



**KEW PARK  
RANGERS**

# **Constitution & Charter**

## **Kew Park Rangers Football Club plays at North Road Recreational Ground, North Road, Kew.**

### **Constitution**

- 1** The Club shall be known as Kew Park Rangers.
- 2** It is a family club, run by the parents for their and all children in the community.
- 3** The Club plays football in the West Surrey Youth League (WSYL) for boys and the Surrey County Girls League (SCGL).
- 4** The children are banded in age groups from 5 onwards and under 7 to under 10 for Mini Soccer.

### **Club philosophy**

- 1** The aim of Kew Park Rangers Football Club is to give children an enjoyable introduction to football.
- 2** The club believes that children should learn how to compete to win fairly, skilfully and within the rules of the game.

### **Objectives**

The objectives of Kew Park Rangers teaching Mini Soccer are as follows:

- 1** To be enjoyable.
- 2** To introduce children to the world of sport by understanding the purpose of football and
  - playing in a team
  - playing to rules
  - playing to win
- 3** To capture children's imagination
- 4** To give children the opportunity to develop a sporting interest that lasts a lifetime.
- 5** To give children an appreciation of football skills.

- 6** To encourage fair competition and become informed spectators.
- 7** To develop self esteem as a result of acquiring skills, playing, observing and understanding rules.
- 8** To prepare children for adult activities – this will increase and sustain their interest in football in later life.

### **Meeting the needs of schools in the community**

The National Curriculum applies to all children attending state schools in England and Wales. There are separate legal requirements for children in Scotland and Northern Ireland. Physical Education in the National Curriculum sets out programmes of study for six areas.

- Gymnastic activities
- Dance
- Games
- Athletic Activities
- Outdoor and adventurous activities
- Swimming.

Mini Soccer can help meet National Curriculum requirements as a useful introduction to team games as well as providing the child's first contact with Association Football. Mini Soccer helps address important gender issues by clearly stating that it is a game intended for girls as well as boys; wherever possible footballers with disabilities and learning difficulties should be encouraged to take part.

Kew Park Rangers Football Club can help local schools and teachers meet many aspects of the PE curriculum through Mini Soccer.

It is safe, bodily contact is very limited and controlled. In technical terms - most children can kick a ball.

Children will also cover:

- Practicing and improving performance
- Describing what they and others are doing
- Evaluating how well they and others are performing
- Sustaining energetic activity, recognising and understanding the effects of exercise
- Responding effectively in activities requiring quick decision making.
- Problem solving
- Playing to rules, understanding the need for rules and how they affect a game
- Coping with success and disappointment
- Playing to win while emphasising the challenge rather than the outcome.
- Playing safely.

**Local schools that Kew Park Rangers already have associations with:**

Queens School,  
Unicorn,  
Darrel School,  
Holly Trinity,  
Kew College,  
The Vineyard,  
The Riverside Primary School,  
Christ's School,  
Grey Court,  
Hampton,  
Latymer,  
Ibstock,  
Harrodian.

## **Meeting the needs of children in the community**

Kew Park Rangers Football Club follows the Football Association Mini Soccer Programme. The philosophy is to meet the needs of children with the help of Mini Soccer

- 1** Kew Park Rangers recognise that children do not perform as adults and by applying the rules of mini soccer, researched and piloted by the Football Association, it meets the needs of children.
- 2** Mini Soccer has all the features of real football to children.
- 3** It doesn't set unrealistic expectations.
- 4** It sets standards and a framework for behaviour on and off the pitch.
- 5** It is for all youngsters regardless of ability.
- 6** It is for girls and boys.
- 7** It is for young footballers with disabilities and learning difficulties.

Kew Park Rangers believes that through Mini Soccer all children will have more fun and learn more playing a game with smaller teams and modified rules. We teach a game that children can actually play rather than struggle with.

## Community football affiliations

Kew Park Rangers has an affiliation with one of the local Football Clubs -

### **Fulham FC.**

The Fulham coaches help train the children of all age groups.

### **They help with the following:**

- Development of football skills.
- Development of fitness.
- Development of understanding the rules.
- Development of team play.
- Watching Fulham matches.
- Participation with Fulham Football Club's home game half time activities.
- Holiday courses.

Kew Park Rangers are members of the West Surrey Youth League and the Surrey County Girls League.

### **Surrey FA.**

Kew Park Rangers has been a member of the Surrey FA since 1999.

Kew Park Rangers has reached Charter Standard Community Club status after being awarded:

- Charter Standard in 2001,
- Charter Standard Development Club in 2002,
- Charter Standard Community Club in 2003.

## Child protection policy

Every child and young person who plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved.

Kew Park Rangers and its governing body recognise its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm from neglect or bullying.

Kew Park Rangers FC follow the rules/guidelines set out by the FA Child Protection Policy.

**1** Any act, statement, conduct or other matter which harms a child or children or poses or may pose a risk of harm to a child or children shall constitute behaviour which is improper and brings the game and Club into disrepute.

**2** In these regulations "Offence" shall mean any one or more of the offences contained in Schedule 1 of the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Club to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

**3** Upon receipt by the Club of:

- a. notification that an individual has been charged with an offence; or
- b. notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an offence; or
- c. any other information which causes The Club reasonably to believe that a person poses or may pose a risk of harm to a child or children,

then the Club and the Club Officers shall have the power to order that the individual be suspended from all or any specific football activity with the club for such a period and on such terms and conditions as it thinks fit.

**4** In reaching its determination as to whether an order under Regulation 2 should be made. The Club shall give consideration, inter alia to the following factors:-

- a.** whether a child is or children are or may be at risk of harm;
- b.** whether the matters are of a serious nature;
- c.** whether an order is necessary or desirable to allow the conduct of any investigation by the Club or any other authority or body to proceed unimpeded.

**5** The period of an order referred to in 2 above shall not be capable of lasting beyond the date upon which any charge under the rules of the club or any offence is decided or brought to an end.

**6** Where an order is imposed on an individual Under Regulation 2 above, the Club shall bring and conclude any proceedings under the rules of the Club against the person relating to the matters as soon as reasonably practicable.

**7** Where a person is convicted or is made the subject of a caution in respect of the offence that shall constitute a breach of the Rules of the Club and the Club shall have the power to order the suspension of the person from all or any specific football for such period (including indefinitely) and on such terms and conditions as it thinks fit.

**8** For the purposes of the Regulations, the Club shall act through its council or any committee or sub-committee thereof, including the Executive Committee.

**9** Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which s/he is associated as soon as is reasonably practicable.

### **The aim of Kew Park Rangers Child Protection Policy is that of the F.A.**

- To develop a positive and pro-active position in order to best protect all children and young people who play football, enabling them to participate in an enjoyable and safe environment.
- To deliver quality assured protection training for coaches and Managers within the Football Club.
- To provide on-going development and training opportunities.
- To demonstrate best practice in the area of child protection.
- To promote ethics and high standards through the Football Club.

### **The key principles underpinning this policy are that:**

- The child's welfare is and must always be the paramount consideration.
- All young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to appropriately.
- Working in Partnership with children and young people and their parents/carers is essential.

- Social Services Departments have a statutory responsibility to ensure the welfare of children and young people.

## **Conclusion.**

The Club through this policy has indicated that it ensures that children and young people can participate in all football activities with their safety being of paramount importance.

It is for all adults engaged in football activities to promote good practice and procedures, whilst being aware of their responsibility towards the children and young people in their care.

## **Code of Conduct Policy**

All Club Members, coaches/managers, parents/guardians and children have a responsibility to ensure that this Code of Conduct Policy is implemented.

**Team Officials and Spectators:** The team officials will be held responsible for the behaviour of players, supporters and any other persons involved with the fixture. Any disputes or complaint will be forwarded to the League Secretary as per WSYL rule 16 or SCGL.

### **1 What can children expect from adults and coaches.**

- Help, encouragement and support.
- Not to be embarrassed by the adults watching them.

### **2 Children can expect that adults do not:**

- Attempt to 'coach' or 'manipulate' the players while they are playing.
- Use any jargon or dictate tactics.
- Argue, swear, become violent or use sarcasm.
- Shout aggressively.

- Ignore children who need help.
- Assess players by their mistakes.
- Put the players under pressure to perform/win.

### **3 Children can also expect adults and coaches to:**

- Look for aspects to praise, particularly in players who might not otherwise get attention.
- Praise good behaviour quickly to show that adults value it.
- Praise effort and performance more than results.
- Assess players' skills and attitude.
- Emphasise playing first and winning second.
- Display patience.
- Give children a clear idea of the behaviour expected.
- Give them examples of excellent behaviour.
- Show consistency.
- Help them understand the rules.
- **All parents and spectators are expected to behave at all times in a manner that will not bring Kew Park Rangers into disrepute for violent conduct of any sort.**

### **Remember.**

- a. That children are often easily led, anxious to please and prone to over enthusiasm and so plenty of praise and positive reinforcement is needed – especially with beginners.
- b. Children find it hard to understand negative instructions and easier to understand positive reinforcement. This means playing down results and playing up performance. This reduces the child's anxiety and decreases their worry about failing.
- c. Remember that children do not mean

to make mistakes; we should accept mistakes as a necessary learning.

- d.** Make sure the players play by the rules. The majority of children at these ages will not knowingly cheat.
- e.** Work with the other adults not against them, and by so doing reinforce positive attitudes among the children.

### **How children should behave towards their teammates.**

- Encourage each other.
- Support each other.
- Help each other.
- Look after each other.
- Play for the team and work hard for each other.
- Display patience.
- Involve teammates.
- Win or lose show good sportsmanship and shake hands with the opposing team, officials and teammates.
- Always be on time for training or a match.
- Always have the appropriate football kit.
- Have fun.

### **What children can expect their teammates not to do.**

- Not to blame them for mistakes.
- Not to shout at them.
- Not to swear at them.
- Not to push/hit them.
- Not to call them silly names.
- Not to make racist comments.
- Not to bully them.

Children should behave in the same way towards their teammates and friends whether on the football pitch or at school.

## **The Football Coaches responsibility**

- 1** Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- 2** Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- 3** Coaches must adhere to all guidelines laid down by the FA Coaches Association and the rules of the Football Association.
- 4** Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- 5** Coaches must not exert undue influence to obtain personal benefit or reward.
- 6** Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- 7** Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 8** Coaches should at the outset, clarify with the player (and where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
- 9** Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physio-therapists) in the best interest of the player.
- 10** Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the laws of the game, behaviour contrary to the spirit of the laws of the game or relevant rules and regulations

or the use of prohibited substances or techniques.

**11** Coaches must consistently display high standards of behaviour and appearance.

**12** The Club and its managers/coaches are responsible for the conduct of their spectators and supporters.

## **Complaints, Appeals and Deposits**

**1** Complaints must contain full particulars of the grounds within which they are founded and must be lodged in duplicate with the Club Secretary (except in cases where the Club Disciplinary Committee decide that there are special circumstances) within twelve days after the occurrence to which they refer to (Sundays not included). No objection or complaint shall be withdrawn except by permission of the Club Disciplinary Committee.

**2** No complaint of whatever kind shall be considered by the Committee unless the complaining party shall have deposited with the Club Secretary the sum of £20 which may be forfeited in whole or in part to the funds of the Club in the event of the party losing its case.

**3** Parties to a complaint shall be afforded an opportunity of making a statement when the complaint is being heard and where possible shall receive seven days notice of the meeting, together with a copy of the complaint. The Disciplinary Committee shall take into consideration, when dealing with a complaint, the possession by the complaining party of any information which if properly used might have avoided the complaint.

**4** The Club Secretary on receipt of a

complaint shall have authority to convene a meeting of the Club Disciplinary Committee and summon such parties to attend as s/he feels necessary to enable the Club to deal with the complaint as fairly and efficiently as possible.

**5** Any Club Member, Official or player having received seven days notice of the convening meeting and failing to attend may be fined a sum of £20 or otherwise dealt with by the Club Disciplinary Committee.

**6** The Parties within fourteen days of receipt of written notification of any decision by the Club Disciplinary Committee may appeal against such decisions by lodging particulars with the Club Secretary for the adjudication of the Board of Appeal, whose decision shall be final and binding on all concerned.

**7** All Protests, appeals and complaints to the WSYL and SCGL will be dealt with by the Kew Park Rangers Club Secretary and will follow the WSYL or SCGL Complaints Procedures.

### **Board of Appeal.**

A Board of Appeal shall be appointed by the Club Secretary to deal with cases that may arise.

### **Misconduct.**

Any club official, club member, player and/or parents proved guilty of misconduct shall be liable to expulsion in accordance with the provisions in Complaints Appeals and Deposits. Any club official, club member, player and/or parents expelled will not be allowed to apply for membership to the Club again or play for the Club again.



## **Membership fees and subs**

- a.** An annual subscription/fee should be paid at the start of every season. Should a child stop playing a refund can be made. If preferred subs can be paid in half season installments
- b.** If the subscription/fee for the first term is not included with the application form or at enrolment the application will be void.
- c.** Children of all age groups who wish to join must sign and abide by the Code of Conduct set out in the application form, at the beginning of each new training season.
- d.** Where a child qualifies for free school lunches the fees/subscription will be waived.
- e.** Fees/subscription charges for each new season will be approved by the Chairman, Secretary and Treasurer.

**Membership details and subs should be given to the squad coach/manager, or sent to Toby Seth, 28 Beechwood Avenue, Kew.**

## **Qualification of players for membership**

Girls and boys aged from 5 of all abilities who are interested in football can qualify. No player may play for another Club once registered with Kew Park Rangers to play in the WSYL and SCGL.

## **Kew Park Rangers Club colours**

- a.** Blue and Red stripes shirts.
- b.** Blue shorts with red stripe down side.
- c.** Blue socks with Red Hoops.

All football kit must to be returned to squad coaches/managers at the end of each season.

## **The training and playing season**

The Club's training season consists of 2 terms. The start time and duration of training sessions will be confirmed at the beginning of each new season.

Winter

September till December

Spring

January till March.

The Club's playing season follows the Fixtures and Rules as set out by WSYL and SCGL.

Training will continue beyond March, for teams still playing League and Cup fixtures and Tournaments.

## **Coaching/Teaching Structures**

All coaches/managers will have taken at minimum the FA Junior Managers Certificate Level 1.

All coaches/managers will have taken the FA first aid certificate, health and safety certificate and be vetted under the Child Protection Rules.

All coaches/managers will be given the opportunity, help and guidance to advance his or her football coaching qualifications.

Fulham Football coaches have been/are being employed to guide and help Kew Park Rangers coaches and managers structure and develop ongoing and new training programmes. This development applies to all age groups within the Club.

## The management structure

### comprises:

Chair  
Vice Chair  
Secretary  
Treasurer  
Development and Sponsorship Director  
Health and Safety Officer  
Football in the Community Officer  
Child protection Officer  
Fixtures Secretary  
Social Secretary

## The coaching structure by age group comprises:

KPR starts coaching children at the age of 5 to 6.

Mini soccer is played by Under 7s, Under 8s, Under 9s, and Under 10s, Youth football is played from Under 11s onwards.

## Sevens – Mini Soccer Rules

The rules of Kew Park Rangers Mini Soccer follow the guidelines and rules as set out by the West Surrey Youth League.

**1** Age of Players - As set out in the West Surrey Youth League Handbook.

**2**

**a. Pitch size:** Pitch size will be as laid down in the FA guidelines. The pitch length for Under 7s and Under 8s will be between 30 and 50 yards, and the width 20 to 30 yards, For Under 9s and Under 10s the pitch will be between 50 and 60 yards in length and 30 to 40 yards wide.

**b. The penalty area:** The penalty area will be 10 yards long by 18 yards wide. The penalty mark is positioned 8 yards from the centre of the goal line.

**c. Spectator Line:** Kew Park Rangers

and the league encourage the use of a spectator line down both lengths of the pitch. The line should be two yards away from the line marking the field of play.

**3 Goal sizes:** The Goal size will be 4 yards by 2 yards and must be securely anchored to the ground and made of substances approved by the FA.

### 4 Duration of Play:

Games will be of two equal halves:

Under 7s           15 mins each way

Under 8s           20 mins each way

Under 9s/10s     25 mins each way

**5 Number of players:** Each team shall consist of a minimum of 6 players and a maximum of 10 players, of whom seven players can be on the field of play at any one time. Substitutes are allowed on a "rolling" basis – with the permission of the referee during break in play. The substitutes need not be named and may return after earlier being substituted.

**6 Offside:** There will be no offside in Mini soccer.

**7 Goalkeepers:** Goalkeepers may handle the ball anywhere in the penalty area. The back pass law will also apply to these age groups.

**8 Free Kicks and Penalties:** All free kicks are direct in Mini Soccer. Offences committed in the defending players' area will be penalised by a penalty kick except for technical offences by the goalkeeper i.e. handling of the ball when thrown in or kicked deliberately to her/him by a colleague, or the goalkeeper touching the ball a second time before another player has played it. For these offences a direct free kick is awarded on the edge of the penalty area at the nearest point to where the offence occurred.

**9 Corner Kicks:** The opposition will be a minimum of 5yards from the ball.

**10 Goal Kicks:** They are taken from anywhere within the penalty area and the opponents shall be a minimum of 5 yards away from the ball.

**11 Other playing rules:** Football Association rules apply unless otherwise stated.

**12 Referees and Linesman:** The home club shall provide a capable, fair and experienced person to referee the match. Where the League does appoint a referee then he/she will be paid a fee.

**13 Match Results:** The home team representative will phone the result of the fixture on the day of the match to the result line before 7pm. Failure to phone will result in the club receiving a fine of £5 for the first offence and £20 for subsequent offences.

**14 Confirmation of fixture details:** The home team is to notify opponents 5 days before the fixture, giving detail of ground location, kick off times and team colours. In the event of a clash of colours the away team is to change unless by mutual consent special arrangements can be made.

**15 Football size:** For Under 7s and 8 where possible size 3 football should be used. For other age groups a size 4 ball is the norm.

**16**All Cup Competitions shall be played under the rules of the WSYL and SCGL.

**17**11-a-side teams will abide by the F.A. official rules

## **Other rules binding on Kew Park Rangers Football Club**

All rules as laid out by The Surrey FA, The West Surrey Youth League, Surrey County Girls League and the FA will apply.

## **Funding/Sponsorship**

The Club has applied for a grant to help build **a club house**. This facility would also benefit and serve the local community, local primary schools and local organisations. To raise money the club are selling bricks - Red, Silver and Gold. These bricks will represent the development of the building and can be bought in 3 easy ways.

**Red Brick (Junior Brick) £10**

**Silver Brick (Family Brick) £100**

**Gold Brick (Family/Corporate Brick) £250**

All individuals, families and companies who buy a brick will have their names inscribed on a corresponding coloured brick styled plaque, which will be embedded into the inside of the building to be seen by all who enter.

**Buying a brick could not be easier, simply call Toby Seth on 020 8876 3375 for more details.**

**All other donations are welcome.**

## **Accounts.**

- 1** All expenditure on behalf of and for Kew Park Rangers must be approved and signed off by two of the following: Treasurer, Club Secretary or Chairman.
- 2** All invoices and expenses must be given to the Club treasurer for approval and signing off.
- 3** All approved cheques need two signatures from approved signatories.
- 4** Accounts, bookkeeping, balance sheets, Statements of accounts are the responsibility of the Club Treasurer.
- 5** At the beginning of every month the Club treasurer will present bank statements to Club secretary and chairman for approval.
- 6** Accounts will be prepared by 31st July each year and will be reviewed by an independent reviewer prior to submission.
- 7** All surpluses in net assets will be retained by the Club and used for the benefit of the Club. They will not be distributed to members.
- 8** If the Club is wound up or dissolved any surplus net assets are applied for approved sporting/charitable purposes as determined by the Executive Committee. Any grants made to the Club will be returned to the grantor if this is a condition of the award.

## **Annual General Meeting**

The Annual General Meeting shall be held every year at the end of the Club's financial Year. The time (within two months of the 31st July) and place will be decided by the Club Treasurer.

The meeting will comprise:

- 1** The minutes of the proceeding Annual General Meeting to be read and confirmed; and business there from dealt with.

- 2** Presentation and adoption of the Annual Report, Balance Sheet and Statement of Accounts.
- 3** Election of Officers, Chairman, Secretary and Auditors (If required)
- 4** Alterations to the Club Rules, if any (of which notice has been given.)
- 5** Fixing a date for conclusion of playing season.
- 6** Other business of which due notice shall be given.

- a.** A copy of the duly Audited Balance Sheet, Statement of accounts and Agenda shall be forwarded to each Elected officer, coaches and managers at least seven days prior to the meeting.
- b.** A copy of the duly Audited Balance Sheet, Statement of accounts and Agenda will be made available on request to the parent/guardian of any paid up member of the relevant year.
- c.** All voting shall be conducted by a show of hands. One vote can be cast by one parent/guardian of any paid up member.
- d.** Officers, coaches and managers shall be entitled to attend and vote at all General Meetings.
- e.** The parent/guardian of any paid up member for the relevant year is entitled to attend.

## **Executive Committee and officers**

- 1** The Executive Committee (EC) shall consist of Chairman and Club Secretary.
- 2** The Club Council shall consist of Chairman, Club Secretary, and three members of the Club Officers, who will be elected at the first Club Council

meeting after the A.G.M.

**3** They will be elected from the following Club Officers: Vice Chair, Club Treasurer, Health and Safety Officer, Child Protection Officer, Development and Sponsorship Director, Football in the Community Officer, Coaches and Managers (one only from each year).

**4** The EC shall have the authority of the Club Council and will be convened for matters of urgency which have to be resolved before the next club meeting.

**5** At any time that the EC Committee has to be convened, then a full report of that meeting must be given to the Club Council at the next Club Council meeting.

**6** The EC shall not have authority to change any rules or de-select any person from The Club Council (except in exceptional circumstances).

**7** The Club Council may co-opt additional officers as necessary.

## **Nominations and Elections**

**1** The Club shall be run in accordance with the Rules, Regulations Bye-Laws and Practices of the FA and its own Charter by a council to be called Club Council consisting of officers of the Club as in Rule Executive Committee and Officers

**2** Retiring officers shall be eligible for re-election without nomination. All other nominations must be in the hands of the Club Secretary by May 1st each year. Names of those nominated shall be circulated with notice of the A.G.M. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the A.G.M.

**3** The committee shall meet monthly.

**4** Except where otherwise mentioned

all communications shall be addressed to the Club Secretary who shall conduct the correspondence of the club and keep records of its proceedings.

## **Powers of the Management**

**1** The Council may appoint an Emergency Committee and/or such other sub-committee as they may consider necessary and may delegate all or any of their powers to such committees. The decision of all such committees shall be reported to the Club Council.

**2** The Chairman and Club Secretary of the Club shall be ex-officio on all sub-committees.

**3** Each member of the Council shall be entitled to attend all Council meetings and have one vote. No member shall be allowed to vote on any matters directly appertaining to him/herself. In the event of an equality of votes at any council meeting the Chairman of the meeting shall have a second or casting vote. These principles shall apply to the procedure of any Committee.

**4** The Council may terminate any co-opted/elected member on the Club Council following a meeting of the Club Council.

**5** The Club Council shall have powers to apply, act upon, and therefore enforce the rules of the Club and shall also have jurisdiction over all matters affecting the Club including any not provided for by the rules.

**6** All decisions of the council shall be binding subject to the right of appeal to the board of appeal.

**7** Five members of the Club Council shall constitute a quorum, one of which

must be either the Chairman and/or the Club Secretary and three officers. This shall constitute a quorum for the transaction of business by any sub committee of the Club.

**8** The Club Council, as it may deem necessary, shall have the powers to fill any vacancies that may occur.

**9** All correspondence received or sent out by members of the Club Council or Sub Committees will be copied and forwarded to the Club Secretary within two days.

**10** All fines and charges will be paid within 14 days of the date of notification.

**11** The Club Council may convene not more than two General meetings in each season at which attendance will be required by each Officer. An Officer failing to be present at the General Meeting may be fined up to a maximum of £20. Not Less than 14 days notice shall be given of any meetings.

**12** The Club Council shall have the power to fine, cancel or withdraw membership of any member, official or player whose conduct falls below an acceptable standard, including the withdrawal of the player's registration card to the WSYL.

**13** The Club will consider an accumulation of cautions and bad behaviour as conduct of an unacceptable level and will summon the offending member to appear before the Disciplinary Sub Committee as necessary to answer their behaviour.

## **Health and Safety Policy**

All club members, coaches/managers, parents/guardians and children have a responsibility to ensure that this health and safety assessment is implemented.

## **All team coaches/managers should ensure that:**

- 1** Children under their care wear the correct clothing for football training and matches (in all weather conditions).
- 2** Children wear the correct footwear i.e. football boots.
- 3** Children wear the correct safety wear i.e. shin pads.
- 4** Children bring with them water to drink for re-hydration.

## **All team coaches/managers should:**

- 5** Check the training and playing areas before starting training for any objects that may cause harm or illness.
- 6** Have with them a fully equipped first aid kit.
- 7** Have a first aider present.
- 8** Ensure that children do not train or play in matches whilst already injured.
- 9** Ensure that all children have gone through the correct warm up exercises.
- 10** Ensure that all children have gone through the correct warm down exercises.
- 11** Ensure that all children under their control have been picked up after training/matches by the appropriate person.
- 12** Ensure that when travelling to away matches with a child or children or young people that there is always another adult travelling with them.
- 13** Ensure that when a child or children or young person is/are changing that there is always another adult in the changing room with them.
- 14** Not be left alone with a child or children or young person and should ensure that there is always another adult present.

### **All parents/guardian and children should make sure:**

- 15** That the child/young person under their care wears the correct clothing for football training and matches (in all weather conditions).
- 16** That their child/children/young person wears the correct footwear i.e. football boots.
- 17** That their child/children/young person, wears the correct safety wear i.e. shin pads.
- 18** That their child/children/young person brings with them water to drink for re-hydration.
- 19** That their child/children/young person are delivered to and picked up from training/matches by the appropriate person and at the correct time.
- 20** Be responsible for the behaviour of their players, spectators and supporters.

It is very important that the youngest children feel secure and enjoy their introduction to football.

### **All parents/guardians of children 5 to 6 years should:**

Should stay with their children for the first season.

Parents should deliver their children to, and collect them from, the coaches on time. They should not leave them or meet them at the gates.

### **Please remember**

**Children arriving for training or matches without the correct football kit may not be allowed to train or play.**

## **Presentation Day**

It is the Club's view that children should be rewarded for all their hard work and achievements during a Football Season.

- 1** The club will hold at the end of each Spring term a Barbecue, where a medal will be given to each child.
- 2** All Club Members and their families, Sponsors, Outside Coaches, Local Council staff and Local Councillors will be invited.
- 3** The Barbecue is free, so that all members and their families can participate.

## **Volunteers**

If you are prepared to assist in some capacity e.g. coaching, refereeing, catering, transporting, cheering or being nice to the opposition, please inform your age group manager/coach.

## **For more information:**

### **Boys contact:**

JF Burford 020 8876 9020  
Rob Sheldon 020 8940 9882  
Toby Seth 020 8876 3375

### **Girls contact:**

Sally Woodward Gentle  
020 8940 6648  
Arjun Le Hunte  
020 8876 9525

**Please note:** Neither KPR Football Club, its Officers, Committee, Coaches, Representatives, Servants, Agents or Members shall be liable for any loss, or damage to any property occurring from whatever cause in or about the Club premises, nor for any accident or injuries howsoever caused to any member/Player during the course of training, pre-match preparation and matches played by KPR Football Club players or guests thereof, or otherwise. Save to the extent imposed by statute.

# **Kew Park Rangers**