

Marlow Youth FC

(Incorporating Marlow Royals FC, Marlow Town FC, Marlow Town Oaks FC and Marlow Girls and Ladies FC)



Standing Orders

The following Standing Orders of Marlow Youth FC ("Club") form a part of each AGM for each season and are adjusted from time to time by the members at a General Meeting or AGM in line with the Constitution and Club Rules.

Marlow Youth FC -

The Club operates as Marlow Youth FC adopting the same branding from U6 through to U18s.

Aims of Marlow Youth FC

The aim of the Club is to improve the lives of people from 4 to 80 years by giving all footballers the chance to make the most of the opportunities that football can bring. We encourage all people including those with disabilities, boys and girls to thrive through football participation.

Our aims are to:

- Attain and maintain FA Charter Standard Community Club status
- Provide structured training for boys and girls aged 4 and 5 through to U18
- Provide structured training and league match experience for boys and girls aged 6 to 18
- Ensure all youth football complies with FA guidelines on child protection
- Create an environment of continual improvement towards best practice in coaching, facilities, pitches and support for children, adults, managers and coaches
- Provide a football environment from cradle to grave.

Membership

Membership of Marlow Youth FC is made up of the following classes:

1. Non-Voting Members
 - U18 Players registered with team managers and fully paid up with the club treasurer.
2. Voting members.
 - All parents/guardians/carers of a registered player under the age of 18.
 - All players over the age of 18.
 - All managers and coaches.
 - All Club Committee members
 - Anybody accepted as a member by the Club Committee.

Rules, Policies and Procedures

The rules, policies and procedures of the Club are governed by the following;

- Rules and Regulations of The Football Association Limited, as published on the FA website: www.thefa.com
- The FA's Respect Campaign on the FA website: www.thefa.com/respect
- The Club Constitution and Rules as published on the club website: www.marlowfcyouth.co.uk
- The Standing Orders as published on the club website www.marlowfcyouth.co.uk

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The club committee shall create and publish policies and procedures in support of these governing documents as necessary to ensure the running of the club.

The rules, policies and procedures of the club shall be upheld by:

- The Club Committee
- The Team Managers
- The Captains
- The Players
- The Voting Members

Club Committee

The purpose of the Club Committee is to;

- Administer the club on behalf of the membership
- Develop facilities and pitches
- Allocate training, game facilities and locations to teams
- Provide relevant insurance
- Provide managers and assistants with guidance and support in terms of fund-raising, training, insurance and templates for team administration
- Maintain a succession plan for committee members.
- Present a professional and unified image to players, parents and other clubs
- Ensure compliance with affiliation requirements of the FA and the local leagues.
- Organise the Marlow tournaments
- Provide backup when teams fail

Officers

The following Club Officer posts are needed;

Constitutional

In accordance with the club constitution and rules, the following officers must be appointed each season:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Welfare Officer

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Additional Roles

Other such officer appointments may be made as appropriate. The following are examples of appointments that may be deemed appropriate:

- The appointment of a Vice Chairperson may be replaced with:
 - Vice Chairperson - Youth
 - Vice Chairperson - Colts
- Tournament Director
- Development Officer
- Communications Officer
- Liaison Officer
- Marketing Officer
- Inclusive Officer
- Veterans Officer

Club Custodians

The Custodians of the Club are;

- Club Treasurer
- Club Chairperson

Roles - Vice Chairperson – Youth

The purpose of the Vice Chairperson – Youth is to organise the Marlow Youth FC section football for players playing competitive football, typically from Under 13 to Under 18 but may vary as defined by the FA. The objectives are;

- Organise the pitches and coaches needed to support the programme of football for the year
- Undertake the liaison role for the respective league on behalf of all teams in the section
- Organise social events for the section

Roles - Vice Chairperson – Colts

The purpose of the Vice Chairperson – Colts is to organise the Marlow Youth FC – Colts section football for players playing non-competitive football, typically from Under 5 to Under 12 but may vary as defined by the FA. The objectives are;

- Organise the pitches and coaches needed to support the programme of football for the year
- Undertake the liaison role for the respective league on behalf of all teams in the section
- Organise social events for the section

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Club Committee Meetings

A minimum of four (4) committee meetings must be held during the season. Additional meetings may be held as required.

Finance Policies

Club Cash Reserves

The following policies apply to the maintenance of a cash reserve;

- Over a three-year cycle we shall endeavour to make an operational surplus
- The club shall establish a 'war chest' to secure long-term tenure for pitches, training facilities or other yet unknown purposes. Such a 'war chest' shall be ring-fenced from normal operating costs.

Club Membership Fees

The annual membership fees shall be set by the committee and notified at the Annual General Meeting. The annual membership fee consists of:

Club Fees; Admin, insurance, kit fund and FA registration and related costs, which may include a contribution to the war chest

Pitch/Training Fees; charges for use of pitches at Marlow Sports Club, Great Marlow School, Foxes Piece, Riley Park, Bisham School, Bisham Abbey, The Rye, Gossmore or other such facilities for the purposes of playing matches and/or training

Team Fees; for balls, training equipment, referee fees, etc.

Managers can add additional fees to the annual membership for items such as away kits, waterproof jackets, end of season events, summer tournaments etc. These additional fees **MUST** be paid into the central account and will be ring fenced for the use of that team. Team sponsorship is also encouraged. Once again sponsorship **MUST** be paid into the central account and will be ring fenced for the use of that team

Effective November 2018 no team will be allowed to open individual team bank accounts. All money must be paid into the central account. Individual team accounts must be closed by March 2019 and all balances transferred to the central account.

All fees must be received by the Club Treasurer before half term in October. Failure to pay such fees by the required date may incur sanctions as deemed necessary by the club committee.

Club Expenditure

Club expenditure is permitted only by the club committee and in accordance with the following schedule:

- Committee Members – up to £100
- Chairperson, Secretary or Treasurer – up to £500
- Expenditure in excess of £500 must be authorised by two (2) of the club Chairperson, Treasurer or Secretary

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Club Secretary

The role of club secretary has significant administrative duties. The Club Committee may agree a suitable commission or compensation for the Club Secretary.

Insurance

The Club shall hold insurance to a minimum level as that defined and updated by the FA. This will include Public liability and Personal Accident Insurance (<http://www.berks-bucksfa.com/players/player-support/insurance>)

Player Assistance

It is understood that not all players will be able to afford the Club Membership Fees. Player assistance is available to help these players, where part or all the membership fees may be waived. Team Managers may determine the appropriateness of such requirements and must notify the Chairperson. If any individual team has more than two (2) players requiring Player Assistance, approval must be sought from the Committee.

The committee may investigate requests for Player Assistance and may withdraw the facility if the request is considered inappropriate.

Coaching Grants

The Club provides coaching grants to those as follows;

100 percent of the fees for:

- FA Enhanced DBS checks
- First Aid courses
- Referee qualifications
- Child Protection Workshops
- FA Level One coaching qualification
- Child Welfare officer training and qualifications

50 percent of all FA Level 2 coaching qualifications across the club.

Up to 50 percent of all other FA Coaching qualifications examples include but is not limited to: Level 3 (UEFA B); Specialist Goalkeeping qualifications; Youth Module 1 or 2; Advanced First Aid. Application must be made to the club committee and authorised by the Chairperson.

Marlow Youth FC positively encourage any player who reaches the age of 14 to undertake Referee qualifications and for those who reach 16 to undertake FA Level One coaching qualification.

School Grants

The Club may, at the discretion of the club committee, purchase Sports Equipment for local schools every year.

Cup Finals Grant

The Club will make grants of up to £200 to cover teams' expenses when finalists of any league or cup competition.

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Social Media

The club supports the use of Social Media for organising and arranging team activities. With the public nature of such communication care should be given to the content posted. The following are examples that social media should not be used for: personal information, comments which are improper, threatening, abusive, indecent, insulting, imply bias, attack integrity or are personally offensive in nature.

Additional guidance can be found on the club and FA websites.

Under 5/6 Colts Training

The under 5/6 colts training shall be held on Saturday mornings at Great Marlow School or at any other location deemed appropriate by the club committee.

The club committee shall set a budget for colts training to cover the cost of:

- Contribution for the use of the Great Marlow School or other facility
- Equipment, balls, bibs and goals, etc
- Coaching by third parties as agreed by the club committee

Where such training is operated by a third party, the club committee shall:

- Endeavour to have one or more representative of Marlow Youth FC present at each training session
- Ensure that the appointed third party holds appropriate insurances
- Ensure that all the appointed third-party coaches have appropriate DBS checks completed
- Ensure that a register of attendees is maintained at every training session
- Ensure Lead coach has the relevant coaching qualifications.

Kit

The Club will provide home team strip for all new teams and/or when they start the new season as Under 7 and shall provide exchange kit of a larger size to every player as required. Team Managers are required to collect and return shirts and shorts for exchange.

All kit purchased by the Club remains the property of the Club and must be returned on cessation of Club membership.

The club committee may at its discretion apply a levy for shirts and shorts not returned or damaged other than by reasonable wear and tear.

New kits provided for ages U7, U9, U11, U13, U15 when required.

Club Meetings

The club shall hold meetings as below;

- The Club AGM shall be held during July
- The Club shall hold a minimum of three (3) managers meetings during the season
- The AGM shall be open to all voting members of the club
- Every team must be represented at the AGM and at each managers meeting
- Managers meetings shall be held on schedule to defined by the Chairperson
- Tournament meetings shall be held to a schedule defined by the Tournament Director

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Inclusive Football

Marlow Youth FC started their inclusive section in 2010. There was a huge open area for a Pan-disability club in south Bucks the only club in Bucks at the time being Milton Keynes. With the help of Local sponsors and the Berks Bucks FA a 10-week taster session was set up. By the end of the 10-week booking we had a regular 6/8 kids attending, Marlow Inclusive was formed and a new 32-week booking was made. The club has gone from strength to strength.

With 5 teams and over 50 players we are now the 3rd largest pan-disability club behind MK Dons and Northampton Town FC and the largest non-league inclusive team. We have two Adult teams, two under 16 teams and an under 12 team.

We will continue to offer Inclusive football to all and to ensure that ties will local pan-disability organisations such as Gateway flourish.

Veterans Football

At the turn of the century a group of Marlow Youth FC coaches arranged a regular roll up amongst themselves and friends to encourage a continuation of playing football into the twilight years. Over the years players have come and gone but this informal club, known as the Dukes have thrived. Today the club competes in the Oxfordshire Over 50's League and Cup's ensuring Marlow 'Youth' has representative football teams from the age of 4 through to players still playing competitively at 67.

Sadly, one of the key inspirations behind the team, Richard Price, was taken away from us at the early age of 49 to a cruel and indiscriminate disease. Since then his team mates have pledged to carry on as he would have wished whilst applying his humility and compassion to a worthy cause each year. Every year the Dukes choose on a charity that we know Richard would have approved of.

The Pricey Tournament is in memory of Richard Price and is played competitively but always in the right spirit ensuring the real winners are the deserving beneficiaries and participants still doing what they love – playing football.

The Pricey Tournament is played after the main Marlow Youth FC tournament has ended.

Marlow Youth is proud to have our older generation as part of our wider club.

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Safeguarding

Marlow Youth FC acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults. It is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and FA requirements.

Where the Committee identifies the need to go beyond best practice and FA requirements we will do so. Marlow Youth FC has adopted the following additional Safeguarding practices:

1. Any adult who has access to all or part of the Marlow Youth FC registration database giving details of any U18 player must be DBS checked.
2. Any person who has player contact responsibilities (e.g. manager, coach, first aid, physio etc.) within a mixed age team and is in contact with U18 players must be DBS checked.

GDPR/Data Protection

Marlow Youth FC is working with the FA and Muckle LLC to provide a series of Data Protection template documents specifically for our club. These will be posted on our web site.

Discipline - Role of the Manager

During training and matches, Managers take the role of Loco parentis and are responsible for the U18 player. The Manager has a key role in maintaining discipline of the team and players. The club will support the manager in player discipline and appropriate sanctions. Any sanctions against a player must be reported to the Welfare Officer immediately.

Sanctions against adults in whatever their capacity can only be issued by the Club Committee. No manager can issue any sanctions against adults.

Tours/Overnight Stays/Non-Footballing Activities

Marlow Youth FC encourage activities outside of the normal training, match day schedules. Non-footballing activities, overnight stays, Football tours etc. must be sanctioned by the Committee who will issue guidance on such things as Insurance, FA clearance to play abroad, Child Welfare and additional DBS checks.

All teams must contact the Club Committee at the early stages of planning.

CASC

Marlow Youth FC is a registered Community Amateur Sports Club (CASC) and is recognised as such by HMRC. CASC is a Charity-Lite status. The purpose of our status as a CASC is primarily to enable donations by large organisations to our club – these organisations tend to only donate to Charities or CASCs. We can also reclaim Gift Aid from individual tax payer donations.