



CLUB HANDBOOK

UPDATED JULY 2023

WELCOME AND PURPOSE OF THIS HANDBOOK

Welcome to Monk Fryston United Football Club (the Club or MFUFC).

As your Committee, we are delighted to have you on board.

MFUFC is a rapidly growing, inclusive, football club affiliated to the West Riding County Football Association (WRCFA) with teams across all ages from 5 to 18, also incorporating a growing offering for adults, including a ladies team and a veterans social for players of a certain age and vintage!

This Club handbook, dated July 2023, is issued by the Club to ensure that the wellbeing and development of the members and players are fulfilled in a fun and inviting surrounding and that players, parents and club officials are fully aware of the commitment they are making to the Club and, conversely, the Club to them.

The contents of this handbook apply to all players, spectators and club officials and shall remain in force until such a time as it is withdrawn, replaced or updated by the Club. The handbook should be used in conjunction with our formal Codes of Conduct and the FA statutory policies as amended from time to time (found on our website and available upon request). Where there is a conflict between this handbook and the formal policies and procedures, the formal documents shall hold rank.

Monk Fryston United Football Club reserve the right to review, revise, amend or replace contents included within this handbook and to introduce new policies, procedures and processes from time to time as it sees fit to reflect the changing demands of the club and/or to comply with regulations set out by the governing bodies.

The Committee

VOLUNTEERS

Without our fantastic army of volunteers, this club does not exist. We are run ENTIRELY BY VOLUNTEERS. On behalf of all our members, we thank each and every one of our team.

With the growth of the club, so must our army grow. We are always grateful for any and all support we can get. You don't have to be a coach to get involved. You could be a first aider, a car park attendant, a café server, a gardener, a pint-puller, a stock-controller, or any one of a million other jobs, all of which needs doing.

Our coaches, helpers, the club officials and all other helpers give up endless hours every year for the benefit of our members. Please always be respectful of this. The Club has zero tolerance to our team being treated with a lack of respect whilst giving up their time for us.

Remember, as the saying goes, 'if you like what we do, tell us; if you don't, get involved and help us to make it better'..

MISSION, VISION & VALUES

In order to outline the Club's philosophy, the Committee have created and defined our mission, vision and values, through engagement and discussion with parents, coaches and wider club officials. These core principles will form the basis for all Club behaviours, and therefore is mandatory for all players, spectators and Club officials at all times.

Our Club Mission

To motivate and inspire every participant to enjoy playing their best football.

Our Club Vision

To become the best community club in the West Riding County FA, providing players with opportunities of personal, social and sporting development through participation in football.

Our Club Values

- **FUN** to promote a sense of fun and enjoyment in the game of football
- **RESPECT** to value every stakeholder of the Club as individuals and to behave with courtesy and respect at all times
- **TEAMWORK** to foster a sense of spirit and togetherness
- **INCLUSION** to be open to all and to embrace diversity
- **PRIDE** to invoke passion and belief in the game and our Club

These Club values are underpinned by the F.A. Codes of Conduct which provide a framework for the behaviours expected.

CLUB STRUCTURE

Committee

The day-to-day management of all of the Club affairs is undertaken by the Management Committee, as elected at the Annual General Meeting, in accordance with the FA Club Rules.

Save as provided for in the Rules and Regulations of the FA and WRCFA, the Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club.

The Committee members, along with their roles and contact details, as voted in at the 2023 AGM are as follows:

Chair	Liam Fox	07837 730032	mfufcchairman@gmail.com
Vice Chair	Steve Richards	07716 840288	
Secretary	Ara Mikailian	07892 648000	monkfrystonjfc@gmail.com
Welfare Officer	Nick Sheppard	07427 458535	
Deputy Welfare Officer	Emma Brearley	07900 922688	
Treasurer	Matthew Thomas	07948 722733	
Coach Development	Claire Sutton	07947 730830	
Committee Member	Alex Wragg	07579 818397	
Committee Member	Andy Reeves	07710 775173	
Committee Member	Chris Brown	07525 169082	
Committee Member	Nick Strong	07903 522399	
Committee Member	Scott Fawcett	07545 024661	

Annual General Meetings and General Meetings

An Annual General Meeting (AGM) is held in each year, no later than 31st July in accordance with the FA Club Rules.

The Committee may call a Special General Meeting (SGM) at any time if the nature and urgency of the agenda deems it necessary to do so. Business at an SGM may be any business that may be transacted at an AGM.

General Meetings shall be called at any time throughout the year as determined by the Committee, in accordance with the FA Club Rules.

Teams

The club is proud to boast it currently has a record number of members across its teams. Each teams' activity is managed by that team head coach and support team of assistant coaches and administrators.

The Head Coach shall present to the Management Committee, upon request, a written summary report of the activities of the team during that season.

If a new team is proposed, the Management Committee must give consideration to the following ahead of allowing the team to form:

- Is there a suitable Head Coach to run the team? This person must commit to undertaking, as a minimum, Introduction to First Aid in Football and FA Safeguarding certificates within 12 months of forming the team, ideally also taking the time to also complete the FA Introduction to Football training course.
- Is there sufficient support available to the Head Coach? This includes Assistant Coaches and Admin Support.
- Is there sufficient demand for the new team?
- Is there sufficient space for the new team to play and train at the ground?

All coaches, assistants and helpers who interact with the players MUST carry a valid DBS certificate undertaken by the Club's appointed Welfare Officer. The cost of this shall, in all occurrences, be borne by the club. A DBS certificate already held by an individual for any other purpose (such as work) shall NOT be valid.

MEMBERSHIP

Club Membership

The members shall be those persons listed in the register of members which shall be maintained by the Club Secretary.

Any person who wishes to be a member must apply through Pitchero/www.monkfrystonfc.co.uk and notify the Club Secretary. Election to membership shall be at the sole discretion of the Club Management Committee.

Should a member wish to resign, they should confirm this, in writing, to the Club Secretary.

In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register. The Football Association, WRCFA, or a league to which the Club is affiliated shall be given access to the Membership Register on demand.

Annual Membership

The clubs Management Committee sets the annual membership fee which runs from August to July.

Any fee shall be payable in advance (or committed to in advance, if paying in instalments) of a successful application for membership and thereafter renewed annually by each member. Fees shall not be repayable once membership has been confirmed, unless under exceptional circumstances as authorised by the Management Committee. Members fees for this season shall be allocated as follows:

Junior Players

- Registration 1st July – 31st January £180 as agreed by the Management Committee
- Registration 1st February – 30th June £90 as agreed by the Management Committee

Senior Players

- £15 per month

Siblings, including step-siblings and half-siblings, of existing members shall receive a 50% reduction on the standard applicable rate.

The club Management Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the club.

Hardship Fund

We are committed to ensuring that no player shall miss out on the opportunity to play football. If you are struggling to meet these costs, you can speak directly (and in complete confidence) with Andy Reeves (07710 775173), who is a member of the committee and is co-ordinating the funds which we have ringfenced to help out with any financial difficulties. Alternatively, if you would prefer, you can ask your coach to speak to him on your behalf. As a club, we do not want any player to miss out on playing football purely because of the cost.

Resignation and Expulsion

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 Management Committee of their resignation.

A member whose annual membership fee or further subscription is more than 3 months in arrears, without previous consent, shall be deemed to have resigned.

The club Management Committee shall have the power to expel a member when, following disciplinary procedures, or in their opinion, it would not be in the interests of the club for them to remain a member.

A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of their membership fee or club property.

All members who have resigned, or deemed to have resigned, shall be removed from the FA registration for their relevant team and shall no longer be eligible to participate in competitive games.

TRAINING, DEVELOPMENT & GAME DAY

We are not childcare providers. Our purpose for existing is to provide opportunities for children and adults to play football in a managed and safe environment.

Our Home Grounds

With the merge of Monk Fryston United and Hambleton Juniors, we now have two home grounds: Stocking Lane, Hillam and Hambleton Playing Fields.

The Club have taken the decision that both sites are strictly no smoking, no vaping sites. Dogs are also not allowed on either site, save for the dog walking track (public right of way) at Stocking Lane. All dogs on this track should be on a lead in the presence of players, due to their unpredictability.

Parking at both sites is a growing concern and each team shall be required, when playing at home, to provide volunteers on a rota basis to maximise the parking space available. Where possible, lift sharing or walking should be encouraged. Please also encourage your away opposition to park considerately.

There is a café that runs at Stocking Lane on a matchday, which is run by volunteers. Again, there is an expectation that each team shall, on a rota basis, provide volunteers to work in the café. We are exploring options available to us, to ensure that spectators, visitors, players and coaches shall be able to purchase refreshments when playing at Hambleton Playing Fields.

Team Training

Each age group head coach shall be responsible for ensuring that wherever practically possible a minimum of one training session of at least one hours' duration shall be held weekly throughout the course of the season (September to April).

Team training sessions will be held on the same day(s) each week wherever possible in order to reduce the administration for the team and to allow members and their parents to plan weekly activities. The head coach is responsible for choosing a suitable day dependent on their and their players availability. Any changes to the training schedule must be communicated to all affected parties at the earliest possible opportunity by the head coach of that age group, or one of their representatives.

Parents are reminded that if they are intending to leave site whilst their child is attending either a training session or a game, they must make arrangement with another parent to be responsible for that child during their absence. The coaches are there to act as coach, not childcare providers. There are several instances where a session or a player's participation in a session may need to be curtailed. Additionally, whilst there should be a coach qualified in First Aid and Safeguarding on-site, should there be any kind of incident involving a child without a parent/supervisor on site, the coaches cannot be placed in the position of having to disregard the needs and safety of the other players under their care, in order to concentrate on the unaccompanied player.

Winter Training

All team training during British Summer Time will take place at Stocking Lane or Hambleton Playing Fields, unless the head coach deems this inappropriate. In this instance, funds must be raised by that team to finance the use of alternative facilities, which must also be sourced by that team.

All team training taking place following the clocks changing in October shall be held away from Stocking Lane due to the need to preserve the playing surfaces. This will be subsidised by the club to the amount of £15 per week, subject to approval by the Committee. The Committee endeavour to find a permanent and consistent winter playing option for the Club.

Floodlighting shall be available at Hambleton Playing Fields, subject to the weather, for those who wish to train on grass. The availability, or lack thereof, shall be communicated to each team with as much notice as is reasonably practical.

Where winter training is organised by the Committee, the earlier slots shall be assigned to the younger age groups as a priority, without exception.

Individual Development - Coaches

In line with the requirements of the FA and the WRCFA, each team must have a minimum of one coach who has completed, or is committed to completing within 12 months of appointment, the online FA Playmaker qualification, along with the Safeguarding and Introduction to First Aid in Football modules, and the FA Introduction to Football Coaching (this has replaced the old 'level one' coaching badge).

All coaches should complete the online FA Playmaker, Safeguarding and Introduction to First Aid.

The Club contributes funds to managers and coaches for the cost of attending development courses. The Management Committee will set the amount of funding available in line with the clubs requirements and finances. In normal circumstances, all coach training for Introduction to Football, Safeguarding and First Aid shall be funded by the club, but you should notify Claire Sutton before committing to the training.

The Club may arrange, from time to time, for additional training courses where it deems necessary for the development of Club officials, managers, coaches or players. In the main, the costs for this will be borne out of Club funds, however, the Club has the right to request funding from managers, players and members where the overall costs may deem this necessary to do so.

Individual Development – Players

The responsibility for individual player development lies primarily with the player themselves. Whilst on pitch development is clearly within a coaches remit, they shall be focussed primarily on the development of the team and providing the players with an engaging session in a safe environment allowing players to learn and grow to their potential.

Game Day – Squad & Team Selection

The Club recognises that each fixture presents a different challenge to the last and that different players play in different positions, do different jobs and aren't always available. The task of ensuring equal game time is virtually impossible, when factoring all of these matters. That said, the Club operates an 'equal opportunity' policy when it comes to game time. Each coach has the freedom to interpret this as they see appropriate, however the broad principle should always be adopted:

If players turn up to training and matches with the right equipment, effort and attitude, they should reasonably expect to be playing as much as the next player, regardless of their ability.

Game Day – Many Hands Make Light Work

Spectators are required to help out on game day. The coaches have to decide the team and formation, ensure the players are warmed up, in all their kit, know their roles and ready to go. They have to meet the Match Official and the opposition.

Spectators can relieve the burden on the coaches by assisting getting the pitches ready. They may need line-marking. Corner flags, respect barriers and goals will need moving into situ. Balls and cones may need collecting. Please be supportive.

Game Day - Opposition

The Club cannot control our opponents. They may share our ethos of what Grassroots Football should look like, but equally they may not. Whatever their philosophy, we should always stick to our way of doing things. Display our 5 core values. The result will be the result. Control what we can control.

Ahead of any home games, coaches should share our visitor information pack with the opposition coach, which sets our expectations for their visit.

Ahead of any away games, coaches are encouraged to ensure they know enough information about the ground they are visiting, including where the nearest medical facility is, should it be needed.

CLUB FINANCES AND PROPERTY

Bank

A bank account has been opened and maintained in the name of the Club (the Club Account). The appointed Treasurer is the guardian of the Club finances and any requests for expenditure must seek their approval.

No sum shall be drawn from the Club Account except by cheque signed by two of the two designated signatories or through internet banking on the authority of the Treasurer. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

Income and Expenses

The Club Management Committee has the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

The Club prepares an annual Financial Statement. A third party shall, if deemed necessary, and as determined by the Clubs Management Committee, audit the Financial Statement.

The finances of the Club are reviewed by the Management Committee at the appropriate meetings.

The Club has responsibility for paying the following:

- The provision of training facilities, equipment, grounds, football kit, medical kit, footballs, insurance, facilities management, etc.
- Suitable management training, coaching courses, professional coaching fees and player development courses. (This does not infer that the Club shall pay for all teams to have all equipment and will attend all courses they may wish at their disposal all of the time. It does infer that as a club we purchase equipment and courses that can be used in an equitable and efficient manner for the benefit of all members)
- League registration fees, referees fees and any other expenses imposed by the league.
- Fines for occasional administrative errors; but stresses every effort is taken to keep these to an absolute minimum. (The Club reserves the right to request the responsible member to pay for repeated fines caused by constant administrative negligence).
- The provision of Club trophies for end of season presentations.

The Club **will not** reimburse fines occurring as a result of any on-field breaches of discipline as determined by the Match Official.

All football strips and equipment supplied by the Club or acquired by a team (through fund raising or sponsorship) is deemed the property of the Club and is insured against loss or accidental damage.

Assets

Club Property, other than the Club bank account, shall be vested in not less than two and no more than four custodians, who shall deal with the property as directed by the decisions of the Management Committee. Entry in the Minute Register shall be conclusive evidence of that decision.

The custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by the FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Management Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

Sponsorship

The Club rely on sponsorship to facilitate the annual membership fees being kept as low as possible and are thankful for all sponsorship pledges received.

All members, particularly coaches and other Club officials, are encouraged to actively seek sponsorship at all times and refer on to the Management Committee until such time as the Club has acquired full sponsorship for all areas.

The Club does not discourage individual teams from raising money for specific items of equipment to benefit their own team where sponsorship is not available, though this must be undertaken with full knowledge of the Management Committee. Authorisation from the Management Committee should be sought prior to arranging sponsorship for specific teams.

In-line with FA best practices, gambling, tobacco/nicotine, and licensed establishments shall not be permitted to be displayed on any junior teams apparel.

Team Discontinuation

In the event of a team discontinuing, all kits, equipment and funds held by that team shall revert to the Club.

COMPLIANCE WITH LEAGUE RULES

Managers and Players must avail themselves of the rules of the FA, WRCFA and the League to which their team is affiliated and act in accordance with them at all times.

Coaches **must** be in possession of their Coaches Cards at all times whilst on Club business. The Management Committee and officials representing the FA, WRCFA or the league reserves the right to inspect these cards as they deem appropriate without prior warning.

Players must be registered to the league to which their team is affiliated. Non-registered players cannot play in league matches but may participate in friendly matches. Proof of a player's registration must be offered to the opposition manager prior to a game commencing.

Any players wishing to join the Club, or indeed leaving to join another club or simply wishing to no longer play for the Club must be deregistered by the league before they can be registered to any new club.

All correspondence between Club and the FA, WRCFA or the league must be counter signed by the Club Secretary; there can be no direct correspondence from Club coaches or players direct to the Leagues.

Appropriate forms can be obtained via the team Head Coach or the Club Secretary.

Children under the age of 6 shall not be permitted to play any match, in line with the FA guidelines.

CODES OF CONDUCT

Monk Fryston United are, at all levels, a vital part of the local community and as such commits itself to take into account community feeling when making any and all decisions.

Failures to achieve any of the standards of conduct as set out below must be reported immediately to the Welfare Officer, from which investigation and disciplinary action may ensue.

The Club is part of the national game and as such adheres to the guidelines set by the FA in the FA Respect Code of Conduct for all stakeholders, a copy of which is found on our website.

The Club commits to holding the Code of Conduct as a principle rule and as such the Code must be adhered to at all time, by players, spectators, coaches, Club Officials and Match Officials alike. In becoming a member of the Club, you agree to be bound by the Codes of Conduct at all times.

In addition to the FA Codes of Conduct for Players, Coaches, Club Officials, Match Officials and Spectators, the Club makes the following points:

Match Officials

In every match, like players, officials WILL make mistakes. This is normal. Shouting, arguing or complaining at a Match Official is NOT, EVER, acceptable. From anyone. If this does happen at one of our home venues, Coaches or Club Officials are empowered to request that the offending person is removed from the venue.

For games played up to aged under 10, the Match Official is most likely a volunteer, giving up their spare time to facilitate children playing football. Please be reminded of this.

For games played by under 11's and above, the Match Official is most likely a paid referee. This does not give anybody any right to insult, offend or otherwise disrespect the Match Official. The players are not professionals, the Match Officials are not professionals, we shouldn't expect either to behave like professionals.

Junior Match Officials

Wherever possible, the Club utilises our pool of junior Match Officials to officiate games up to under 15 level. The Club supports all members, particularly those between 14 and 18 who would like to become Match Officials. Please contact Claire Sutton in the first instance.

In many instances, a junior referee should be easily recognisable, thanks to the FA 'Purple Shirts' campaign. A junior referee may also be wearing a fluorescent armband. Either of these visible signs identify a referee who is under the age of 16. Coaches and spectators are reminded of their heightened duty of care to protecting these individuals.

Coaches and Club Officials

Coaches are key to the establishment of ethics in the Club. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions have ethical implications.

It is natural that winning constitutes a basic concern for Coaches. Our code is not intended to conflict with that. However, the code calls for Coaches to disassociate themselves from a "win-at-all-costs" attitude. It is also, sadly, entirely expected that you will encounter coaches, spectators and players who do not achieve the standard expected of them by this code. Do not lower yourself to this level and be the bigger person. You should report poor standards in the first instance to the Club Welfare Officer.

Increased responsibility is requested from Coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the Club, coach or parent.

Our Players

Players are the most important people in our sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is of primary importance. You will face up to, from time-to-time, players who do not share this belief. As a member of this Club, you are required to rise above this and deal with the matter calmly, respectfully and appropriately, in the first instance, allowing the Match Official to deal with it.

We are an inclusive club, supporting our local players. We are not world-beaters. We will suffer defeats. That said, we work hard and play as a team, so we also enjoy victories. We agree to be gracious in victory and defeat and agree to shake hands with the opponents and the referee.

The Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels within our Club, and as such, players are required to sign up to the principles in the FA Respect Code of Conduct.

MFUFC Spectators

Spectators have a great influence on a player's enjoyment and success in football. All our participants play football because they first and foremost love the game – it's fun.

It is important to remember that however good a player becomes at football within our club it is important to reinforce the message to spectators that positive encouragement will contribute to:

- Players enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the player's skills and techniques.

Spectator expectations and attitudes will have a significant bearing on a player's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Words of encouragement are the bedrock of a player's development, as such, spectators within our club will ensure they are always positive and encouraging towards all of the players not just their own. Please ensure this doesn't spill over into coaching or instruction, you may be giving them an entirely different message to the one the coach has given. Or the coach may just want them to work things out for themselves and have the freedom to make their own decisions.

Equality

Monk Fryston United pride ourselves on being an inclusive community club that offers fair and equitable opportunity to each participant, regardless of ability, disability, age, colour, ethnic origin, gender, race, religion, sexual orientation, belief or any other characteristic. The Club is opposed to discrimination of any form and will promote measures to prevent it, in whatever form. The Club abides by the Charter Standard Equality Policy as written by the FA, a copy of which is found on our website.

Anti-Bullying

The Club categorically will not tolerate any form of bullying and rejects bullies. We are committed to providing a caring, safe, friendly and enjoyable environment to motivate and inspire every player to enjoy playing their best football. As such we abide by the FA Anti-Bullying Policy, a copy of which is found on our website.

Safeguarding

The Club acknowledges their responsibility to safeguard the welfare of players entrusted to its care and is committed to providing a safe environment for all its members, spectators and Club Officials. The club abides by the FA Safeguarding Policy, a copy of which is found on our website. That said, we are not a childcare provider and parents/guardians are encouraged to remain on-site with their children, to watch and encourage them.

DISCIPLINARY ISSUES

Internal Disciplinary Issues

The principal reasons for this procedure are not only to ensure that the standards established by the Clubs' rules, values and Codes of Conduct are adhered to, but also to provide fair, equal methods of dealing with alleged failure to observe such rules.

Importantly, disciplinary procedures are not intended to be a punishment.

All cases of complaints and disciplinary action, in accordance with this procedure will be recorded and kept confidentially in the Club's records.

The disciplinary procedure is concerned with the following areas:

- Misdemeanour
- Misconduct
- Gross Misconduct
- Incompetence
- Unsuitability

In normal circumstances the procedure will be followed in full, however The Club reserves the right to omit any stages dependent upon the seriousness of the alleged offence(s).

The Club has three levels at which disciplinary action may be invoked, they are:

- Written Warning (for minor offences).
- Final Written Warning (should the verbal and/or the first written warnings have no effect)
- Membership removal (the club member or official will be informed and will receive a written notice of this decision, together with the reason for removal)

If the removal of membership involves either a club official or player, the Club will inform the WRCFA Secretary and associated League Secretary in order to deregister the person and to comply with WRCFA requirements.

Disciplinary Procedure

There are three key steps to the disciplinary procedure:

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| Step one | Any issues surrounding the above-mentioned areas must be disclosed to the club committee as soon as is practically possible. |
| Step two | The club will set out, in writing, the allegations made against the player, spectator or club official regarding their conduct / performance and appoint a committee member to investigate the allegation. All juniors must be accompanied to any investigative meetings by an adult. |
| Step three | If the investigator decides that a hearing is required, the individual will then be invited to discuss the allegation. This will be chaired by a member of the committee. A Club official responsible for that team and an accompanying adult where the individual concerned is a minor, must also be present. |

After the meeting, the club will inform the player of its decision, confirmed in writing, and inform them of their right to appeal.

If the alleged offender does not attend the disciplinary hearing without prior notifying the committee, a decision may be made in their absence.

Appeals

Appeals against the disciplinary sanction or process followed should be made, in writing, to the Chair within one week of the sanction being handed out, where possible, and in any case, without reasonable delay. The Chair will invite the aggrieved individual to an appeal hearing, where practically possible, within one week of the appeal being lodged. In the event of the Chair having a conflict of interest in the process, the Vice-Chair will take the hearing.

Once the appeal is concluded, you will be informed of the Chair's decision, which will be confirmed in writing. The Chair's decision is final.

External Disciplinary Issues

Allegations of misconduct submitted to the league, WRCFA or the FA shall be dealt with directly by them and in accordance with their own disciplinary procedures. The Club will co-operate fully with any requests made by the authorities and with any sanction imposed.

Fines

There will be occasions, in accordance with FA and WRCFA disciplinary procedures, where the club will have fines imposed upon it for inappropriate actions of its members, Officials, Parents, Guardians or Spectators.

The club will, in all instances, pass on such fines to the offending person(s) where it deems necessary in accordance with the club's constitution and codes of conduct. Notice will be given to the offending person(s) of the fine imposed, wherever possible.

Suspension

At any stage the club may, by written notice, suspend a Member, spectator or club official for a specific period during which time any investigation may be undertaken.

Where a club member or official is suspended they will not be entitled to access either the clubs premises or that of its peers, use any club equipment or property, participate in matches or training without prior consent of the club.

COMPLAINTS AND GRIEVANCES

In the event that any member, spectator or club official feels that he or she has suffered discrimination in any way, or that the club Policies, Rules or Code of Conduct have been broken, or has any other complaint, they should report the matter to the Secretary in writing via monkfrystonjfc@gmail.com. If the complaint is regarding the Secretary, you should address your complaint to the Vice-Chair.

Your report should include:

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

The club's Management Committee will review any and all complaints and deal with them as they see fit. Where necessary they may seek advice and guidance from the FA WRCFA or the league.

Appeals

There is no appeal procedure and the Club Management Committee decision will be final.

Suspension

At any stage the club may, by written notice, suspend a member, spectator or Club Official for a specific period during which time any investigation may be undertaken.

Where a club member or official is suspended they will not be entitled to access either the clubs' premises, use any club equipment or property, participate in matches or training without prior consent of the club.

DISSOLUTION

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.

The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game.