

*RIPLEY TOWN  
FOOTBALL CLUB  
The local community club*



**CODE OF CONDUCT, POLICIES, CONSTITUTION AND CLUB RULE  
2016 – 2017 SEASON**

**RIPLEY TOWN FOOTBALL CLUB  
SEASON 2016-2017**

**OFFICIALS, PLAYERS & SPECTATORS  
POLICIES & CODE OF CONDUCTS  
2016 – 2017 SEASON  
INDEX**

<b>Page</b>	
<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Club History &amp; Aims</b>
<b>3 to 5</b>	<b>Safeguarding Children Policy and Procedures</b>
<b>6 &amp; 7</b>	<b>Equality Policy</b>
<b>7</b>	<b>Anti-Bullying Statement</b>
<b>8 &amp; 9</b>	<b>Celebrating Football Photographs and Video Policy</b>
<b>10</b>	<b>Code of Conduct for Football Community</b>
<b>11</b>	<b>Code of Conduct for coaches, team managers and club officials</b>
<b>12</b>	<b>Code of Conduct for Adult Players</b>
<b>13</b>	<b>Code of Conduct for Youth Players</b>
<b>14</b>	<b>Code of Conduct for Spectators and Parents/Carers</b>
<b>15</b>	<b>Code of Conduct for Match Officials</b>
<b>16</b>	<b>Club Complaints Procedure</b>
<b>16.1</b>	<b>Bank Accounts</b>
<b>17 to 24</b>	<b>Constitution and Club Rules</b>
<b>17.1</b>	<b>Club Mentor</b>
<b>25</b>	<b>Your Notes Page</b>

## RIPLEY TOWN FOOTBALL CLUB SEASON 2016-2017

### Introduction

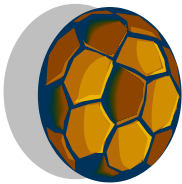
Ripley Town Football Club and our committee have made a commitment to be a Football Association Chartered Standard Club, but we need everyone's help to do this.

To achieve and maintain our standards and that of the Football Association Chartered Standards, this means that we need everyone working to the club's aims and achieving our goals by working under the guidance of the club's constitution, rules, policies and code of conducts.

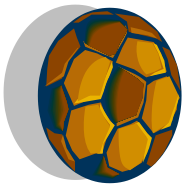
In this booklet you will find all the relevant guidance that are specific to you and your children (if applicable) and therefore by the fact you have this booklet we need you to help us to create the best learning experience for the Youth Section and create the best environment for the Senior set up to achieve its goals of climbing the National League System.



We need your support to meet all the requirements to attend training, games, meetings and gain qualifications, to achieve the standards we must attain.



We need your commitment to attend fund-raising and social activities. The club is run by volunteers, so if you can volunteer to help us to help you. We always have jobs for everyone, not everyone can be a Player, Manager or Coach so any skills you have we can use.



Parents to ensure their children attend training, games, social and Fund- raising activities. Plus complete all the administration required associated to Youth Football.

**Overall we are here to enjoy and have fun in our leisure time, a lot doing a little is better than a few doing a lot!!!**

*Ready, Ripley Go*

## RIPLEY TOWN FOOTBALL CLUB SEASON 2016-2017



### THE LOCAL COMMUNITY CLUB

[www.ripleytownfc.co.uk](http://www.ripleytownfc.co.uk)

### RIPLEY RANGERS

Ripley Rangers was est. 2011. We came together as a group of parents who want the youth players at the heart of the team.

#### So why Ripley Rangers?

We held a meeting inviting all parents with suggestions for a team name. Then we voted on our favourite 5, and then we let the players choose using a democratic voting system.

The players also choose our home kit colour's, choosing a style claret and blue strips. All our Teams will have this as a home kit so we create a universal image for our club.

### RIPLEY TOWN FC

Ripley Town FC have been a prominent force in local football for many years, occupying the local Greenwich site for a number of years and also playing at the former Butterley Brick works. Ripley town have a steep history and former players such as William Alsop played for the local club before going into professional football with Bolton Wanderers before joining Port Vale in 1931. The club have been through some tough times but have been an ever present in local football for well in excess of 100 years, the beginnings of the club are an unknown but many a footballer have played under its banner.

## <<<< A New Beginning >>>>

In 2016 the committee from Ripley Rangers held meetings with Ripley Town FC committee with a view of bringing the teams under one banner. The emphasis being to see a natural pathway from our youth teams to progress into adult football. This was an exciting opportunity to bring together the history of Ripley Town and the vibrancy of Ripley Rangers youth teams and establish a club the town of Ripley could be proud of.

Our vision has now been established with a new format and an exciting opportunity for local children to progress into senior football.

## The FA Charter Standard Club Programme

The change in names of the youth section was a unanimous decision and we felt to all sit under RIPLEY TOWN was an important factor. The feeling was we needed to ensure the youth players had something to aspire to and to work towards . The club Colours are CLARET AND BLUE STRIPES with an away kit to be used by the senior side colour in Green.

The Club Emblem and focal point for the teams is a mixture from both clubs with the emphasis on RIPLEY TOWNs COUNCIL CREST. The Badge is of a great significance to show the people of Ripley we are a united front and we will wear the Badge with honour and distinction.



### The aims of the club are;

**SENIORS;** to establish a successful playing team, by continuing to develop the skills and knowledge of the players to allow progression up the football pyramid.  
To identify the requirements on and off the pitch to progress up the National League Structure

**JUNIORS;** our aim is to develop the individual players of the local community in areas of technical ability and understanding of the laws of association football, whilst developing all areas of their social skills.

The ultimate aim is to see all of the players progressing into professional football, if they don't reach those heights, then they stay with Ripley Town Football Club.

**We want to be the best in the area for football excellence.**

## Safeguarding Children Policy and Procedures

### **Ripley Town Football Club - Safeguarding Children Policy**

1. **Ripley Town Football Club** acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club football activity. We subscribe to The Football

Association's Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy 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, religious beliefs 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/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

**Ripley Town Football Club** recognises that this is the responsibility of every adult involved in our club.

3. **Ripley Town Football Club** has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current **Ripley Town Football Club** members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Ripley Town Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

## Safeguarding Children Policy and Procedures continued...

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of **Ripley Town Football Club** guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. **Ripley Town Football Club** supports The FA's Whistle blowing Policy\*. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC.

(\***Ripley Town Football Club** encourages everyone to know about it and utilise it if necessary.)

6. **Ripley Town Football Club** has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer Training provided by The FA and/or CFA. The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst their Club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

8. Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by **Ripley Town Football Club**. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either:
  - deal with the matter themselves or
  - seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either:
  - deal with the matter themselves or
  - seek advice from the CFA Welfare Officer

### Safeguarding Children Policy and Procedures continued...

- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your CWO or the matter is serious then you can either:
  - contact your CFA Welfare Officer directly or
  - call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or
  - contact the Police or Children's Services.

**NB** - The FA's Safeguarding Children Policy and Procedures is available via [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes). Click on the 'downloads' under Policy and Procedures, it outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

9. Further advice on Safeguarding Children matters can be obtained from:

- Ripley Town Football Club Child Welfare Officer Cheryl Chrich
- mobile 07540 448743
- Email: [cheryl@ripleyrangersfc.co.uk](mailto:cheryl@ripleyrangersfc.co.uk)
- [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)
  - County Football Association's Welfare Officer
- telephone no: 0115 9637400
- Email: [CountyWO@Nottinghamshirefa.com](mailto:CountyWO@Nottinghamshirefa.com)
- The FA Safeguarding Children enquiry line 0845 210 8080
  - Emailing - [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)

## Equality Policy

### **Ripley Town Football Club Equality Policy**

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Ripley Town Football Club is equally accessible to them all.

**Ripley Town 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 confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

**Ripley Town 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 **Ripley Town 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.

**Ripley Town Football Club** will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

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

**Ripley Town Football Club** is committed to taking positive action where inequalities exist and to the development of a programme of on-going training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

**Ripley Town Football Club** is committed to taking positive action where inequalities exist and to the development of a programme of on-going training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

**Ripley Town 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.

### Equality Policy continued..

**Ripley Town Football Club** commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.



### Anti-Bullying.

**Ripley Town Football Club does not accept any form of bullying.**

We will work under the policies included in this booklet to ensure all has an enjoyable experience of our club.

Any issues arising will be reported as per The FA guidelines.

Visit club website for full details; [www.ripleytown.co.uk](http://www.ripleytown.co.uk) then follow About Us – Club Documents – Anti Bullying Policy.

## Celebrating Football Photographs and Video

There has been much talk about whether it's safe to take pictures of Under 18s playing sport.

The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.

### **Potential risks**

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often referred to as pornography sites);
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'; and
- The identification and locating of children in inappropriate circumstances which include:
  - (i) where a child has been removed from his/her family for their own safety;
  - (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases;
  - (iii) in situations where a child may be a witness in criminal proceedings; or
  - (iv) Other child protection concerns.

The majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety:

### **Do**

1. Share the FA's guidance on taking images with all parents, carers and members when they join the club;
2. Ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below;
3. Ensure that any child in your club, who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using an annual consent form, so that parents/carers can identify if this applies to children in their care (visit [www.TheFA.com/Goal](http://www.TheFA.com/Goal) and click on the downloads 'Travel and Trips Advice' to access a template annual consent form);
4. Focus on the activity rather than the individual;
5. Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts);
6. Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities; and
7. Report any instances of inappropriate images in football to The FA Case Manager or the Internet Watch Foundation (IWF) contact details can be found on the following page.

### **Don't**

1. Publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used;

### Celebrating Football Photographs and Video continued..

2. Use player profiles with pictures and detailed personal information on websites;
3. Use an image for something other than that for which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture; and
4. Allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

#### **Remember**

- It's not an offence to take appropriate photographs in a public place even if asked not to do so;
- No one has the right to decide who can and cannot take images on public land;
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk;
- The land or facility owner can decide whether or not photography and/or videoing of football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave; and
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

#### **Commissioning professional photographers and the local media**

If you are commissioning professional photographers or inviting the press to cover a football activity ensure you and they are clear about each other's expectations. Remember the key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Inform them of your club's commitment to safeguarding children and young people and establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumbnails to the club to co-ordinate sales;
- Issue the professional photographer with identification, which must be worn at all times;
- Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no Under 18s will be compromised due to child protection concerns if their image is taken – remember this can be done by using the annual consent form at the start of the season.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation

Email: [report@iwf.org.uk](mailto:report@iwf.org.uk), Telephone: 08456 008844, Fax the hotline: 01223 235921  
[www.iwf.org.uk](http://www.iwf.org.uk)

FA Case Management - Email: [ComplianceQueries@TheFA.com](mailto:ComplianceQueries@TheFA.com) - [www.TheFA.com/Goal](http://www.TheFA.com/Goal)

## Respect Code of Conduct for Football

**Ripley Town Football Club has to follow the Respect initiative.**

**The general Code of Conduct for Football is;**

### **Community**

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

### **Equality**

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### **Participants**

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

### **Young People**

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

### **Propriety**

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

### **Trust and Respect**

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

### **Violence**

Football rejects the use of violence of any nature by anyone involved in the game.

### **Fairness**

Football is committed to fairness in its dealings with all involved in the game.

### **Integrity and Fair Play**

Football is committed to the principle of playing to win consistent with Fair Play.

## Respect Code of Conduct for coaches, team managers and club officials.

### **Ripley Town Football Club Respect Code of Conduct for coaches, team managers and club officials.**

We all have a responsibility to promote high standards of behaviour in the game.

In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over-competitive parents, spectators and coaches on the sideline.

Play your part and observe the Football Association's Respect Code of Conduct in everything you do.

#### **On and off the field, I will:**

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

#### **When working with players, I will:**

- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

#### **I understand that if I do not follow the Code, any/all of the following actions may be taken by my Club, County FA, league or The FA.**

I may be:

- Required to meet with the club, league or County Welfare Officer.
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- FACA membership withdrawn
- Required to leave or be sacked by the club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.

## Respect Code of Conduct for Adult Players.

### **Ripley Town Football Club Respect Code of Conduct for Adult Players**

We all have a responsibility to promote high standards of behaviour in the game.

Players tell us they want a referee for every match, yet 7,000 match official's drop out each season because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.

Play your part and observe The FA's Respect Code of Conduct for players at all times.

#### **On and off the field, I will:**

- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match official's decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect.
- Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA.**

I may:

- Be required to apologise to team-mates, the other team, and referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee.
- Be required to attend a FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club.

## Respect Code of Conduct for Youth Players

### Ripley Town Football Club Respect Code of Conduct for Youth Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

#### **When playing football, I will:**

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA.**

I may:

- Be required to apologise to my team-mates, the other team, and referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

## Respect Code of Conduct for spectators and parents/carers

### Ripley Town Football Club Respect Code of Conduct for spectators and parents/carers

We all have a responsibility to promote high standards of behaviour in the game.

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

**Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything and our club is not developing them to lose.**

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

#### **I will:**

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA.**

#### **I may be:**

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

#### **In addition:**

- The FA/County FA could impose a fine and/or suspension on the club.

## Respect Code of Conduct for match officials

### **Ripley Town Football Club Respect Code of Conduct for match officials**

We all have a responsibility to promote high standards of behaviour in the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct for match officials at all time.

#### **I will:**

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for every match
- Complete and submit accurate and concise reports within the time limit required for games in which I officiate.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA.**

I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee
- Obligated to attend or re-attend The FA Respect training or other FA education course
- Issued with a written warning
- Fined by the County FA
- Offered less senior appointments
- Suspended from all appointments for a defined period
- Excluded from affiliating as a FA Referee.

## Club Complaints Procedure

### Ripley Town Football Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct has been broken, they should follow the procedures below:

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

The report should include:

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

2 The Club's Management Committee will sit for any hearings that are requested.

3 The Club's Management Committee will have the power to:

- i. Warn as to future conduct
- ii. Suspend from membership
- iii. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.



## RIPLEY TOWN FOOTBALL CLUB CONSTITUTION AND RULES

(Please Note. The reference "he or his" applies to both male and female members for the purpose of these rules and for simple reference only.)

### 1 Name

**Ripley Town Football Club** Limited.

### 2 The Objectives and aims of the club;

#### (A) The objectives and aims of the social club shall be

- (i) The provision of facilities for the playing of football and other such sporting activities as the Directors of the club shall from time to time agree.
- (ii) The provision and maintenance of related amenities.
- (iii) The encouragement of social intercourse between members of the Club, the promotion of interest in the game of Football and refreshment for the benefit of its members and fund raising for the benefit of the club.

#### (B) The objectives and aims of the club and association football shall be

- (i) The Football Club shall be run and affiliated to the Football Association via the Derbyshire Football Association and any competitions the club participate in.
- (ii) The club shall conform to the laws of the game, and byelaws and rules as to professionalism, adopted by the Football Association and competitions the club participate in from time to time, and this shall be the primary concern of every club member.
- (iii) **Seniors (Players over 16 years of age);** to establish a successful playing team, by continuing to develop the skills and knowledge of the players to allow progression up the football pyramid.
- (iiii) To identify the requirements on and off the pitch to progress up the National League Structure.

#### (C) The objectives and aims of the club commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football activity ensure you and they are clear about each other's expectations. Remember the key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Inform them of your club's commitment to safeguarding children and young people and establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumbnails to the club to co-ordinate sales;
- Issue the professional photographer with identification, which must be worn at all times;
- Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to child protection concerns if their image is taken – remember this can be done by using the annual consent form at the start of the season.

#### Note

- (i). Use of images for something other than that for which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture; and
- (ii). Allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

## RIPLEY TOWN FOOTBALL CLUB CONSTITUTION AND RULES

### Remember

- It's not an offence to take appropriate photographs in a public place even if asked not to do so;
- No one has the right to decide who can and cannot take images on public land;
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk;
- The land or facility owner can decide whether or not photography and/or videoing of football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave; and
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).
- 

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation

Email: [report@iwf.org.uk](mailto:report@iwf.org.uk), Telephone: 08456 008844, Fax the hotline: 01223 235921

[www.iwf.org.uk](http://www.iwf.org.uk)

FA Case Management - Email: [ComplianceQueries@TheFA.com](mailto:ComplianceQueries@TheFA.com) - [www.TheFA.com/Goal](http://www.TheFA.com/Goal)

### **(D) The objectives and aims of Youth Section (Players under 16 years of age)**

Our aim is to develop the individual players of the local community in areas of technical ability and understanding of the laws of association football, whilst developing all areas of their social skills.

The ultimate aim is to see all of the players progressing into professional football, if they don't reach those heights, then they progress to Ripley Town Football Club senior .

### **3 Rules and Regulations**

(i) The managers and committee of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association" Derbyshire Football Association) and Competitions in which the Club participates, for the time being in force.

(ii) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(iii) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

### **4 Resignations and Expulsion**

(i) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Directors of his/her resignation. A member whose annual membership fee or further subscription is more than fourteen (14) days in arrears shall be deemed to have resigned.

## RIPLEY TOWN FOOTBALL CLUB CONSTITUTION AND RULES continued..

(ii) The Directors shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Directors in accordance with the complaints procedure which is in force at the time.

(iii) A Director who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club.

### 5 Notifying Change of Address

(i) The Directors shall keep at the club registered office the names and addresses of the Directors.

(ii) The Directors shall keep at the club registered premises the names and addresses of all the members.

(iii) Any amendments to the address details of any member must be issued to the Football Secretary, who shall amend the Directors/Membership register within seven days.

### 6 Cessation of Membership

Members shall cease to be members:

(i) By non-payment of subscription. Any member whose membership has ceased from this cause shall not again be nominated for membership unless he pays all arrears due from him at the time of him ceasing to be a member and such other additional fine or fee as the Directors may, at its discretion determine.

(ii) Expulsion

### 7. Reporting your concerns about the welfare of a child or young person -

Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns - no action is not an option.

- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either:

- deal with the matter themselves or

- seek advice from the CFA Welfare Officer

- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your CWO or the matter is serious then you can either:

- contact your CFA Welfare Officer directly or

- call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or

- contact the Police or Children's Services.

**NB** - The FA's Safeguarding Children Policy and Procedures is available via [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes). Click on the 'downloads' under Policy and Procedures, it outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

## RIPLEY TOWN FOOTBALL CLUB CONSTITUTION AND RULES continued..

Further advice on Safeguarding Children matters can be obtained from:

- Ripley Town Football Club Child Welfare Officer Cheryl Crich
- telephone 07540 448743
- Email: [cheryl@ripleyrangersfc.co.uk](mailto:cheryl@ripleyrangersfc.co.uk)
  - [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)
  - County Football Association's Welfare Officer
- telephone no: 0115 9637400
- Email: [CountyWO@Nottinghamshirefa.com](mailto:CountyWO@Nottinghamshirefa.com)
  - The FA Safeguarding Children enquiry line 0845 210 8080
  - Emailing - [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)

**8 Members Of Visiting Teams** - for a period not exceeding 24 hours.

- (i) Any persons who are competitors, players or officials, or assist in any games sponsored or authorised by or on behalf of the Club including genuine supporters shall be entitled to become temporary members for a period not exceeding 24 hours.
- (ii) They shall be entitled to the use of the Club premises within a period of 6 hours before, during and after the game/event they are supporting, but they shall not be entitled to any other rights or privileges in connection with the club.

### **9 The committee**

- (i) The control of the club shall be vested in the committee.
- (ii) (ii) The committee shall follow the articles as set out in the Companies Memorandum and Articles of Association.
- (iii) (iii) New committee members shall be elected by the current committee members with a simple majority vote.
- (iv)
- (v) 10 Club Officers**
- (vi)**
- (vii) (i) The committee shall appoint the officers of the clubs to ensure all areas of business shall be attended too. Ripley Town Football Club will operate as one committee with dual roles in some areas
- (viii) (ii) The officers shall be;

Chairperson  
Vice Chairperson  
Treasurers - Dual Roles  
Football Secretary – Dual Roles  
Child Welfare Officer  
Minutes secretary  
Club mentor  
And any manager as appointed by the committee.

**RIPLEY TOWN FOOTBALL CLUB  
CONSTITUTION AND RULES continued..**

- (ii) Decisions of the committee shall be entered into the Minute Book of the Club to be maintained by the Secretary.
- (iii) Resignation.
- (iv) Death.

**11 Annual, Extraordinary and General Meetings**

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

- (i) Receive a report of the activities of the Clubs over the previous year
- (ii) Receive a report of the Club's finances over the previous year
- (iii) Consider any other business the committee deem to be of importance.

(B) An Extraordinary General Meeting (EGM) may be called at any time by the chairman and shall be called within 21 days of the receipt by the Secretary of a requisition in writing, signed by not less than 50% of the committee 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.

(C) The Secretary shall send place a public notice of the date of an AGM or EGM together with the resolutions to be proposed at least 14 days before the meeting.

(D) The Chairperson, or in their absence a member selected by the committee, shall take the chair. Each committee member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(E) The Secretary or treasurer, or in their absence a member of the committee, shall enter Minutes of all meetings into the Minute Book of the Club.

(F) The quorum for any meeting shall be 50% members of the committee members present and a simple majority of those present to pass any business transaction.

**12 Chairperson** - To be appointed by the Committee and reviewed as and when required.

The committee shall have responsibility for the overall running of the Club.

The committee are responsible for organising and appointing all types of Managers in their various roles within the club.

**13 Treasurers** - The Treasurers will be responsible to the chairman and committee.

**13.1 Two separate Bank accounts will be held in the name of Ripley Rangers & Ripley Town.** The operation of these accounts will be overseen by the committee on a monthly basis. Any monies to be spent will be authorised by the bank account holder's signatures with two nominated signatures required, the chairperson, secretary and or treasurer will sign for any payments from both accounts and a committee agreement having been made on any transactions.

The Treasurers shall pay all monies received by the Club from any source whatever, without any deduction for any purpose whatever, to the credit of any account opened in the name of the Clubs by the Treasurer and in such a manner as the chairman may direct.

**RIPLEY TOWN FOOTBALL CLUB  
CONSTITUTION AND RULES continued..**

The Treasurers shall keep such accounts and pay such debts of the Club as the chairman shall direct and shall when required to do so, render to the committee at a General meeting, an account of any monies received and expended by him.

The Treasurer shall be entitled to appoint an assistant Treasurer with the approval of the committee.

**14 Football Club Secretary** - The football club Secretary and any Assistant Secretaries will be responsible to the Chairman and managers of the teams.

The secretary will be responsible along with the managers for signing on of teams into leagues and players into teams.

**15 Club Mentor** – the club mentor will oversee all appointments of managers/coaches Ripley Town, any new appointments must be brought before the committee before any final decisions of appointment are made. All applicants for coaching roles must be a minimum of FA level 1 or be working towards Level 1. Assistant coaches may work alongside the primary coach of each team without FA level 1 accreditation but must have a full CRB in place.

**16 Adjournments**

Any General Meetings duly constituted, may adjourn to such time as the committee present direct, and may continue any such adjournment meeting which could not have been transacted at the original meeting.

**17 Voting**

Each committee member present is entitled to vote may also appoint a proxy to vote in his/her absence. The details of the proxy voter must be notified to the Secretary not later than 24 hours prior to the meeting. Such details must be supplied by the Directors in such form as may be required by the Minutes Secretary from time to time.

**17.1 Who May Vote**

Each manager and elected persons shall have one vote only.

**18 Applications and Investment of Funds**

All monies received on account of the Club from any source shall in no case be distributed amongst the members but shall be applied towards carrying out the objectives of the Clubs and may be invested by the Directors in such ways as they may decide including:

- (i) Any securities
- (ii) In the purchase of land or buildings or in the erection or alteration to a Club House, changing rooms, and various facilities

**RIPLEY TOWN FOOTBALL CLUB  
CONSTITUTION AND RULES continued..**

**19 Commissions**

No person shall at any time be entitled to receive at the expense of the club or of any member thereof, any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club nor shall any person directly or indirectly be able to derive any pecuniary benefit accruing to the Club as a whole, or any particular section and apart from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on the Club.

**20 Rule Changes**

The Minute Secretary will provide written notice to any proposed amendments or additions to the Rules must be sent to the Licensing Authority at that time.

No amended or additional Rule shall be operative until the approval of the Licensing Authority has been so obtained.

Written notice of any amendment of Rules must be given by the Licensing Authority within 28 days of the registration of the amendments with the licensing act.

**27 Bye Laws**

The Directors shall have power to make such Bye Laws as it may consider necessary for the good government and order of the Club, the Directors must provide that such Bye Laws do not conflict with any of the Rules.

**28 Dissolution**

(i) A resolution to dissolve the Club shall only be proposed at an Annual General Meeting or Extraordinary General Meeting and shall be carried by a majority of at least three-quarters of the committee present.

(ii) 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.

(iii) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to charity as elected by the committee.

To get in touch with the club please feel to contact any of the below committee members or via our web site [www.ripleytown.co.uk](http://www.ripleytown.co.uk)

**Chairperson – Mark Brown - 07854329209**

**Vice Chairperson – Sally Green 07969735237**

**Secretary - Louise Rose (Juniors) 07796004000**

**Assistant Secretary Jayne Green (Seniors) 07710060327**

**Treasurer – Kirsty Doyle (Juniors) 07970240167**

**Assistant Treasure - Jayne Green (Seniors) 07710060327**

**Child Welfare Officer – Cheryl Chrich 07540448743**

**Club Mentor – Mark Brown 07854329209**

**Minutes Secretary – Sandra Strange 07580468882**

**Committee member – Gareth Martin - 07980309244**

**Committee member – Lee Stuart 07712810131**

**Committee member – Paul Lavender 075382123446**

**Committee member – Brendon Vaughn 07557340309**

**Committee member – Gavin Bocking 07429568864**

# Respect



**Together creating a better future from academy to seniors all under one united local community club. By the powers vested in the committee we will endeavour to grow in a sustainable way and provide football to all ability's while trying to produce technical proficient footballers to achieve their aspirations in the beautiful game.**

This booklet has been produced by Ripley Town Rangers & Ripley Town Football Club, who acknowledges and appreciates the guidance and support offered by the Football Association and the Football Association website [www.thefa.com](http://www.thefa.com).

## The FA Charter Standard Club Programme

CLUB SPONSOR'S

**Compcon Ltd.**  
Compressor Consultants

Compcon Ltd  
Unit B2, Salcombe Road,  
Meadow Lane Industrial Estate,  
Alfreton, Derbyshire  
DE55 7RG  
Phone: 01773 833 443

---

**White's**  
*Fine Jewellers Ltd*



Emma's barbers

---

**Que clothing**

---



# Jamie Wright plumbing and heating

## Birchwood price tools

All at **Ripley Town Football Club** would like to thank the above companies for their support and sponsorship for the 2016 -2017 season.