

Note Additions adopted at the Special General Meeting held on 4<sup>th</sup> January 2011,  
~~Deletions adopted at the Special General Meeting held on 4<sup>th</sup> January 2011~~  
required additions at next AGM in June 2011  
required deletions at next AGM in June 2011

## TONBRIDGE JUNIOR FOOTBALL CLUB

### CLUB RULES AND OPERATING PROCEDURES

- (Approved at SGM 4/1/11)

The Constitution, which reflects the essential nature of the Club, shall not be contravened by the Rules and Operating Procedures ("Rules")

Rule numbers in the range 1 - 7 ~~conform with those of the Constitution and, in many cases,~~ provide supplementary information applied in the day to day running of the Club. ~~Where nothing has been added, the Constitution shall apply.~~

#### 1 TITLE AND AFFILIATIONS ~~CONSTITUTION~~

a) The Club shall register such other Club names as may be required to comply with registration requirements of the League, including that of Tonbridge Town Junior Football Club. Such other Club names shall be governed in all respects by the TJFC Constitution, Club Rules and Operating Procedures.

#### 2. OBJECTIVES

a-f) Please refer to Clause 2a – 2f of the Constitution

#### 3. MEMBERSHIP

a) Please refer to Clause 3a of the Constitution. ~~Life Membership may be awarded to any person who, in the opinion of the Committee, merits it~~

b) Please refer to Clause 3b of the Constitution. ~~Membership shall be conditional upon compliance with League and Club rules, and payment of relevant fees as laid down by the Management Committee~~

a) The Management Committee may refuse to confer membership upon any child who also plays for another Club, particularly where it believes that the FA recommendation regarding limiting playing time for young children would be breached by their involvement in another club. ~~Any person refused membership may appeal to Kent County Football Association, under Rule 9 (Claims and Complaints) of their Rules of the Association.~~

b) Life Membership may be awarded to any person who, in the opinion of the Committee, merits it.

#### 4. MEMBERSHIP FEES

a) Please refer to Clause 4a of the Constitution

b) Please refer to Clause 4b of the Constitution

c) The registration fee for second and subsequent children from one family shall be reduced by Five pounds. The registration fee payable will also be increased by Five pounds if paid after 30 September each year, as prompt payment helps the Club meet the front end cost of league registration, and hiring pitches

d) The Club shall provide all essential equipment, venues and kit (excluding boots and shin pads) at no additional cost

## 5. MANAGEMENT COMMITTEE

a) The Management Committee (Committee) shall consist of the following Officers

Chairman	Club Welfare Officer	Website Co-ordinator
Vice-Chairman	Training & Development Co-ordinator	Fiesta Coordinator
Club Secretary	Registrations Secretary(s)	Pitch Co-ordinator
Treasurer	Referee's Secretary	A Social Secretary
Club Administrator	Tournament Secretary	Pavilion Supplies
General Manager	Kit Co-ordinator	

Plus All Team Leaders and Managers

b-g) **Please refer to Clauses 5b – 5g of the Constitution**

h) The Committee shall be entitled to amend the existing Rules (but not Constitution, other than fees defined in 4b) during their term of office and shall be entitled, **subject to a majority vote**, to suspend or reprimand any committee member considered to be unsuitable in his/her appointed position, particularly if there is a risk of his/her actions bringing the Club's name into disrepute. **Any person suspended or reprimanded may appeal to Kent County Football Association, under Rule 9 (Claims and Complaints) of their Rules of the Association.**

i) Each member of the Committee, and any other individual involved in the management, leadership or training of members, shall complete and sign an authority form to enable the Committee, at its sole discretion, to apply for information held on Police computers (including, where applicable, information held by Social Services) about that individual which might affect their eligibility to be placed in charge of members.

## 6. A.G.M / S.G.M's

a) The business of the AGM shall be:-

1. The Minutes of the previous AGM
2. Matters arising.
3. Presentation and adoption of the Annual Reports
4. Presentation and adoption of Annual Financial Accounts
5. Ratification of amendments to the Rules approved by the Management Committee since the last AGM and approval of amendments to Club rules and constitution for the forthcoming year. **Any changes in Constitution require approval of the Tonbridge Sports Association prior to adoption.**
6. Election of Officers.
7. Any other business (as notified to the Chairman, Vice-Chairman, or Club Secretary in writing within 7 days prior to the AGM)

Awards to players will be made on a separate presentation evening each year.

b-f) **Please refer to Clause 6b – 6f of the Constitution**

## 7. GENERAL

a-c) **Please refer to Clause 7a – 7c of the Constitution**

d) For safety reasons, adults shall not be allowed to join in competitions with children under the age of 17, other than acting in goal in an exclusive goalkeeper zone in 5 or 6-a-side competitions.

e) In the case of popular demand, the Committee may stage an annual **"Adults vs Children"** **"Dads vs Lads"** competition each summer but no children under 17 will be allowed to compete unless their parents sign a disclaimer stating that they accept full responsibility in the knowledge that it is potentially dangerous for children to play with adults.

## 8. OFFICER RESPONSIBILITIES

- a) The Chairman or Vice-Chairman in his absence shall chair and be responsible for the conduct of all meetings, for the certification of accuracy of all Minutes and for the review of all correspondence with third parties prior to issue.
- b) The Club Secretary shall be responsible for all external communications with League officials and County FA officials, including:-
- Kent County FA
    - Club Affiliation (Form filling with team entry details)
    - Disciplinary issues (Admin of Red/Yellow Cards)
    - Entry to County Cup Competitions & dealing with fixture arrangements
    - General communications with KCFA (will normally only deal with Secretary)
  - Crowborough & District Junior Football League (“CDJFL”)
    - Team Entries (Form filling with team and contact details)
    - Full League Meetings – attend on behalf of club (Sept/Feb/June AGM)
    - CDJFL Presentations – 3 number (Optional)
    - CDJFL Knock Out Cup Finals – (Optional)
    - CDJFL Mini Soccer Meetings – attend on behalf of club (Sept/Jan/????)
    - CDJFL Girls League Meetings – attend on behalf of club (Sept/Jan/????)
    - Return of trophies to CDJFL by end Feb
    - General communication with CDJFL (will normally only deal with Secretary)
- c) The Treasurer shall organise the collection of all fees etc., maintain accurate records of income and expenditure and present accounts to the AGM for review and approval.
- d) The Club Administrator shall be responsible for all internal communications, including:-
- TJFC Committee Meetings (6 weekly interval) – responsible for arranging venue, taking minutes and distribution plus report to the meeting on matters dealt with in previous period.
  - Accurately recording Minutes of meetings, Agendas and safe keeping of records.
  - AGM (Annual in June) – responsible for arranging venue, taking minutes and distribution plus report on the years events
  - Presentation Day (Annual in June) – Organisation of schedule and master of ceremonies
  - Dealing with all managers and coaches of 11-a-side and Mini soccer teams covering any matters of concern (disciplinary/parents/players)
  - Mid Week Evening Training – arranging venues for mid week evening training dealing with Tonbridge School, TMBC, Hugh Christie School and Hayesbrook School as required
  - Fiesta – Scheduling the Fiesta help requirements and organising and managing parents/helpers for duties over Friday/Saturday/Sunday.
  - Recruitment – Open Day advertisement to Local Schools and administration of new player entries.
  - Angel Centre Phone Calls – every Saturday and Sunday morning during the season – 8.30am phone call to Angel Centre to check if pitches are ok to play on – if not all managers/pitch co-ordinator/Referees Secretary to be informed immediately.
  - Dealing with any Parent/Player queries or issues.
- e) The General Manager shall be responsible for:-
- Under 6's (New Intake)
  - Saturday morning coaching session (10.30-12.00) October to May to include establishment of coaching team for the following season (U7's)
  - Recruitment / Appointment / Liaison / Assistance for all team managers
- f) The Club Welfare Officer shall
- determine, action and monitor TJFC procedures in accordance with procedures recommended by KCFA, and CDJFL
  - monitor any concerns expressed by parents regarding Child Protection.
  - liaise with the Training & Development Co-ordinator regarding Child Protection and First Aid Courses as required
  - progress CRB certification for all volunteers actively involved with the children
- g) The Training & Development Co-ordinator shall be responsible for:-

- Identifying appropriate coaching courses for manager development.
  - arranging Level One coaching, First Aid and 'Safeguarding Children' courses in conjunction with KCFA
  - Maintaining an up-to-date schedule of all member qualifications
- h) The Registrations Secretary(s) shall assist the Club Secretary in matters relating to the annual registration of members.
- i) The Referee's Secretary shall assist the General Manager in all matters relating to the appointment of referees to officiate specific matches.
- j) The Tournament Secretary shall compile a list of all Summer tournaments, liaise with Managers regarding their requirements, and arrange payments for all entries.
- k) The Kit Co-ordinator shall control all kit and equipment, and advise the Management Committee of any additions required to ensure the smooth running of the Club.
- l) The Web-site co-ordinator shall maintain the TJFC web-site, ensuring it is kept up to date, and assist Leaders / Managers in putting Team information onto the Web.
- m) The Fiesta Coordinator shall be responsible for planning, fundraising, PR, preparing fixtures, and organising appropriate facilities to ensure the smooth running of the event.
- n) The Pitch Co-ordinator shall advise all managers of pitch allocations to enable the best allocation of pitch availability
- o) Social Secretaries shall be responsible for developing social events throughout the year to enhance the overall "Club" commitment.
- p) The Pavilion Supplies Officer shall purchase and keep well stocked supplies to ensure TJFC can provide quality hospitality to both its members and its visitors.
- q) Team Leaders and Managers shall be appointed by the Committee upon the recommendation of the General Manager, and shall be responsible for:-
- the proper conduct and control of their teams, both on and off the field of play,
  - collection of all training and tournament donations,
  - payment of all expenses, including referee fees
  - reporting of results to the League
  - compliance of the rules and regulations of organisations to which the club is affiliated.
  - all matters relating to his/her team, including the determination of time and venue for home games, selection of referees (unless appointed by the League or by the Referee's Secretary), selection and substitution of players within the rules of the League.

The Leader / Manager shall be entitled to suspend players if, in his/her opinion, their behaviour is prejudicial to the Club. The suspended player shall have the right of appeal to the Committee.

## 9. FINANCE

- a) The Club shall have no paid officers.
- b) All fees and other income received by the Club shall be used for the benefit of the Club, its members or such registered charities selected by the Committee. Where possible the Club will attempt to attract sponsorship so as to enable the benefits of Club membership to be extended to a greater number of children.
- c) Expenses incurred in the running of the Club shall be reimbursed at the discretion of the Committee. In cases of urgency this may be authorised by the Treasurer and one other Committee member, subject to a full report to the next available Committee meeting.
- d) Leaders and Managers are authorised to pay referees and other officials reasonable expenses and emergency costs associated with his/her squad of players. He/she will subsequently be reimbursed by the Committee.

- e) The Club Secretary shall be paid an allowance of Forty pounds per annum as reimbursement of travelling costs.
- f) The Club Administrator, Registrations Secretaries, Referee's Secretary and Training & Development Co-ordinator shall each be paid an allowance of Thirty pounds per annum as reimbursement of telephone calls (600 calls @ 5p), together with any out of pocket expenses such as postage which will be re-imbursed against receipts.
- g) Each Leader / manager shall be reimbursed where appropriate, although it is anticipated that phone calls can be minimised by advising players of match timings at weekly training sessions, or via email.

## 10. SOCIAL EVENTS

The Committee shall aim to promote social activities to enhance participation by members.

Social events, organised from time to time by the Committee / Social Secretary or nominated parents, shall be open to all members of the Club, upon payment of a set charge if any.

## 11. MISCONDUCT

- a) A Code of Conduct will be issued to all members, Leaders and Managers from time to time. Failure to abide by these guidelines or to uphold the good name of the Club in the opinion of the Committee, or the Leader or Manager at fixtures shall be subject to disciplinary measures as decided by the Committee, Leader or Manager, as appropriate, relevant to the particular offence and punished as appropriate. Should the KCFA levy fines upon the Club for bad behaviour caused by members or officials, the Committee shall be entitled to seek recovery from the individual concerned. Any person subject to disciplinary measures may appeal to Kent County Football Association, under Rule 9 (Claims and Complaints) of their Rules of the Association.
- b) Any member or official recognised by the Club and proven guilty by a Disciplinary Committee of a League to which the Club belongs, or of any misconduct, or being abusive to the officials or opposing club supporters, or otherwise bringing or attempting to bring the Club into disrepute, or of inducing or attempting to induce a player from another club to join them, shall be liable to a fine or penalty imposed by the Disciplinary Committee of the league. Failure to accept the Disciplinary Committee's penalty/fine will result in expulsion from the Club of the person concerned and any player, at the discretion of the Committee, will be reported to both the League and the KCFA. Any person subject to a fine, penalty or expulsion may appeal to Kent County Football Association, under Rule 9 (Claims and Complaints) of their Rules of the Association.
- c) Any player suspended by his Leader or Manager has the right of appeal to the Committee. This appeal must be lodged with the Chairman, Vice-Chairman or Club Secretary in writing within 5 days. The Leader or Manager will inform the General Manager of disciplinary matters within 24 hours. The Committee will hear the appeal within 21 days of the appeal being lodged. The Leader or Manager concerned will not be entitled to a vote upon the outcome of the appeal. The player concerned may be represented by an adult of his choice and may bring forward relevant witnesses. Any person so suspended may appeal to Kent County Football Association, under Rule 9 (Claims and Complaints) of their Rules of the Association.
- d) Any player receiving 3 yellow cards during a season will automatically be suspended for the next fixture nominated by the League (either League, or Cup or Kent Cup). Should they receive 5 yellow cards during a playing season, they will automatically be suspended for the next 3 League fixtures. Any player receiving a red card will automatically be suspended for the next League fixture.

## 12. Mini Soccer

Streaming of players according to ability shall take place as soon as teams register for the Under 9 agegroup, and will take into account all Under 9 registered players based upon their performance in the previous season. Decisions regarding streaming shall be left to Managers (whose decision shall be final) subject only to review by the General Manager.