Version 6.0 June 2024

Club Handbook
Constitution

Policies and Procedures

Polegate Grasshoppers Football Club

PGFC is committed to providing opportunities for everyone to participate in football regardless of their gender, sexual orientation, race, nationality, ethnic origin, colour, religion, or ability.

As a Club affiliated to the Sussex County FA we agree to abide by and follow all recommendations that are passed on to us as a provider of quality football coaching.

The documents in this handbook cover the rules of the club, the policies that we operate and abide by and the various forms that are used within the club.

Codes of conduct are also contained within this handbook, which are in line with current FA guidelines, and which will be updated as and when done so by our governing body.

PGFC's aspiration is to encourage enjoyment through football

Constitution Section 1

Rules and structure of the club

1.0 Title:

1.1 The club shall be known as Polegate Grasshoppers football club here after stated as the ‘club’ or ‘PGFC’.

2.0 Objective and purpose of the club:

2.1 The objective of the club is to provide training, football matches and social activities for its members.

3.0 Status of rules:

3.1 These rules (the club rules) will form a binding agreement between the club and each of its members.

4.0 Officers and managing committee

4.1 The following officers of the club shall be elected annually at the AGM and will form the executive committee of the club:

Chairman, Vice-Chairman, Secretary, Treasurer, Welfare Office, Parent Liaison and Coach Liaison.

Each committee member will have 1 vote and the club requires a quorum of 4 committee members to conclude a resolution. Executive committee officers, if not present, can appoint a representative to vote on his/her behalf. In the event of a tied vote, the chairman will have the casting vote.

The Executive committee have the power to appoint a President of the club, this is an honouree role and will be held by the person until they wish to resign their role, it does not carry any voting rights, but the President would be welcome at any meeting.

4.2 The team managers and coaches will form the management committee of the club and as such each league registered teams are entitled to one vote per league registered team present that season. Management committee members if not present can appoint a representative (i.e. coach, parent) to vote on his/her behalf. Please note that management members can only have one vote, even if they are involved with other age groups. Management members can vote at all meetings except executive committee meetings. In the event of a tied vote, the chairman of the executive committee will have the casting vote. Should team managers also hold a vote as a committee member that team will not be entitled to vote, this is to ensure that all teams are equal.

5.0 Management

5.1 The control of the affairs of the club rest entirely with the executive committee as described in rule 4.1 above. The Executive committee may appoint such sub-committees as they deem necessary and delegate powers to any such sub-committee so appointed. The executive committee shall have the power to fill any vacancy which may arise on their committee.

5.2 Management committee members attending an executive meeting do not have a vote at such meetings.

6.0 Age groups

6.1 Groups will be arranged by ages, for the purpose of age groups the relevant date is between 1st September and 31st August inclusive when a player must have reached that age between these dates. Players up to the age of 16 can play up one age group but if the club has an age-appropriate group they must be allocated to the correct group. All exceptions of this rule must be agreed prior with the executive committee.

6.2 Each group should have a manager and a coach and such helpers to achieve the FA ratio guidelines. All managers, coaches or helpers must have a current DBS (Disclosure and Barring Service) and until this is undertaken such persons will not be able to help. All training volunteers and are required to undertake the FA Safeguarding training course for coaches. Further courses in First Aid will also be required for certain coaches. The cost of all checks and courses will be met by the club. (See Rule 15.1)

6.3 Managers are limited to one age group, but they can move to other age groups should their age group dissolve. Exceptions to this rule must be agreed with the Executive Committee.

7.0 Members

7.1 The members (players) 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.

7.2 Anyone who wishes to be a member must apply on the appropriate registration form (Refer to Annex A at the end of this document) and deliver it to an officer of the club, membership shall become effective upon an applicant’s name being entered on the membership register.

7.3 The executive committee has the power to refuse membership.

7.4 In the event of a member resigning from the club or being expelled from the club, his or her name shall be removed from the membership register.

7.5 The Football Association (FA) and parent county association (Sussex FA) shall be given access to the membership register on demand.

7.6 Guest players will be allowed access to training sessions for them to assess the club, this should be restricted to three weeks, but medical and contact forms should be completed even if they do not commit themselves to the club. Guest players in summer tournaments should be discouraged giving preference to allowing existing members to participate. The use of guest players should only be permitted after permission is sought from the executive committee.

8.0 Meetings

8.1 The annual general meeting (AGM) of the club will normally be held in the month of July each year but may be held at such other times as the executive committee may so decide. An up-to-date statement of account shall be presented at the AGM, an external audited account can be ordered by the Executive Committee, such accounts will be available to governing bodies (The FA).

8.2 The management committee or the executive committee shall have the power to convene a special general meeting (SGM) of the club at any time. The secretary of the club shall convene a SGM on receiving a requisition to do so, duly signed by not less than 50% of the management committee. Such SGMs are to be called within 14 days of a receipt of valid request.

8.3 Resolutions put at an AGM or SGM shall be decided normally by a show of hands present, assuming quotas are present, in the event of a tied vote the Chairman of the club will have the casting vote.

9.0 Records

9.1 Minutes of meetings shall be kept by the club secretary and copies sent to both executive and management committees, the club secretary will maintain a register of the members of the club.

10.0 Finance

10.1 The finances of the club are the responsibility of the treasurer who shall maintain suitable records of account and produce an up-to-date statement of account if audited annual statement of account is not completed, for presentation at the AGM. All expenditure over £500 must be with prior consent of the treasurer and at least one other executive committee members.

10.2 Management summary accounts will be available at each Executive meeting.

11.0 Costs

11.1 Each member will pay an annual registration fee during June/July or when they join the club. The amount of the subscription shall be decided at the AGM and can be adjusted regarding the amount of the season which has expired. Training fees will be extra and again decided at the AGM, training fees will be due September/October. Fees are not refundable.

11.2 The club executive committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the club and any extra club expenditure.

11.3 Kit deposits are £30.00; if the player leaves the club and the kit is returned in a good order and all other fees are up to date the deposit will be returned to the payee.

12.0 Resignation and expulsion

12.1 A player shall cease to be a member of the club if, and from the date which they give notice to the club secretary of their resignation. A player whose subscriptions, training fees or match fees are more than 3 months in arrears will be suspended from the club until such arrears are fully paid, failure to pay the arrears will render the player as resigned.

12.2 The executive committee shall have the power to expel a player when, in their opinion, it would not be in the interests of the club for them to remain a player. There shall be no appeal procedures.

12.3 A player who resigns or is expelled shall not be entitled to any refunds of fees but with the correct deposit of their kit in good order, they will be entitled to their kit deposit refunded. See paragraph 11.3

13.0 Fund raising and social events

13.1 It is expected that all members of the club will support to the best of their ability any fundraising or social event organised on behalf of the club. Any fundraising or social event organised for individual team’s benefit must be approved by the executive committee. The executive committee reserves the right to audit such events

13.2 Any football event organised outside the normal geographical boundaries of the club should be approved by the executive committee, such events should be fully risk assessed and adult/member ratio agreed.

14.0 Kit

14.1 All teams will play in the following colours:

Shirts: green and white hooped
Shorts: green
Socks: green

All kits will be obtained from the clubs approved suppliers.
Secondary away kit at the manager's discretion and executive committee's approval.

14.2 The executive committee will decide the club's kit supplier.

14.3 All kits supplied to the members remain the property of the club, including those that have been purchased from sponsorship monies. All other items of equipment including football boots and shin guards that must be worn are the responsibility of the members.

15.0 Management training

15.1 Where PGFC will pay 50% of the course for specific football related training of any managers and coaches (e.g., FA coaching Level 1), the club can expect that person to stay with the club for a duration of no less than 12 months from the training date and will refund the balance of the course. Should they leave the club before such time has elapsed from the date of the training, the full cost of that training will be expected to be paid back by the said person to the club.

15.2 The executive committee will decide if there are any exceptions to the Rule 15.1.

16.0 Managers kit and equipment

16.1 Training Balls (appropriate size), numbers to match player numbers.
1 set of mixed colour cones
18 Bibs (9 of each colour)
1 Ball Carrier
1 First Aid Kit
1 Whistle
2 Linesmen Flags
2 Match Balls
1 Kit Bag
1 Pairs of Goalkeeper Gloves

16.2 Optional Equipment (Supplied on Request)

Training Goals
Mannequins
Marker Poles
Training Ladders
Large Cones

16.3 All kit remains the property of the club, managers will be required to list all kit in their possession during the football season each year.

16.4 Kit and equipment list can be adjusted on request from managers.

16.5 If any kit is removed from any PGFC storage facilities, the appropriate form should be filled out.

17.0 Conduct

17.1 All officials, players, parents, and team managers of the club must conduct themselves in a sportsmanlike manner always, both on and off the pitch. Should an occasion arise where a player, parent or official is reported to the league, then the executive committee must be informed and if necessary disciplinary action will be taken.

17.2 The executive committee shall have the powers to fine, suspend or expel the member, parent or official involved if considered appropriate. Any fines imposed by Sussex FA will be responsibility of the parent whose player incurred the fine.

17.3 Any complaints brought to the attention of the clubs Executive committee should be assessed and if it falls under the Welfare Officers jurisdiction, all statements, contact information etc should be passed to the said Welfare Officer and the Executive Committee should not interfere with the Welfare Officers deliberations. Such matters will remain private and confidential unless the Welfare requires such information to be distributed. The Welfare Officer is only required to pass on information to the wider club if they deem it necessary. Should the complaint be not welfare related then the secretary of the club will deal with it unless the complaint is about the secretary in which case it should be forwarded to the chairman.

17.4 Where the matter requires deliberation by a disciplinary panel, it should be made up of 3 independent executive members or managers, they will listen to all the evidence and recommend to the Executive Committee the outcome of the hearing.

The accused party can request an appeal against any decision made by the disciplinary panel but will follow the Sussex FA recommended guidance for such appeals. The appeals procedure guidance is set out in Section 2 Policies.

17.5 See also the clubs' complaints policy as set out in the General Policies in section 2.

18.0 Affiliation

18.1 The club shall affiliate to the Sussex County Football Association (SCFA) and abide by the rules of the association.

18.2 The club will abide by the SCFA code of conduct relating to child protection, equal opportunities, anti-discrimination, data protection, and social media policies.

Club policies will be reviewed each year in connection with our affiliation application for the FA.

19.0 Trophies

19.1 Individual trophies will be presented annually at the presentation evening, a total of six trophies from Under 7 and above may be presented at the discretion of the respective team manager.

The titles of the trophies are:

- Player of the year,
- Players' player of the year
- Sportsmanship award
- Most improved player
- Penalty shoot-out champion
- Parents' (supporters') player of the year.

Managers should be encouraged not to give more than one trophy (except penalty shoot-out) to any individual player.

19.2 No other trophy or presents should be given out on the presentation night unless advised to the executive committee in advance of the evening.

20.0 Amendment of rules

20.1 The executive committee shall have the power to amend, delete or add new rules with immediate effect where they deem it necessary, always provided that amended rules are ratified by the full committees at the next managers' meeting, AGM or SGM, whichever comes first, at which time any amendments can be reviewed or challenged.

21.0 Injuries

21.1 Any injury on or off the field whilst the club is in session, whether it is a player or spectator, or official should be noted on the club's injury report form and handed to the club secretary at the earliest opportunity.

22.0 Contingency

22.1 The executive committee shall have the power to act in any contingency which may arise, and which is not covered by this set of rules.

23.0 Dissolution

23.1 A resolution to dissolve the club shall only be proposed at an AGM or SGM and can only be action on by a majority of at least 75% of the executive and management committees.

23.2 The dissolution shall take effect from the date of the resolution and the members of the executive committee will be responsible for 'winding up' the club, disposing of the assets and satisfying the liabilities of the club.

23.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be dealt with by the executive committee and where possible the assets should be used to further enhance youth football.

24.0 Reporting accidents/incidents

24.1 Managers / coaches must report any accident or incident that occurs during a training session, match, tournament, or any other activity that they are supervising or representing PGFC.

Managers / coaches must take the appropriate action to resolve the accident / incident, swiftly and safely.

Managers / coaches must be aware that the way that they handle the incident/accident may become public knowledge as such they must make every effort not to bring the club into disrepute.

All accidents / incidents must be reported to the executive committee.

An accident / incident form must be completed and submitted as soon as is practicable after the accident / incident has been resolved.

Refer to Annex B at the end of this document

Section 2

Policies

PGFC Anti-Discrimination Policy

PGFC 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 PGFC 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.

PGFC 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.

PGFC 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.

PGFC Equal Opportunities Policy

PGFC 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.

PGFC 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 PGFC's policy, any members offending will be dealt with under the disciplinary procedure.

PGFC 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.

Social Media Policy

Introduction

The use of social media provides many opportunities to improve the way we communicate, reach out and interact with the different communities we serve. However, when using these emerging technologies there are several risks and issues to consider, both for individual committee members, players, coaches, and parents of PGFC. These risks need to be identified and managed to ensure the benefits can be realised in as safe a manner as possible.

Outside of PGFC, personal use of social networking sites is also growing in popularity and is used by many as a way of keeping in touch with friends and colleagues on a social basis. Whilst in the vast majority of cases, the use of sites such as Facebook is trouble free, guidance is required to ensure members of PGFC do not act in a way that may negatively affect the reputation of PGFC or leave themselves open to allegation.

Purpose

This policy relates to both the professional and personal use of social networking sites by committee members, players, coaches, volunteers, and parents of PGFC.

It aims to provide guidance to committee members, players, coaches, volunteers, and parents on their personal responsibility as members of PGFC when using any social networking site.

Scope

Social media is the term commonly given to web-based tools which allow users to interact with each other by sharing information, opinions, knowledge, and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

This includes blogs, message boards, social networking websites (such as Facebook, Twitter, MySpace, Snapchat, Tumblr LinkedIn, WhatsApp), content sharing websites (such as Pinterest, Flicker, Instagram, YouTube) and many others.

Objectives

To ensure safe, professional use of social media tools.

To make committee members, players, coaches, volunteers, and parents of PGFC aware of the issues relating to the use of social media for both private and professional purposes, and aware of their responsibility to PGFC.

To ensure committee members, players, coaches, volunteers, and parents of PGFC are aware of all relevant legislation and standards relating to online information, including codes of practice from related professional bodies.

Codes of practice

Professional bodies may have issued their own code of practice relating to the use of social media.

Everyone has a personal responsibility to be aware of codes of practice relating to their professional body; however, the PGFC policy remains the definitive guidance for everyone in the use of social media.

Roles and Responsibilities

All committee members, players, coaches, volunteers, and parents of PGFC are responsible for the success of this policy and should ensure that they take time to read and understand it.

It is the responsibility of the welfare officer and committee members of PGFC to investigate any reported breaches of this policy.

Personal use of social media

Outside of the PGFC environment, whether an individual chooses to create or participate in an online social network, or any other form of online publishing or discussion is his or her own business.

However, as a member of PGFC it is important to be aware that posting information or views about the club cannot be isolated from your club life.

Comments about PGFC or associates can bring the club into disrepute and make committee members, players, coaches, volunteers, and parents of PGFC liable to legal action.

Therefore, keep your personal use of social media as separate as possible from the club.

The following policy statements are designed to protect the club, the committee members, players, coaches, volunteers and parents from allegation, disrepute, and liability.

Committee members, players, coaches, volunteers, and parents should never do any of the following:

Share confidential information online

Post inappropriate comments about committee members, players, coaches, volunteers, and parents.

Use social media sites to bully or intimidate any member of the club.

Use social media in any way which is unlawful

Post pictures/videos of any other player(s) without the explicit permission of the parent(s)

The above statements refer to the posting of all types of content on social media sites, including (but not exclusively) text, photographs, and video.

Professional Use of social media

Your relationship with social media changes as soon as you identify yourself as a member of PGFC and speak in any kind of professional capacity or seek to deploy social media on PGFC business.

In such circumstances there are responsibilities, standards of behaviour and other organisational considerations which apply. Remember, you are publicly representing the club and should participate in the same way as you would with other media, public meetings, or forums.

Always remember that participation online results in your comments being permanently available and open to being republished in other media.

You should also be aware that you may attract media interest in yourself and PGFC, so proceed with care. If you have any doubts, take advice from the club's welfare officer.

Professional Use of social media is defined as:

Participation in third party professional forums and/or discussion boards relating to PGFC.

Creating and/or managing content on a social media site created, branded, and managed by PGFC.

Social media monitoring for business purposes

NB. Anyone wishing to develop a social media site or application on behalf of PGFC should first read the policy document: Development of websites in the public domain, which outlines the required approval process.

The following policy statements relate to professional use of social media.

You are free to participate in professional forums relating to your area of work/club.

When participating in a professional capacity on behalf of PGFC you must:

Seek approval from management before participating, or declare any existing interests

Only provide information about your club if it is essential

Be professional - make sure you are always seen to act in an honest, accurate, fair, and responsible way at all times.

Respect copyright when linking to images or other online material.

When participating in a professional capacity on behalf of PGFC you must not:

Mention any information relating specifically to an individual

Use offensive, sexist, racist, hateful, or otherwise offensive or discriminatory language

Publish information that is disparaging to PGFC or other club members

Endorse or appear to endorse any commercial product or service

Voice political opinion

Non-Compliance

Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether PGFC facilities are used for the purpose of committing the breach.

Any member of PGFC committing a breach of this policy will be required to co-operate with our investigation. This may include removing internet postings which are deemed to constitute a breach in this policy.

Failure to comply with such a request may, result in disciplinary action.
Serious breaches may be reported to the FA, or other public authority for further investigation.

Monitoring

PGFC regularly monitors social media as part of our media strategy.

Any instances of policy breach identified through this process will be dealt with as per the club's disciplinary procedure.

Users should also be aware that our social media responses could be monitored by the FA and any responses attributed to members of PGFC can also be sanctioned on by the FA.

Club complaints procedure

If any member of PGFC (players, managers, coaches, committee members or parents/carers), feels that in any way he/she has suffered any kind of discrimination, or believe that the club policies, rules, or code of conduct have been broken they should follow the club's complaint procedures shown below:

They should report the incident to the club secretary, or any other member of the club's executive committee immediately. Upon reporting the matter, they should then fill out a complaint form which can be provided by the club secretary on request.

Your 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.
- A preferred solution to the problem.

The club's executive committee will sit for any hearings that are requested at its earliest convenience.

The club's executive committee will have the power to:

- Warn as to future conduct
- Suspend or part suspend membership
- Remove from membership any person found to have broken the club's policies or codes of conduct

Where the complaint is against the club secretary, all paperwork will be dealt with by another member of the executive committee.

Club complaints form

Name	Position (parent/coach etc.)	Date	Age group
Time & place of incident			

Nature of complaint

(Please attach further sheets if required)

Eyewitness statement

(Please attach further sheets if required)

Preferred Solution to the Complaint

For Official use only			
Date received:		Date resolved:	

REGULATIONS FOR POLEGATE GRASSHOPPERS FOOTBALL YFC APPEALS

COMMENCEMENT OF APPEAL

1.1 An appeal shall be commenced by lodging a notice of appeal ("the Notice of Appeal") with

the club Polegate Grasshoppers YFC (PGFC)

1.2 The Notice of Appeal shall be lodged within 14 days of the date of notification of the decision appealed against. In the case of an appeal from a decision of the club, the date of notification of the decision shall be the date of the written decision or, if applicable, the date of the written reasons for the decision. In relation to any other decision, the relevant date shall be the date on which it was first announced.

1.3 The Notice of Appeal must:

(1) identify the specific decision(s) being appealed.

(2) set out the ground(s) of appeal and the reasons why it would be substantially

unfair not to alter the original decision.

(3) set out a statement of the facts upon which the appeal is based.

(4) where appropriate, apply for leave to present new evidence under 2.1 below.

1.4 The grounds of appeal available to the club (PGFC), shall be that the body whose decision is appealed against:

(1) misinterpreted or failed to comply with the rules or regulations relevant to its

decision; and/or

(2) came to a decision to which no reasonable such body could have come and/or

(3) imposed a penalty, award, order or sanction that was so unduly lenient as to be

Unreasonable

1.5 The grounds of appeal available to Participants shall be that the body whose decision is appealed against:

(1) failed to give the appellant a fair hearing and/or

(2) misinterpreted or failed to comply with the rules or regulations relevant to its

decision; and/or

(3) came to a decision to which no reasonable such body could have come and/or

(4) imposed a penalty, award, order, or sanction that was excessive

1.6 Once an appeal has been commenced, it shall not be withdrawn except by leave of the Appeal Board.

DISCIPLINARY PROCEDURES – APPEALS PROCEEDINGS

2.1 An Appeal Board shall proceed as set out below.

2.2 Reference to a party or parties means:

(1) the appellant (the "Appellant"); and

(2) the respondent (the "Respondent").

2.3 The Club (PGFC), whether acting as Appellant or Respondent, shall nominate an individual or individuals to represent it before the Appeal Board.

2.4 The Respondent shall serve a written reply to the Notice of Appeal (the "Reply") on an

Appellant and the Appeal Board within 21 days of the lodging of the Notice of Appeal.

Where appropriate, the Reply must include any application for leave to present new evidence under 2.6 below.

2.5 The parties shall be entitled to make oral submissions to the Appeal Board, but an appeal shall be by way of a review on documents only, without oral evidence, except where the:

Appeal Board gives leave to present new evidence under 2.6 below.

Appeal Board proceedings shall be conducted how, when and where the Appeal Board considers appropriate.

Reasonable notice shall be given by the Appeal Board of the date, time, and venue of the appeal. An Appeal Board shall not be bound by any enactment or rule of law relating to the admissibility of evidence in proceedings before a court of law.

An Appeal Board shall proceed as follows.

2.6 The Appeal Board shall hear new evidence only where it has given leave that it may be presented. An application for leave to present new evidence must be made in the Notice of Appeal or the Reply, setting out the nature and the relevance of the new evidence, and why it was not presented at the original hearing. Save in exceptional circumstances, the Appeal Board shall not grant leave to present new evidence unless satisfied with the reason given as to why it was not, or could not have been, presented at the original hearing and that such evidence is relevant. The Appeal Board's decision shall be final.

2.7 The chairman of an Appeal Board may upon the application of a party or otherwise, give any instructions considered necessary for the proper conduct of the proceedings, including but not limited to:

(1) extending or abridging any time limit.

(2) amending or dispensing with any procedural steps set out in these Regulations.

(3) instructing that a transcript be made of the proceedings.

(4) ordering parties to attend a preliminary hearing.

(5) ordering a party to provide written submissions. The decision of the chairman of the Appeal Board shall be final.

2.8 The Appeal Board may adjourn a hearing for such period and upon such terms (including an order as to costs) as it considers appropriate.

2.9 The Appellant shall prepare a set of documents which shall be provided to the Appeal Board and Respondent at least seven days before the hearing and which shall comprise the following (or their equivalent):

(1) the Charge.

(2) the Answer.

(3) any documents or other evidence referred to at the original hearing relevant to the appeal.

DISCIPLINARY PROCEDURES

(1) any transcript of the original hearing.

(2) the notification of decision appealed against and where they have been given the reasons for the decision.

(3) any new evidence.

(4) The Notice of Appeal.

(5) The Reply.

Where the club (PGFC) appealed against has not stated the reasons for its decision, either:

(i) the Appellant shall request written reasons from that body which shall be provided to the Appeal Board; or

(ii) the Appeal Board shall require that a member of the body that made the decision shall attend (in which case, questions may be put by the Appeal Board at a hearing to satisfy itself as to the reasons for the decision. Cross-examination by the Appellant or Respondent shall not be permitted. Representations may be made by the parties to the Appeal Board who may then put questions to the member of the body that made the decision).

2.10 Appeal hearings shall be conducted how, when and where the Appeal Board considers appropriate. Reasonable notice shall be given by the Appeal Board of the date, time, and venue of the appeal.

Where an application to present new evidence has been made, the party making the application shall address the Appeal Board in support of the application and the other party may respond; the Appeal Board shall then determine whether or not it will receive the new evidence. The following procedures shall be followed at an appeal hearing unless the Appeal Board thinks it appropriate to amend them:

(1) The Appellant to address the Appeal Board, summarising its case.

(2) Any new evidence to be presented by the Appellant.

(3) The Respondent to address the Appeal Board, summarising its case.

(4) Any new evidence to be presented by the Respondent.

(5) Each party to be able to put questions to any witness giving new evidence.

(6) The Appeal Board may put questions to the parties and any witness giving new evidence at any stage.

(7) The Respondent to make closing submissions.

(8) The Appellant to make closing submissions.

2.11 The Appeal Board shall proceed in the absence of any party, unless it is satisfied that there are reasonable grounds for the failure of the party to attend and shall do so in such manner as it considers appropriate.

APPEAL BOARD DECISIONS

3.1 A decision, order, requirement, or instruction of the Appeal Board shall (save where to be made under the Rules of The Club (PGFC) by the chairman of the Appeal Board alone) be determined by a majority. Each member of the Appeal Board shall have one vote, save that the chairman shall have a second and casting vote in the event of deadlock.

3.2 The Appeal Board shall announce its decision to the parties as soon as practicable in such a manner as it considers appropriate; and unless it directs otherwise, its decision shall come into effect immediately.

DISCIPLINARY PROCEDURES - APPEALS

3.3 The Appeal Board shall have power to:

(1) allow or dismiss the appeal.

(2) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed.

(3) remit the matter for re-hearing.

(4) make such further or other order as it considers appropriate, generally or for the purpose of giving effect to its decision.

(5) Order that any costs, or part thereof, incurred by the Appeal Board be paid by either party or be shared by both parties in a manner determined by the Appeal Board.

3.4 Decisions of the Appeal Board shall be final and binding and there shall be no right of further challenge.

WRITTEN DECISION

3.5 As soon as practicable after the hearing, the Appeal Board shall publish a written statement of its decision, which shall state:

(1) the names of the parties, the decision(s) appealed against and the grounds of appeal.

(2) whether or not the appeal is allowed; and

(3) the order(s) of the Appeal Board.

The written statement shall be signed and dated by the chairman of the Appeal Board and be the conclusive record of the decision.

Section 3

Codes of conduct

Code of conduct for parents/carers, guardians, and spectators

It is the aim of this club to promote the highest standards of sportsmanship and fair play and to ensure the 'spirit' of the game is not abused. Please do not encourage foul play at any time, whether it is physical (e.g., "take the player out", "hack them down") or verbal abuse (calling a player of either team names)

Any adult taking part or attending any activity organised by the club shall conduct themselves in an EXEMPLARY MANNER.

Adult behaviour must be of the highest standard to set the correct example to the players.

Players should get encouragement and support and not be embarrassed or humiliated by the adults watching them.

Adults should not shout, swear, argue, become violent, or use sarcasm.

Matters of team selection, including when and if substitutes are used, remain the sole responsibility of the manager and coaches and their decision will remain final. Any parent/carer or guardian who attempts to unduly influence the manager with regard team selection or substitutions, shall be in contravention of this code of conduct and may result in being reported to the club's executive committee

On match days please leave the running of the team to the manager and coaches of the team, please do not attempt to coach or influence any changes in positional play etc. as any interference can cause confusion amongst the players.

Adults Should:

Always look for aspects to praise rather than rebuke.

Praise good behaviour to show adults value it.

Praise effort and performance rather than simply achievement (most often in the case of a victory).

Emphasise the importance of involvement first, winning second.

Display patience and tolerance.

Ensure your players have a clear understanding of the standard of behaviour expected of them.

Applaud the opposition as well as your own team.

Help players understand the rules, talk to them not at them.

Avoid coaching the team unless you have been specifically asked to do this.

Respect the referee's decision at all times.

Give your attention and encouragement to all the team, not just the talented ones and support the participation of all levels of players in the team.

At all times, during a match, the decision of the referee qualified or un-qualified appointed to officiate the match will remain final. In many cases, newly qualified referees are used in youth matches to gain experience, these officials, male or female, should be given encouragement and support.

Any parent/carer, guardian, or supporter (associated to a playing member) whose behaviour falls below the required standard would risk the player's membership being suspended or cancelled.

Any complaint regarding the opposition, referee, spectators, or any other aspect of the match must be dealt with by the manager or coaching staff of PGFC. If the matter is considered serious, the PGFC manager or coach will inform the club's secretary and they will take it up with the appropriate authority. It is not acceptable for individuals to take the law into their own hands.

All parent/carers, guardians and spectators shall abide by the rules of the Football Association (FA) and its constituent youth leagues.

Code of conduct for managers and coaches

At PGFC managers and coaches are considered key to the establishment of the ethics and standards in football throughout the club.

Their concept of ethics and their attitude, directly affects the behaviour of the players under their supervision.

Therefore, all managers and coaches at PGFC are always expected to pay particular attention to the moral aspect of their conduct.

All coaches at the club must be aware that almost all their everyday decisions and actions they undertake, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic aspiration for the managers and coaches. This code is not intended to conflict with that; however, the code calls for managers and coaches to disassociate themselves from a ‘win at all costs’ attitude.

Coaches should lead by example and always show a responsible attitude.

The health, safety, welfare, and moral education of young people are the priority, before the achievement or the reputation the club, manager/coach.

Below are the standards and codes we expect all our managers and coaches to achieve:

Managers and coaches must respect the rights, dignity and worth of every person and treat each equally within the context of the sport.

Managers and coaches must place the well-being and safety of each player above all other considerations, including the development of performance.

Managers and coaches must adhere to all guidelines laid down by the governing body (FA).

Managers and coaches must develop an appropriate working relationship with each player based on mutual trust and respect.

Managers and coaches must not exert undue influence to obtain personal benefit or reward.

Managers and coaches must encourage and guide players to accept responsibility for their own behaviour and performance.

Managers and coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience, and ability of the players.

Managers and coaches should at the outset, clarify with the players (and where appropriate the parents/carers and guardians) exactly what is expected of them and what they are entitled to expect from you.

Managers and coaches must co-operate fully with other specialist (doctors, physiotherapist, sports scientist etc.) in the best interest of their players.

Managers and 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 and techniques.

Managers and coaches must consistently display high standards of behaviour and appearance. Whilst on duties for PGFC

Managers and coaches must wear clothing that will identify them as being an official from the club (this will be provided by the club).

Managers and coaches must not use or tolerate inappropriate language.

Code of conduct for players

All players of PGFC are expected to always follow the code of conduct below whilst they are members of the club.

Always have regard for the best interests of the club, the game and yourself.

Know and abide by the laws of the game, the rules of the club and the spirit of the sport.

Always respect the decisions of the referees and club officials, always.

Always strive to perform to your best ability.

Set a positive example to others, including your teammates and supporters.

Do not use foul or inappropriate language.

Always encourage your fellow players and never criticise them.

Make every effort consistent with fair play to help your team win.

Treat opponents with due respect, irrespective of the result of the game.

Play fairly, avoid violence, and rough play and always help injured opponents.

Accept success and failure, victory and defeat equally.

Listen to your manager and coaches and respect their decisions.

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 consider 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.

This code is in line with The FA's current guidelines

Safeguarding Children Policy

Every child or young person, defined as any person under the age of 18, who plays or participates in football for our club should be able to take part in an enjoyable and safe environment and be protected from abuse.

This is the responsibility of every adult involved in football and PGFC fully endorse and adhere to The Football Association's Safeguarding Children policy.

PGFC recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect or bullying.

PGFC is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

The FA's Respect programme supports the Safeguarding Children Policy to address verbal abuse and bullying of youngsters by parents and coaches on the side-lines.

The Association's safeguarding children policy principles 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, faith, 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 and carers is essential.

The FA is committed to working in partnership with the Police, Children's Services Departments, and Local Safeguarding Children's Boards (LSCB) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Association's safeguarding children policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

Section 4

PGFC Safety Guidelines

Equipment

All equipment used by the club in any purpose should be always checked for safety and condition.

Any equipment that is found not to be safe should be replaced immediately and either repaired or disposed of so that it is rendered un-useable.

All equipment failures should be notified to the club's committee at the earliest opportunity.

Goalposts

Goalposts of any size used by the club (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground for reasons of safety.

Portable goalposts must be secured using chain anchors or appropriate anchor weights to prevent them from toppling forward.

Under no circumstances should any children or adults be allowed to climb, swing on, or play on any part of the goalposts.

All portable goals must be assembled correctly in line with the manufactures guidelines and secured correctly to avoid them tipping over.

All goalposts will be inspected on a regular basis and be always maintained.

All portable goalposts are to be taken down after use. They are then to be stored in a secure environment.

In line with current FA guidelines all nets should be secured only by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks, which cannot be replaced.

Under no circumstance will any club member use goalposts which are 'homemade' or which have been altered in any way from the original manufacturers supplied goalposts.

These have been the cause of several deaths and injuries.

Safety checks to prevent toppling of goalposts:

Follow manufacturer's guidelines in assembling goalposts.

Before use, adults should:

- Ensure each goal is anchored securely in its place
- Exert a significant downward force on the cross bar
- Exert a significant backward force on both upright posts
- Exert a significant forward force on both upright posts

These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used

Remember to always use all equipment safely

Annex A

Polegate Grasshoppers Football Club

Registration form	Season:

Player details			
Age group		**Manager's name**	

Full name:	
Date of birth:	
Address (Include postcode):	

Tel No. (Home)		**Parent Tel No. (Mobile)**	
Parent email:		**Parent D.O.B**	
Membership No.			

Ethnic origin (Mark 'X' in the appropriate box)			
White		**Chinese**	
Black African		**Black Caribbean**	
Black Other		**Pakistani**	
Indian		**Other (please specify)**	

I consent to disclosure by the County Football Association and agree to be bound by and to observe the club rules and the rules and regulations of the Football Association Limited and the County Football Association, and in all competitions in which the club participates.			
Signed parent:		**Date:**	

Membership fee for season	**Cash / Bank transfer** (Mark 'C' or 'B' in the appropriate box)	
£20.00 for U11's and above (Second child within this age group will be £10.00)		

Please ensure that payment is made prior to 31st July
Players need to be paid up members to train or play for PGFC
Training fees will be invoiced centrally by the club treasurer
Registered players are covered by the basic FA insurance (details available on request)
If more comprehensive cover is required, players must have their own insurance.

PGFC is committed to providing opportunities for everyone to participate in football regardless of their gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability.

Player's name:		**D.O.B**	

Medical details – Please indicate if the player has any medical conditions, we should be aware of. If necessary, the manager will discuss with you a health plan that can be created to support the medical condition or specific needs of the player

Emergency parent/carer details								
Status Please 'X'	**Mr**		**Mrs**		**Ms**		**Other**	

Name:	
Emergency Tel No:	

In the event that the above-named person can't be reached, please give two additional emergency contact names and numbers.

Name:		**Emergency Tel No:**	
Name:		**Emergency Tel No:**	

In the event that my son/daughter is injured whilst playing football/travelling to and from football events and I cannot be contacted on the above number, I hereby give my consent for my child to receive medical attention.

I agree to our email address being used for club business

I agree to images of my son/daughter being used for club publicity

Delete if you do not accept these options

Signed:		**Date:**	
Print name:			

Annex B

Accident / Incident form

Location of accident / incident	
Date and time	
Name of person injured or involved	
Address of person injured or involved	
Nature of accident / incident	
Name of manager / coach	

Give details of how the accident / incident took place. Describe what activity was taking place e.g., training session, during a match, in a tournament or during travelling etc.
Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s).

Were any of the following contacted? Please 'X' as required				
Police	**Yes**		**No**	
Ambulance	**Yes**		**No**	
Parent/Guardian	**Yes**		**No**	

What happened to the person involved following the accident / incident? (e.g., went home, went to hospital, carried on with training session, match etc.)			
All of the above information is a true reflection as to what happened			
Signed:		**Date:**	
Print name:			

(Attach additional sheets as required)

Forward completed forms to the club secretary

Player attendance register

(To be used for training, matches and tournaments)

	NAME	DATE											
1													
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