U18’s.

FA Respect Communicating Responsibly with U18 Leaders, Coaches & Referees.

FA Respect Using Texts & Emails with U18's Do's & Don’ts.

FA Respect Travel, Trips and Tournaments.

FA Respect Photography Guidelines.

FA Respect Digital Platforms Best Practice.

**11. FA COACHING AWARD COMMITMENT**

1. Anyone achieving an FA Level 1 coaching qualification that has been paid for by the club, shall commit to using the qualification to the benefit of the club and its members for a minimum period of 1 year.
2. Failure to comply will result in the qualifier making a pro rata payment back to the club.
3. The club would pay for coaching courses on the proviso that the applicant completes the course, failure to comply will result in the applicant paying for the course.
4. Members wishing to apply for an FA level 2 coaching qualification will pay 50% of the fee. After qualification, the member shall commit to using the qualification to the benefit of the club and its members for a minimum period of 1 year. Rules 12b and 12c apply.
5. Executive Officers applying for FA coaching courses will have the fees paid for in full by the club, the officer shall commit to using the qualification to the benefit of the club and its members for a minimum period of 1 year. Rules 12b and 12c apply

**12. SQUADS**

1. Boys and girls under 7 years of age joining the club will be assessed and placed into squads according to football ability.
2. Players will be reassessed year on year and if it were considered that a player would benefit by moving to a different squad, he or she *will be given the* *opportunity* to move.
3. Managers and parents will be consulted about potential moves; however, the final word would be given to the player, and players’ personal circumstances will be taken into consideration that might prevent a potential move.
4. Multiple teams in an age group will be of similar size squads.

**13. EXPENSES**

1. Any expenses for a given season must be submitted by the following 1st September, which is prior to the start of the next football season or will be considered forfeit.
2. Socks and First-aid kits/items will be provided by the club if required and cannot be claimed on expenses.
3. **NEW TEAMS**
4. Any person wishing to form or bring to the club an additional team to an existing age group must present a request to the committee for discussion.
5. The manager of the proposed new team shall give reasons for establishing or bringing in the new team and explain how the team will be formed and run.
6. The manager(s) of the existing team(s) will be given the opportunity to respond to the request.
7. The proposed new team will only be allowed into the club if approved by the committee.
8. **SQUAD AND END OF SEASON TROPHIES**
9. Squad trophies will be purchased by the club, additional trophies can be purchased by managers at their own expense. The club will give each team a budget for extra trophies, the cost will be reimbursed on production of an appropriate receipt.
10. End of Season trophies will be purchased through the club, managers will be advised by 31st May each year on the maximum that can be claimed per team.
11. **FINES**
12. When the fine is issued to a playing club member, that player will be banned from playing matches until the club has been reimbursed.
13. When the fine is issued to a team manager or coach, that manager or coach will be banned from managing/coaching teams at matches until the club has been reimbursed.

Club Rules adopted at the SGM held on 2nd February 2023

Signed ………………………. Clive Lodge - Chairman

**Charities Act 1993**

**Section 72** Persons disqualified for being trustees of a charity.

**(1)** Subject to the following provisions of this section, a person shall be disqualified for being a charity trustee or trustee for a charity if—

* + - * 1. he has been convicted of any offence involving dishonesty or deception;
        2. he has been adjudged bankrupt or sequestration of his estate has been awarded and (in either case) he has not been discharged;
        3. he has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it;
        4. he has been removed from the office of charity trustee or trustee for a charity by an order made—

by the Commissioners under section 18(2)(i) above, or

by the Commissioners under section 20(1A) (i) of the [1960 c. 58.] Charities Act 1960 (power to act for protection of charities) or under section 20(1)(i) of that Act (as in force before the commencement of section 8 of the [1992 c. 41.] Charities Act 1992), or

by the High Court,

1. on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated;
2. (He has been removed, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of anybody;
3. he is subject to a disqualification order under the [1986 c. 46.] Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the [1986 c. 45.] Insolvency Act 1986 (failure to pay under county court administration order).

**(2)** In subsection (1) above—

* + - * 1. paragraph (a) applies whether the conviction occurred before or after the commencement of that subsection, but does not apply in relation to any conviction which is a spent conviction for the purposes of the [1974 c. 53.] Rehabilitation of Offenders Act 1974;
        2. paragraph (b) applies whether the adjudication of bankruptcy or the sequestration occurred before or after the commencement of that subsection;
        3. paragraph (c) applies whether the composition or arrangement was made, or the trust deed was granted, before or after the commencement of that subsection; and
        4. paragraphs (d) to (f) apply in relation to orders made and removals effected before or after the commencement of that subsection.

**(3)** Where (apart from this subsection) a person is disqualified under subsection (1)(b) above for being a charity trustee or trustee for any charity which is a company, he shall not be so disqualified if leave has been granted under section 11 of the [1986 c. 46.] Company Directors Disqualification Act 1986 (undischarged bankrupts) for him to act as director of the charity; and similarly, a person shall not be disqualified under subsection (1)(f) above for being a charity trustee or trustee for such a charity if—

* + - * 1. in the case of a person subject to a disqualification order, leave under the order has been granted for him to act as director of the charity, or
        2. in the case of a person subject to an order under section 429(2)(b) of the [1986 c. 45.] Insolvency Act 1986, leave has been granted by the court, which made the order for him to so act.

**(4)** The Commissioners may, on the application of any person disqualified under subsection (1) above, waive his disqualification either generally or in relation to a particular charity or a particular class of charities; but no such waiver may be granted in relation to any charity which is a company if—

* + - * 1. the person concerned is for the time being prohibited, by virtue of—

a disqualification order under the Company Directors Disqualification Act 1986, or

section 11(1) or 12(2) of that Act (undischarged bankrupts; failure to pay under county court administration order),

1. from acting as director of the charity; and
   * + - 1. leave has not been granted for him to act as director of any other company.

**(5)** Any waiver under subsection (4) above shall be notified in writing to the person concerned.

**(6)** For the purposes of this section the Commissioners shall keep, in such manner as they think fit, a register of all persons who have been removed from office as mentioned in subsection (1)(d) above either—

* + - * 1. by an order of the Commissioners made before or after the commencement of subsection (1) above, or
        2. by an order of the High Court made after the commencement of section 45(1) of the [1992 c. 41.] Charities Act 1992;

and, where any person is so removed from office by an order of the High Court, the court shall notify the Commissioners of his removal.

**(7)** The entries in the register kept under subsection (6) above shall be available for public inspection in legible form at all reasonable times.