



## **Wingate & Finchley Youth Football Club**

**Founded 1991**

**The Maurice Rebak Football Stadium, Summers Lane, N12 0PD**

Chairperson & Club Secretary: Melissa Blair  
Head Youth Coach & Vice Chairman: Jonny Georgiou  
Treasurer: Aron Sharpe  
Club Welfare Officer: Yvonne Smith

### **CLUB CONSTITUTION**

Wingate & Finchley Youth Football Club ("the Club") is committed to providing quality, safe opportunities and a fun place for young people to play football in a semi-professional environment. We are a step three Football Club, within a unique family setting and a commitment to operating with integrity. We provide opportunities for gifted and talented youth players at an elite level. The Club believes in encouraging and providing a positive environment for young people through playing football. By supporting our players, we want to nurture them and help them realise their potential. We want to help players improve their performance, develop personal skills and increase their confidence. Ultimately, we are providing a pathway from youth football all the way to our first team; offering prestigious facilities and FA qualified coaches.

#### **Code of Good Practice for Charter Standard Clubs**

Wingate & Finchley Youth is an accredited FA Charter Standard Club. The Club has codes of good practice as a guide for how all members of the Club should behave within and when representing the Club. There is a disciplinary procedure, which if broken will result in the Board asking the individual for an explanation. Following this an investigation will take place and action taken if necessary.

#### **Club Rules, as per FA regulations:**

1. The Club shall be called Wingate & Finchley Youth
2. The objects of the Club shall be to arrange association football matches and social activities for its members.
3. These rules (the Club Rules) form a binding agreement between each member of the Club.
4. The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
5. No alteration to the Club Rules shall be effective without prior written approval by the parent Association. The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

#### **Club Membership:**

6. The members of the Club shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.

7. Any person who wishes to be a member must apply via the Club website and processing of the official registration form. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register and fees being paid.
8. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
9. The Football Association and parent County Association shall be given access to the Membership Register on demand.

**Seasonal Membership Fee:**

10. A seasonal fee payable by each member shall be determined each season by the Club Board. Fees for the season are to be paid in full within the timeframe set out upon registration and will be non-refundable.
11. The Club Board shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

**Resignation and Expulsion:**

12. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Board of their resignation.
13. The Club Board shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures in this scenario.
14. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property, nor refund of any fees.

**Club Board:**

15. The Club Board shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer and Secretary.
16. Each Club Board member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Board shall be responsible for the management of all the affairs of the Club. Decisions of the Club Board shall be made by a simple majority of those attending the Club Board meeting. The Chairperson of the Club Board meeting shall have a casting vote in the event of a tie. Meetings of the Club Board shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Board shall be three.
17. Decisions of the Club Board meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
18. Any member of the Club Board may call a meeting of the Club Board by giving not less than seven days' notice to all members of the Club Board. The Club Board shall hold not less than four meetings a year.
19. An outgoing member of the Club Board may be re-elected. Any vacancy on the Club Board which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Board members and approved by a simple majority of the remaining Club Board members.
20. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Board shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

**Annual and Special General Meeting:**

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

- receive a report of the activities of the Club over the previous year
  - receive a report of the Club's finances over the previous year
  - re-appoint individual Club directors
  - consider any other business
22. A Special General Meeting (SGM) may be called at any time by the Board 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 SGM may be any business that may be transacted at an AGM.
23. The quorum for a General Meeting shall be three.
24. The Chairman, or in their absence a member selected by the Club Board, 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.
25. The Club Secretary, or in their absence a member of the Club Board, shall enter Minutes of General Meetings into the Minute Book of the Club.

#### **Club Teams:**

26. At its first meeting following each AGM, the Club Board shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Board at its last meeting prior to an AGM a written report on the activities of the team.

#### **Club Finances:**

27. A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatory shall be the Club Chairperson, Club Secretary and Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by any one of the signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
28. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
29. The Club Board shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
30. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time, upon request by The Football Association.
31. The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Board and entry in the Minute Book shall be conclusive evidence of such a decision.
32. 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.
33. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Board. 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, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
34. 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.

## **Dissolution:**

35. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
36. The dissolution shall take effect from the date of the resolution and the members of the Club Board shall be responsible for the winding up of the assets and liabilities of the Club. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Club who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the Board of the Club with the consent of the parent Club shall determine.

## **A Code of Conduct for Football**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

### 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.

## **Code of Conduct for Coaches**

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications. It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

- Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches must adhere to all guidelines laid down by governing bodies.
- Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must not use or tolerate inappropriate language.

## **Code of Conduct for Players**

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Obligations towards the game -

*A player should*

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time-wasting.
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.

- To be committed to attending all training sessions, fixtures and Club events. If any player persistently misses training sessions, The Club reserves the right to reduce match time or even ask the player to leave the Club.
- Take ownership of your own football experience, including maintaining kit and boots.
- Represent Wingate at Club level, exclusively. Other than school, county and district opportunities, permission must be obtained by The Club to partake.
- Whilst representing The Club or wearing the Club badge, to act with integrity, in an honest and professional manner.

#### Obligations towards one's own team -

##### *A player should*

- Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

#### Respect for the Laws of the Game and competition rules -

##### *A player should*

- Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- Accept success and failure, victory and defeat, equally.
- Resist any temptation to take banned substances or use banned techniques.

#### Respect towards Opponents -

##### *A player should*

- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

#### Respect towards the Match Officials -

##### *A player should*

- Accept the decision of the Match Official without protest.
- Avoid words or actions which may mislead a Match Official.
- Show due respect towards Match Officials.

#### Respect towards Team Officials -

##### *A player should*

- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- Show due respect towards the Team Officials of the opposition.

#### Obligations towards the Supporters -

##### *A player should:*

- Show due respect to the interests of supporters.

### **Code of Conduct for Team Officials**

This Code applies to all team / Club officials (although some items may not apply to all officials).

#### Obligations towards the Game -

##### *The team official should*

- Set a positive example for others, particularly young players and supporters.
- Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- Avoid all forms of gamesmanship.
- Show due respect to Match Officials and others involved in the game.

- Always have regard for the best interests of the Club, team and game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- Not use or tolerate inappropriate language.

#### Obligations towards the Team -

##### *The team official should*

- Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Show due respect for the interests of the players, coaches and officials, their own club/team and others.

#### Obligations towards the Supporters -

##### *The team official should*

- Show due respect for the interests of supporters.

#### Respect towards the Match Officials -

##### *A team official should*

- Accept the decisions of the Match Official without protest.
- Avoid words or actions which may mislead a Match Official.
- Show due respect towards Match Officials.

### **Code of Conduct for Parents / Spectators**

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- ❖ Children enjoying football
- ❖ A sense of personal achievement
- ❖ Self-esteem
- ❖ Improving the child's skills and techniques

A parent's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- ❖ Other players
- ❖ Officials
- ❖ Managers
- ❖ Spectators
- ❖ Ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own

Encourage parents / spectators to:

- ❖ Applaud the opposition as well as your own team
- ❖ Avoid coaching the child during the game
- ❖ Not to shout and scream
- ❖ Respect the referee's decision
- ❖ Give attention to each of the children involved in football not just the most talented
- ❖ Give encouragement to everyone to participate in football. Emphasis to be on development and learning over the act of winning
- ❖ Ensure that parents / spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy

- ❖ Responsible for any fines incurred by your child whilst playing for The Club
- ❖ Match day behaviour should be limited to encouragement and support only. There is to be no negativity from the sidelines and the Club reserves the right to issue warnings or act further where necessary
- ❖ It is your responsibility to ensure safe transportation to and from Club activity, unless formally arranged with/by the Club
- ❖ It is your responsibility to notify the Club of any medical issues in respect of your child

REMEMBER, YOUR CHILD PLAYS FOOTBALL FOR HIS/HER OWN ENJOYMENT, NOT YOURS.

### **Professional Football Club Opportunities and Club Process**

Wingate & Finchley Youth will always support any player with the opportunity for an official (8 week) trial with the academy of professional football clubs. As per FA rules, the professional club is obligated to contact Wingate & Finchley Youth Club Secretary to make a 7 day approach. This also enables appropriate three-way communication between both clubs and player/guardian in the best interests of the player, so that all parties can work together to ensure the player has best opportunity for success.

This should not take place, but as a player, parent/guardian, you may be approached directly by representatives or scouts of professional clubs. Should this occur, please always advise Wingate & Finchley Youth Club Secretary so that we can support the player through any process and help to ascertain the opportunity presented. There are many offers for showcase games, Talent ID days, Development Centres which may be a positive experience for the player and lead to an official 8 week trial, however these should never take priority over Wingate & Finchley Youth training/activities without prior consent from the Club.

Please refer to The FA handbook regarding the 7 day approach (p119 rule C3):  
<https://www.thefa.com/football-rules-governance/lawsandrules/fa-handbook>

### **Anti-Discrimination and Equal Opportunities Policies for Clubs**

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

The following policies should be at the heart of your Club's activities.

#### **Anti Discrimination Policy for Clubs**

Wingate & Finchley Youth is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Wingate & Finchley Youth means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- ✚ The advertisement for volunteers
- ✚ The selection of candidates for volunteers
- ✚ Courses



- ✚ External coaching and education activities and awards
- ✚ Football development activities
- ✚ Selection for teams
- ✚ Appointments to honorary positions
- ✚ Wingate & Finchley Youth will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs
- ✚ Wingate & Finchley Youth is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole

### **Equal Opportunities Policy for Clubs**

Wingate & Finchley Youth is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

- ✚ Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others
- ✚ Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others
- ✚ Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex
- ✚ Victimisation of an individual
- ✚ Harassment of an individual, by virtue of discrimination
- ✚ Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible
- ✚ Wingate & Finchley Youth commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination
- ✚ Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure
- ✚ The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it

### **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 Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the Board.

Your 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 Management Board will sit for any hearings that are requested.
  3. The Club's Management Board 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

### **Welfare Information**

If you have any additional information with which you wish to share with the Club, please contact the Club Welfare Officer. All cases will be treated confidentially and within the remit of FA policy.

### **Photography**

At times the Club may wish to take photos or videos of the team or individuals in it.

Wingate & Finchley Youth adheres to The FA guidelines to ensure that and photography or videography is safe and respectful. We will ensure that this media is used solely for the purpose for which it is intended, which is the promotion and celebration of the activities of the Club and for training purposes.

If you wish to take photographs or film matches you must have consent from the Club, our spectators and opposition officials and spectators.

Any footage obtained during Club training, fixtures or events should not be used externally without Club permission.

If you wish to opt out of your child's photos being used for promotional purposes, please do so by emailing [melissa@wingatefinchley.com](mailto:melissa@wingatefinchley.com)

### **General Data Protection Regulation**

In accordance with EU Law regarding data protection, we require everyone on our database to opt-in to receive information from the Club.

Whilst we will not be sending marketing and advertisement, we still require your permission to contact you by email, telephone or by post.

By becoming a member of the Club, you are agreeing to our GDPR policy and consenting to being contacted by any official of Wingate & Finchley Youth. If you change your mind at any stage please contact [melissa@wingatefinchley.com](mailto:melissa@wingatefinchley.com) and we will remove your information from our database.