



ACCREDITED
PART OF ENGLAND FOOTBALL



We play to win, but we do not win at all costs.

CLUB RULES AND GUIDEANCE

1. Name



The club will be known as Eagles FC and will remain affiliated with the Kent County Football Association. For these Rules and Guidelines, Eagles FC shall be referred to simply as “the Club.”

2. Objective/ Club Ethos

We provide local children the chance to enjoy football in a fun, safe, and positive environment, helping them improve their skills through encouragement and quality coaching.

We play to win, but we do not win at all costs.

The Club aims to continuously improve by complying with The Football Association's (“The FA”) Accreditation program (formally known as the Charter Standard)

3. Status of Rules

These rules (the “Club Rules”) act as a mutual agreement among all members of the Club, promoting a collaborative and respectful environment for everyone involved.

4. Rules and Regulations

- (a) The members of the Club shall exercise their rights, powers, and duties diligently and, where appropriate, make their best efforts to ensure that others behave in a manner that allows the business and affairs of the Club to be conducted in accordance with the Rules and Regulations of The Football Association Limited (“The FA”), the County Football Association to which the Club is affiliated (“Parent County Association”), and the Competitions in which the Club participates, as currently in force.
- (b) No changes to the Club Rules shall take effect without prior written approval from the Club Committee. The FA and the Parent County Association reserve the right to approve any proposed amendments to the Club Rules.
- (c) The Club will also comply with The FA's Child Protection Policies and Procedures, Codes of

Conduct, and Equality Policy that are in effect at that time.

5. Club Membership

- (a) The membership of the Club shall consist of individuals whose names are recorded in the Membership Register, which the Club Secretary will maintain. The Membership Register is located on the ‘Club Portal’ that is part of the England Football Association.
- (b) Any person who wishes to become a member must submit a completed Membership Application Form to the Club. The decision to accept membership rests with the Club Committee and will be made in accordance with the current anti-discrimination and equality policies. An appeal against a refusal may be made to the Club Committee in accordance with the procedures outlined in the current Complaints Procedure. Membership shall be considered active once the applicant's name has been recorded in the Membership Register.
- (c) In the event of a member's resignation or expulsion, their name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- (a) An annual fee payable by each member shall be decided during an annual review that, where possible, coincides with the AGM. The Club Committee will agree on a fee that does not pose a significant barrier to community participation. Any fee shall be payable upon a successful application for membership and annually by each member. Fees shall not be refundable.
- (b) The Club Committee shall have the authority to impose additional subscriptions on



members as are reasonably necessary to achieve the objectives of the Club.

7. Resignation and Expulsion

- (a) 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 Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the authority to expel a member when, in its opinion, it would not be in the best interests of the Club for them to remain a member. An appeal against such a decision may be lodged with the Club Committee in accordance with the current Disciplinary Procedure.
- (c) A member who resigns or is expelled shall not be entitled to claim any share of the income or assets of the Club (the "Club Property").

8. Club Committee

- (a) The Club Committee shall consist of the following
Club Officers: Chairperson, Vice Chairperson, Treasurer, Welfare Officer, Secretary/
Secretaries and up to five (5) other members, elected at an Annual General Meeting ("AGM").
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time.
- (c) The Club Committee shall be responsible for managing all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those present at the meeting. The Chairperson of the Club

Committee meeting shall have a casting vote in case of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or, in their absence, by the Vice Chairperson. The Club Committee shall hold no fewer than four (4) meetings per year.

- (d) Decisions of the Club Committee of meetings shall be recorded and maintained by the Club Secretary.
- (e) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven (7) days' notice to all members of the Club Committee. The quorum for the transaction of business of the Club Committee shall be three (3).
- (f) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (g) Save as provided for in the Rules and Regulations of The FA, the Parent County Association, and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising concerning any issue relating to the Club Rules.
- (h) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.
- (i) The maximum duration of the Club Chairperson is four (4) years, except in the case where the vacant position cannot be



filled, then the person can be re-elected for a maximum duration of two (2) years.

- *Volunteer Support*

Help recruit and retain volunteers.
Ensure they have access to training and resources (e.g., FA Volunteer Handbook).

9. Roles & Responsibilities of Members

(a) Chairperson: -

- *Leadership & Direction*

Provide overall leadership for the club and ensure it functions effectively and in accordance with FA regulations.

Set the club's vision and objectives and help drive development plans.

- *Chairing Meetings*

Lead Committee meetings and the Annual General Meeting (AGM).

Ensure agendas are prepared (often with the Secretary), meetings run smoothly, and decisions are recorded.

- *Oversight of the Committee*

Oversee the work of all committee members (Secretary, Treasurer, Welfare Officer, etc.).

Ensure roles are clearly defined and that volunteers are supported.

- *Community Representation*

Act as the club's public face—advocate for the club within the local community.

Build relationships with local businesses, sponsors, and the County FA.

- *Governance & Compliance*

Ensure the club complies with FA regulations, safeguarding requirements, and financial accountability.

Sign off on key documents, such as affiliation forms and annual health checks.

- *Decision-Making*

Lead on major decisions, including disciplinary matters, in consultation with the committee.

(b) Club Secretary: -

- *Administration & Compliance*

Affiliation: Register the club with the County FA and relevant leagues each season.

Player Registration: Support Managers/coaches to ensure all players are registered correctly with the league.

Safeguarding: Complete and maintain the club's safeguarding commitments policy.

FA Charter Standard: Complete annual health checks and maintain compliance.

- *Communication*

Act as the conduit for messages from the FA and leagues to team managers and coaches.

Distribute league handbooks, meeting minutes, and other official documents.

Handle all incoming and outgoing correspondence on behalf of the club.

- *Meetings & Records*

Prepare agendas for AGMs, EGMs, and committee meetings.

Record accurate minutes of all meetings (these are legal records).

Maintain up-to-date records of club officials, teams, and decisions.

- *Fixtures & Matchday Arrangements*

Support managers/coaches in arranging home fixtures (pitch bookings, referees, notifying opponents).

Communicate kick-off times and locations for away games.

Ensure compliance with league fixture requirements.

- *Discipline & Regulations*



Manage disciplinary matters (e.g., red cards, suspensions).

Liaise with managers on player eligibility and suspensions.

Submit required forms for competitions and league registrations.

- *Financial Liaison*

Pass invoices and fines to the treasurer for payment.

Ensure timely payment of league and FA fees.

- *Technology & Systems*

Use FA systems such as Whole Game System, Full-Time, and Matchday App for registrations and fixture management.

(c) Welfare Officer: -

- *Safeguarding Policies & Compliance*

Ensure the club has:

- Safeguarding Children Policy
- Anti-Bullying Policy
- Equality Policy

Confirm all officials requiring an FA DBS check have one that is in date.

Implement responsible recruitment processes, including references and checks.

- *Education & Awareness*

Promote FA safeguarding training for coaches, managers, referees, and parents.

Ensure committee members complete the FA Safeguarding for Committee Members course.

Encourage young leaders to complete Safeguarding for All online training.

- *Communication & Visibility*

Make sure players, parents, and coaches know who the Welfare Officer is and how to contact them.

Attend committee meetings and ensure safeguarding is a regular agenda item.

Hold parent/carers information sessions and provide a welcome pack for new starters.

- *Reporting & Responding*

Ensure everyone knows the reporting procedures for safeguarding concerns.

Address concerns promptly and in line with FA policy.

Use the FA Referral Form and seek advice from the County FA Designated Safeguarding Officer when needed.

- *Creating a Positive Environment*

Promote the FA Respect Programme and Codes of Conduct.

Encourage coaches and parents to model positive behaviour.

Give children and young people a voice in the club.

- *Monitoring & Review*

Track compliance with DBS checks via the FA's Whole Game System.

Monitor repeated incidents of poor behaviour and liaise with the committee and County FA.

Review safeguarding practices regularly.

(d) Vice Chairperson: -

- *Support & Deputise*

Assist the Chairperson in day-to-day leadership and decision-making.

Chair meetings (committee, AGM, EGM) in the absence of the Chairperson.

Step into the Chairperson's role when required.

- *Governance & Meetings*

Help set meeting agendas with the Chairperson and Secretary.

Ensure meetings run smoothly, follow agendas, and decisions are recorded.

Maintain order and keep discussions focused during meetings.

- *Representation*

Represent the club at external meetings (league, County FA, local authority) when required.

Act as an ambassador or spokesperson for the club.



- *Coordination & Oversight*

Support the Chairperson in overseeing the work of other officers and volunteers.

Be involved in club development planning, fundraising, and social activities.

Ensure committee members understand their roles and responsibilities.

(e) **Club Treasurer:** -

- *Financial Management*

Maintain accurate, up-to-date records of all income and expenditures.

Monitor the club's cash flow and ensure financial stability.

Prepare annual accounts and present financial reports at AGMs and committee meetings.

- *Budgeting & Planning*

Work with the Chairperson and committee to create and manage the annual budget.

Forecast future income and expenditure for club development projects (e.g., new facilities).

Advise on the financial implications of decisions.

- *Payments & Collections*

Pay all club expenses (e.g., league fees, referees, insurance) promptly.

Collect membership fees, fines, and any monies owed to the club.

Ensure all purchases are approved and documented before payment.

- *Fundraising & Income Generation*

Identify and pursue fundraising opportunities, sponsorships, and grants.

Support events and initiatives to boost club funds.

- *Banking & Compliance*

Set up and manage the club bank account.

Keep invoices and receipts for all transactions.

Ensure compliance with FA and league financial regulations.

(f) **Football Club Development Officer:** -

- *Recruitment & Retention*

Develop strategies to recruit and retain players, coaches, and volunteers.

Promote pathways for player progression and coach development.

Encourage diversity and inclusion across all age groups and formats.

- *Programme Delivery*

Organise and oversee development programmes, such as holiday camps, festivals, and community sessions.

Ensure programmes align with the club's philosophy and FA guidelines.

Monitor participation data and report progress to the committee.

- *Safeguarding & Compliance*

Ensure all development activities meet FA safeguarding standards.

Promote the FA Respect Programme and Codes of Conduct.

Support the adoption of FA technology systems (e.g., Whole Game System).

- *Communication & Promotion*

Publicise development initiatives via social media, newsletters, and local press.

Act as a point of contact for development-related queries.

Provide regular updates to the committee and stakeholders.

Mentor and guide new coaches and managers, help with training lesson plans and training sessions.

(g) **Events Coordinator:** -

- *Event Planning & Coordination*

Develop and maintain a seasonal events calendar.



Plan and organise events such as fundraisers, awards nights, tournaments, and social gatherings.

Liaise with the committee to align events with club objectives.

- *Logistics & Operations*

Arrange venues, equipment, and catering for events.

Coordinate with suppliers, sponsors, and volunteers.

Ensure smooth event delivery, including setup and breakdown.

- *Volunteer Management*

Recruit and manage volunteers for event roles.

Assign tasks and provide clear instructions.

Ensure volunteers are supported and recognised for their contributions.

- *Marketing & Promotion*

Work with the club's marketing team to promote events via social media, newsletters, and posters.

Engage with local businesses and community groups for sponsorship and partnerships.

- *Budget & Finance*

Track event budgets and manage resources efficiently.

Assist the Treasurer with income and expenditure reports for events.

Identify opportunities for fundraising and revenue generation.

- *Post-Event Evaluation*

Collect feedback from attendees and volunteers.

Prepare reports on event success and areas for improvement.

Use insights to improve future events.

(h) Team Manager/Coach

- *Team Operations*

Organise match day arrangements, notify the opposition, arrange a referee, and set up the pitch.

Submit league registrations and manage player availability.

- *Compliance*

Ensure all players and coaches meet FA requirements (DBS checks, qualifications).

Ensure the match day information is submitted to the league within the required timeframe.

- *Communication*

Act as a liaison between the club, league, and parents.

Distribute league updates and fixture information.

- *Financial Oversight*

Work with the club treasurer on fees and fines. Assist in fundraising activities.

- *Player Development*

Teach technical skills, tactics, and game understanding.

Create age-appropriate training sessions aligned with development plans.

Promote physical activity and a healthy lifestyle.

- *Safe & Enjoyable Environment*

Ensure sessions are fun, inclusive, and safe.

Follow safeguarding standards and emergency action plans.

10. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year to:

(i) receive a report of the activities of the Club over the previous year.

(ii) receive a report of the Club's finances over the previous year.

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



- (b) Nominations for the election of members to the Club

Officers or members of the Club Committee shall be appointed in writing by the proposer and seconder, both of whom must be current members of the Club and submitted to the Club Secretary at least fourteen (14) days before the AGM. Notice of any resolution to be proposed at the AGM shall also be given in writing to the Club Secretary no less than fourteen (14) days before the meeting.

- (c) An EGM may be called at any time by the Club Committee and shall be called within fourteen (14) days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five (5) members stating the purposes for which the Meeting is required, and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member written notice, by email, of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least seven (7) days before the meeting.
- (e) The quorum for a General Meeting shall be five (5).
- (f) The Chairperson, or in their absence a member chosen by the Club Committee, shall take the chair. Save as set out at (g) below, each member present shall have one vote, and a simple majority shall pass resolutions. In the event of a tie, the Chairperson of the Meeting shall have a casting vote.
- (g) Any member aged under 18 years may not vote in a general meeting, save that one of his or her parents/ guardians may vote on his or her behalf.
- (h) The Club Secretary, or in their absence a member of the Club Committee, shall record Minutes of General Meetings.

11. Club Teams

- (a) At its first meeting following each AGM, the Club Committee 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 team's affairs. The appointed members shall present a written report on the team's activities to the club committee at its final meeting before an AGM.
- (b) Club members will represent their teams at the Managers' Meetings.
- (c) The Club shall hold not less than four (4) Manager's meetings a year.
- (d) Expectations of qualifications relating to Team managers and Coaches are explained in Appendix 1.

12. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). The designated account signatories are the following: Club Chairperson, Club Secretary, and Treasurer. No sum shall be drawn from the Club Account without prior agreement from the committee. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.



- (e) The Club may also, in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment.
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present.
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for at least 6 years.
- (g) The Club shall prepare an annual "Financial " report.

Statement, in such format as shall be available from The FA from time to time. An independent, appropriately qualified accountant shall verify the Financial Statement and shall be approved by members at a general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

- (h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall manage the Club. Property, as directed by decisions of the Club Committee and entry in the Minutes, shall be conclusive evidence of such a decision.

- (i) The Club shall appoint the Custodians in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (j) Upon their removal or resignation, a Custodian shall execute a Conveyance in the form published by The FA from time to time, to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, upon request, provide a copy of any Conveyance to The FA. Upon the death of a Custodian, any Club Property vested in them shall automatically vest in the surviving Custodians. If only one Custodian remains, an Extraordinary General Meeting (EGM) shall be convened as soon as possible to appoint another Custodian.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

13. Dissolution

- (a) 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.
- (b) The dissolution shall take effect from the date of the resolution, and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.



Appendices (Guidance)

Appendix 1: Team Manager Expectations and Qualifications.

Coaching football is a rewarding experience; however, a minimum level of qualification must be achieved in accordance with The FA guidance.

The Club will reimburse expenses incurred for the required courses, provided the cost is agreed upon before booking and a valid receipt is produced.

- i. DBS checks need to be completed by all managers, coaches and anyone who regularly assists a team of youth players.
- ii. A qualified First Aider must be in attendance for all matches and training. [Introduction to First Aid in Football | England Football Learning](#)
- iii. Safeguarding Workshop needs to be undertaken by any regular coaches. [Safeguarding Courses | England Football Learning](#)

- iv. Each team must have a coach who has completed the Introduction to Coaching Football (formerly known as FA Level 1 Coach). [Introduction to Coaching Football | England Football Learning](#)
- v. For Safeguarding reasons, the FA require 2 DBS-approved coaches with each team for both matches and training.
- vi. Managers and coaches need to support the Club and agree to keep their qualifications up to date.

Appendix 2: Kit and Equipment

The club's home colours will be Green and White, and every team uses the club-designed kit. This helps to establish the club's identity within the leagues in which the teams compete.

- i. The Club actively encourages team managers to secure sponsorship to fund match-day kits. Where this is not possible, the club can provide one from existing supplies.



- ii. Match kit remains the property of the club and must be returned.
- iii. Teams are encouraged to buy a training kit from the club's online shop. This kit remains the property of the Club; however, if the team does not need it, we do encourage Teams to return it to the Club for others to use in the future.
- iv. Any equipment requirements can be requested through the Committee, which will check existing supplies before a purchase is made or authorised. No reimbursement of monies will be accepted unless preauthorised.
- v. The club will provide essential equipment, i.e., balls, pumps, bibs, cones, and a first aid kit. Any additional items may be requested; however, if the Committee does not consider them essential, they must be funded through sponsorship. In keeping with the club's ethos, any items purchased or donated are requested to be returned to the club when no longer needed for future use.
- vi. It is the responsibility of each Manager to ensure their first aid kit is sufficiently stocked and up-to-date.
- v. Course fees will be refunded by the club if agreed before booking and upon production of a valid receipt.
- vi. Fines imposed on players are to be paid by the player/ parent.
- vii. The individual must pay fines imposed on managers/coaches and will not be refunded by the club.
- viii. An emergency purchase amount of £50 is authorised for each manager; receipts must be provided for reimbursement and must be used for essential items only.
- ix. Tournaments must be subsidised by the team and be cost-neutral to the club.
- x. Training Costs: The Club will endeavour to secure facilities that do not raise costs, such as local recreation grounds or open spaces, or at minimal expense, like Higham Primary School or Higham Sports Courts. This aims to prevent additional expenses for the Club. However, the Club recognises that it is not always possible for all teams to train at these venues due to player or coach availability; this is usually the case for the adult and U18 teams, who are limited by work and study commitments. When a team must train at a facility that incurs extra costs (e.g., floodlit during winter), the Committee will review these costs, and a mutually agreed level of funding will be provided to the requesting team. The amount of funding will depend on the facility's cost and the income the team brings to the club through Signing Fees and Matchday Subs. If full funding is not granted, the team is responsible for covering the remaining balance. For example, if the club funds 70% of the total cost, the team will need to pay the remaining 30%.

Appendix 3: Finances

- i. Signing-on fees must be collected, recorded, and deposited into Eagles FC bank account no later than **31st October**. A copy of the Teams financial paperwork must be provided to the treasurer.
- ii. If a registered player has not paid their signing-on fee, then that player will be deregistered and will not be eligible to play for the team until the payment has been received.
- iii. Match Day subs should be collected, a record kept, and funds paid into the Eagles FC bank account, with copies of relevant paperwork provided to the treasurer regularly, preferably 7 days before each Managers' Meeting.
- iv. Except Appendix 3 (v), the only deduction to be made from match day subs is the Referee fee, unless otherwise authorised before expenditure is made.
- xi. A team **MUST not** commit to a training facility until the Committee has agreed on the level of support.
- xii. This funding is **NOT** intended for Teams seeking to undertake additional training sessions.
- xiii. All monies received by sponsorship or donations shall be paid into the Eagles



Account. This gives the Club complete visibility of its turnover and any remaining funds not used by the team, enabling the Club to secure the funds and benefit the whole Club.

Appendix 4: Respect Code

- i. All players must complete and sign the latest Respect Code provided by the Club. The Team Manager must keep this for the duration of the season and then destroy it (to comply with GDPR). All managers should review the returned forms to ensure they are aware of any medical conditions or specific requirements of each child.
- ii. Managers and coaches must read and sign the FA Managers Respect Code.
- iii. Parent/carers are also encouraged to sign the FA Parents Respect Code.

Appendix 5: Player Safety

The Team Manager and Coach are responsible for player safety during training and on match days.

- i. A dynamic assessment is to be completed by Managers for match day and training. Please refer to the club Hazard evaluation document.
- ii. A medical emergency action plan is required for training and HOME matchday pitches.
- iii. Managers should request club-produced plans for APCM, Higham School and Recreation Ground.

If using a different location, the emergency plan must be prepared by the Manager.

Appendix 6: Team Social Events

- i. Any non-football-related team social events must first be passed through the Committee, along with any football events other than match day, training, and local tournaments.
- ii. Any such events, if agreed by the Committee, would be at the own risk of the team manager who would be held responsible for the children.

Appendix 7: Meetings

- i. The Club will aim to hold a Managers' Meeting every 6-8 weeks, and all Managers/Coaches are welcome.
- ii. Attendance is beneficial as it keeps everyone up to date with matters arising within the club.
- iii. Parents and players' representatives are also welcome at this meeting.
- iv. The club will hold an Annual General Meeting before the start of the new season each year, and by the end of August.
- v. Club officials will be elected/re-elected during this meeting.
- vi. Any changes or requests should be presented to the committee at meetings; individual committee members must not be contacted via social media.

Appendix 8: Communication

- i. Club communications will be sent out from the Committee.
- ii. The only official social media page sanctioned by the Committee is Facebook Higham Eagles (URL: facebook/highameagles) and the Club Website www.highameagles.co.uk (hosted by Hugofox).
- iii. All Committee members, Club Officers, Team Managers and Coaches should exercise caution when engaging on social media with subjects relating to the Club.
- iv. Any contentious material on social media should be brought to the attention of the Committee.

Appendix 9: Presentation Day

- i. Every registered player will receive an individual award, and anyone who regularly trains but doesn't take part in matches can receive a training medal.
- ii. In addition, the following are also awarded according to age group...

U7 & U8: Player of the year, Manager's Player

U9 - U11: Player of the year, Manager's Player, Most improved Player



U12 -U18: Player of the Year, Manager's Player, Most Improved Player, Player's Player

Adult: Player of the Year, Manager's Player, Most Improved Player, Player's Player

A team may decide to present two players with the same award, i.e. two Most Improved Players. The committee must be notified of such changes, and any additional awards will be at the committee's discretion.

- iii. Each manager also nominates a player from the team for the Michael Jeal Award, which recognises someone who has demonstrated one or more of the following qualities: commitment, tenacity, teamwork, or fun.
- iv. Additionally, in the final year of the U18S, players who have been with the club throughout their footballing career, without any breaks or moves to other clubs, are awarded a Long Service Award.

Appendix 10: Cup Finals

- i. It has been agreed by the committee that any team that makes it to a cup final can bring a request to the committee for a grant to use towards the day for either coach or food. The request will be assessed on a case-by-case basis and will be decided by a committee vote.
- ii. Confirmation of expenditure would need to be provided.

Appendix 11: Useful Websites

<http://www.highameagles.co.uk/>

Higham Eagles Facebook (URL:
facebook/highameagles)

<http://www.kentfa.com/>

<https://fulltime.thefa.com/home/index.html>

<https://www.nkyfl.co.uk/>

<https://www.ceop.police.uk/Safety-Centre/>

Eagles Football Club

Disciplinary Procedures

Purpose and scope

The Management Committee recognises that, in most cases, our Players, Coaches, Volunteers, and Spectators behave in a way that reflects our values and standards.

There will inevitably be times when individuals deviate from the high standards of behaviour that we expect, and in doing so could find themselves in breach of our Codes of Conduct.

When that occurs, these Disciplinary Procedures ensure a consistent approach for **Eagles FC Football Club** to address any on- or off-the-field behaviour by any Player, Club Official, Volunteer, or Spectator associated with our club.

All Players, Coaches, Volunteers,
Parents/Responsible Adults are required to agree



to abide by our Codes of Conduct, which are available to view separately on the club portal.

The basic principles of our Disciplinary process are;

1. A written complaint or report must be submitted to the Club Welfare Officer before a formal investigation can begin. If a verbal complaint is received, and the potential offence is considered likely to be minor misconduct, the CWO may decide to handle it informally. In such cases, a simple conversation with the individual might be appropriate if it is a first offence. The conversation must be recorded in writing and retained for six months.

2. An investigation will follow, by a Panel of three Committee Members (one must be the Club Welfare Officer or a deputy). The election of the Panel Members is detailed later in this document.

3. Following an investigation, the Panel will decide whether the offence falls into one of the four categories below;

Gross Misconduct,

Serious Misconduct,

Minor Misconduct,

No Case to Answer.

Guidance on each category is in Appendix 1

4. Mitigation

The Panel must also consider any mitigating factors presented by the person who has allegedly breached our Codes of Conduct, or presented by someone on their behalf.

5. Penalties

Following the Investigation, the Club Welfare Officer will consider the most appropriate Penalty and make recommendations to the full Management Committee before a final sanction is agreed by the Committee

6. Conflict of Interest

No Club Official will participate in any aspect of the Disciplinary process where a conflict of interest exists or is suspected.

Disciplinary Panel Selection

Upon receiving a written complaint, the Club Welfare Officer will inform the Club Chairperson, who will then appoint the Disciplinary Panel Members. One of these must be a Club Welfare Officer unless a conflict of interest arises. In such cases, the Chairperson may choose to seek the assistance of a Club Welfare Officer from outside the Club.

Powers of the Disciplinary Panel

The Panel has the authority to;

Investigate the alleged incident, interview witnesses and the alleged offender(s). Decide on the level of misconduct (Gross, Serious, Minor, or No Case to Answer). Make recommendations (through the Club Welfare Officer Panel Member) regarding the proposed penalty to be considered by the Management Committee. These sanctions, explained in Appendix 2, could include written warnings, probationary periods, suspension from the club, or permanent exclusion.

Powers of the Management Committee

The Management Committee will receive recommendations from the Disciplinary Panel and make the final decision on any sanction or other course of action. The decision will be issued in writing to the alleged offender.

Appeals

Appeals against any decision must be submitted in writing to the committee within 14 days of the decision. The Chair of the committee will determine whether to invite the alleged offender to a face-to-face meeting or whether the matter should be handled by an independent party.

Grounds for Appeal

1. Failure to give a fair hearing: The original hearing did not allow you a proper opportunity to present your case.



2. Failure to comply with the club's Disciplinary Procedures: The club did not follow the correct process.
3. Decision no reasonable body could have reached: The findings were irrational or unsupported by the evidence.
4. Sanction was excessive: The punishment imposed was disproportionate to the offence.

Appendix 1

Misconduct Definitions

The following statements are for guidance and are not intended to cover every situation that might arise. When deciding on the final level of misconduct, the Disciplinary Panel will consider any mitigation put forward during the investigation. Mitigation accepted by the Panel could result in a lower level of misconduct or no case to answer.

Gross Misconduct

This is reserved for the most serious of offences and could include;

Use of violence or the threat of violence against another person whilst representing the club in any capacity, including as a spectator.

Theft or deliberate damage to equipment or property, irrespective of who owns it.

Repeated bullying of an individual

Any offence under the Safeguarding procedures, including grooming of an individual or other sexual misconduct offences (notwithstanding any action taken by the appropriate authorities, including criminal investigations and subsequent prosecutions or sentencing.

Use of illegal drugs

Serious Misconduct

Isolated cases of bullying

Being under the influence of alcohol whilst representing the club in any capacity

Actions that could put the welfare of club members at risk, these could include Inadequate supervision of children, repeated failure to comply with mandatory club activities such as DBS and First Aid Training,

Minor Misconduct

Loss of Club Property through negligence

Any behaviour that could potentially bring the Club into disrepute, but is not specified elsewhere in this document.

Refusal to comply with a reasonable instruction from a Committee Member

Non-compliance with any other Club Policy not previously included in this document

Penalties

The Management Committee shall make the final decision regarding the imposition of a disciplinary penalty.

The following statements are a guide to assist the Management Committee but are not mandatory, as each offence should be considered on its merits;

Gross misconduct will likely lead to suspension from all club activities for at least 8 weeks or permanent exclusion from the club. This measure should be reserved for the most serious offences or repeated severe misconduct.

Serious Misconduct is likely to result in shorter suspensions from all club activities, ranging from 2 to 7 weeks, and may include a final written warning. This penalty would remain on file for 12 months.

Minor Misconduct is likely to result in either an Oral Warning, additional training or supervision whilst engaged in club activities. This penalty would remain on file for 6 months.



Eagles Football Club

Anti-Bullying Policy

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all



club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Eagles FC Welfare Officer or any Management Committee member.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

Emotional - being unfriendly, excluding, tormenting (e.g. hiding the player's kit, threatening gestures).

Physical - pushing, kicking, hitting, punching or any use of violence.

Racist - racial taunts, graffiti, gestures.

Sexual - unwanted physical contact or sexually abusive comments.

Verbal - name-calling, sarcasm, spreading rumours, teasing.

Cyber - all areas of the internet, such as email & internet misuse.

Mobile - threats by text messaging & calls.

Misuse of associated technology - camera & video facilities.

Why is it Important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

All club members, coaches, officials, parent volunteers and committee members are aware of procedures to deal with bullying;

All children and parents should be aware of the Club's policy on bullying and know what actions to take if bullying occurs.

As a Charter Standard Football Club, we take bullying seriously. Children and parents should be confident that they will receive support when bullying is reported.

Bullying will not be tolerated at Eagles Football Club;

Signs and Symptoms

- A child may show signs of being bullied through behavioural changes. Adults should recognise these signs and investigate if a child:
- Is frightened of attending matches or training
- Sudden changes in their usual routine
- A sudden unwillingness to attend training
- Begins to be truant
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens to run away
- Cries themselves to sleep at night or has nightmares
- Consistently feels ill each morning
- Begins to lack confidence on the training pitch
- Has possessions which are damaged or 'go missing'
- Asks for money or starts stealing money
- Has training monies continually 'lost'
- Has unexplained cuts or bruises
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

- Report bullying incidents to the Eagles Football Club Welfare Officer or a member of the Management Committee
- In cases of serious bullying, the incidents will be referred to the DCFA CPO for advice and



possibly to the FA Case Management System County

- Parents/carers should be informed and will be asked to come in for a meeting to discuss the problem. If necessary and appropriate, the Police will be consulted.
- The bullying behaviour or threats of bullying must be investigated, and the bullying must be stopped quickly.
- An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying is seen to continue, Eagles Football Club will initiate disciplinary action under the club constitution.

Recommended Club Action

- Reconciliation through bringing the parties together. It may be that a sincere apology resolves the issue.
- If this fails or is not suitable, a small panel (comprising the chairperson, club Child Welfare officer, Secretary,
- Management Committee members should meet with the parents or carers and the child making the allegation of bullying to gather details. Minutes should be recorded for clarity and must be agreed upon by all as an accurate record.
- The same three individuals should meet with the alleged bully and their parents or carers to discuss the incident raised with them, to answer and provide their view of the allegation. Minutes should be recorded again and agreed upon.
- If bullying is believed to have occurred, the individual should be warned and made aware that further action, such as temporary or permanent suspension, may be taken if the behaviour continues. Consideration should be given to whether a reconciliation meeting between the parties is appropriate at this stage.
- All coaches involved with both individuals should be informed of the concerns and the outcome of the process, i.e., the warning.

Prevention

- Eagles Football Club has a written Code of Conduct, which outlines acceptable and proper behaviour for all members, including the anti-bullying policy as one part.
- All members and parents will accept the Code of Conduct upon joining Eagles Football Club.
- The Eagles Football Club Welfare Officer will raise awareness about bullying and its importance. If any bullying issues occur within the club, they will consider meeting with members to openly and constructively discuss the matter.

This policy is based on guidance provided by KIDSCAPE and the F.A. KIDSCAPE, a voluntary organisation committed to helping prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or through their website at www.kidscape.org.uk.

You may also wish to visit www.bullying.co.uk, another website dedicated to offering advice and guidance to parents and children dealing with bullying.



Eagles Football Club

Club Equality Policy

This policy aims to ensure that everyone is treated fairly and with respect and that Eagles Football Club is equally accessible to them all.

Eagles Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

Our commitment is to tackle and eliminate discrimination based on gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability, or disability, and to promote equal opportunities.

This policy is fully endorsed by the Club Officers responsible for its implementation.

Eagles Football Club, in all its activities, will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

It means that Eagles Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Eagles Football Club will not tolerate harassment, bullying, abuse, or victimisation of any individual, which, for the purposes of this policy and related actions and sanctions, is regarded as discrimination. This includes sexual, racial, or other forms of discriminatory behaviour, whether physical or verbal.

Eagles Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Eagles Football Club is dedicated to actively addressing inequalities and developing a programme of continuous training, awareness-

raising events, and activities to eliminate discrimination and promote equality in football.

Eagles Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

Eagles Football Club commits itself to the immediate investigation of any claims brought to its attention regarding discrimination on the aforementioned grounds. If such claims are substantiated, the practice must cease and appropriate sanctions are imposed.





Working With Young People documents on the safeguarding section of EnglandFootball.com.

I understand that if I do not follow the Code,

I may be:

- Required to meet with the club committee, league or CFA Welfare Officer.
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn.

Eagles Football Club

Coaches, Team Managers and Club Officials Code of Conduct.

Play your part and support the FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game.
- Stick to the rules and celebrate the spirit of the game.
- Encourage fair play and high standards of behaviour.
- Always respect the referee and encourage players to do the same.
- Never enter the field of play without the referee's permission.
- Never engage in, or tolerate, offensive, insulting, or abusive behaviour.
- Be aware of the potential impact of bad language on others.
- Be gracious in victory and defeat.
- Respect the facilities both at home and away.

When working with players, I will:

- Prioritise the well-being, safety, and enjoyment of each player.
- Never tolerate any form of bullying.
- Ensure all activities are appropriate for the players' ability and age.
- Work with others (e.g., officials, doctors, welfare officers, physiotherapists) to serve each player's best interests.
- I will make myself familiar with safeguarding practices & review guidance on physical contact & Acceptable Behaviours When

Set the standards for the game.

Use your position to set a positive example for the people you're responsible for and lead a better game for everyone.

I hereby understand and agree to the information included in this code of conduct and will endeavour to fulfil my responsibilities as a club representative.

PRINT NAME:

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SIGNATURE:

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DATE:

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Play your best.

Be your best.

**Make sure you and
everyone around you
has a good time on and
off the pitch.**

Eagles Football Club

Young Players Code of Conduct.

Play your part and support the FA's Code of Respect:

When playing football, I will:

- Always play my best for the benefit of the team.
- Play fairly and be friendly.
- Play by the rules and respect the Referee.
- Shake hands with the other team – win or lose.
- Listen carefully to what my coach tells me.
- Understand that a coach must do what's best for the team.
- Talk to someone I trust or the club welfare office if I'm unhappy about anything at my club.
- Encourage my teammates.
- Respect the facilities, home & away

I understand that if I do not follow the Code, I may:

- Be asked to apologise to whoever I've upset.
- Receive a formal warning.
- Be dropped, substituted or suspended from a match or training.

I hereby understand and agree to the information included in this code of conduct and will endeavour to fulfil my responsibilities as a club representative.

PRINT NAME:

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SIGNATURE:

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DATE:

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- practices & review guidance on physical contact
- & Acceptable Behaviours When Working With Young People documents on the safeguarding section of EnglandFootball.com

I understand that if I do not follow the Code, I may be:

- Issued a verbal warning or asked to leave.
- Required to meet with the club committee, league or CFA Welfare Officer.
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine.

If we behave positively during practice and matches, our children will too.

By setting a good example, we'll help build a supportive environment in which everyone can enjoy themselves.

Eagles Football Club

Spectators and Parents/Carers Code of Conduct.

Play your part and support the FA's Code of Respect:

I will:

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides.
- Always respect the Referee and coaches and encourage players to do the same.
- Stay behind the touchline and within the Designated Spectators' Area (where provided).
- When players make mistakes, offer them encouragement to try again next time.
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour
- I will make myself familiar with safeguarding

I hereby understand and agree to the information included in this code of conduct and will endeavour to fulfil my responsibilities as a club representative.

PRINT NAME:

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SIGNATURE:



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DATE:

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

I understand:

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

- Be cautioned, sin binned or sent off by the match officials, depending on the nature of the offence.
- Be asked to apologise to whoever I have offended or abused.
- Be disciplined by my club, including being substituted, dropped, given a formal warning or suspended from training or matches, depending on the nature of the offence.
- Be disciplined by the County Football Association, including being fined or suspended for a number of matches, depending on the nature of the offence.
- Be handed a permanent exclusion by the FA or County Football Association, if the offence is deemed serious enough.'

Eagles Football Club

Adult players' Code of Conduct.

Play your part and support the FA's Code of Respect:

On and off the pitch, I will:

Respect for each other,



Respect for the game.

I hereby understand and agree to the information included in this code of conduct and will endeavour to fulfil my responsibilities as a club representative.

PRINT NAME:

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SIGNATURE:

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DATE:

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