

# Chiseldon Football Club



## Club Constitution

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## 2. Introduction

This constitution has been created to provide each member of Chiseldon Football Club with an overview of the club and its ethos. This constitution is in addition to all other club constitutions and polices – available for review on [www.chiseldonfc.co.uk](http://www.chiseldonfc.co.uk)

Chiseldon FC exists to provide a safe and enjoyable environment for all players, both local to the village and further afield, to play regular football. The Club aims to develop teams across all age groups ensuring the best possible coaching and equipment is available.

The following areas are described within this constitution:

- Club Structure
- Club Facilities
- Club Fees
- Club Insurance
- Conduct/Behaviour
- Disciplinary
- Club Website

All members of Chiseldon FC are asked to review and, where appropriate, adhere to all of the below.

### 3. Club Structure

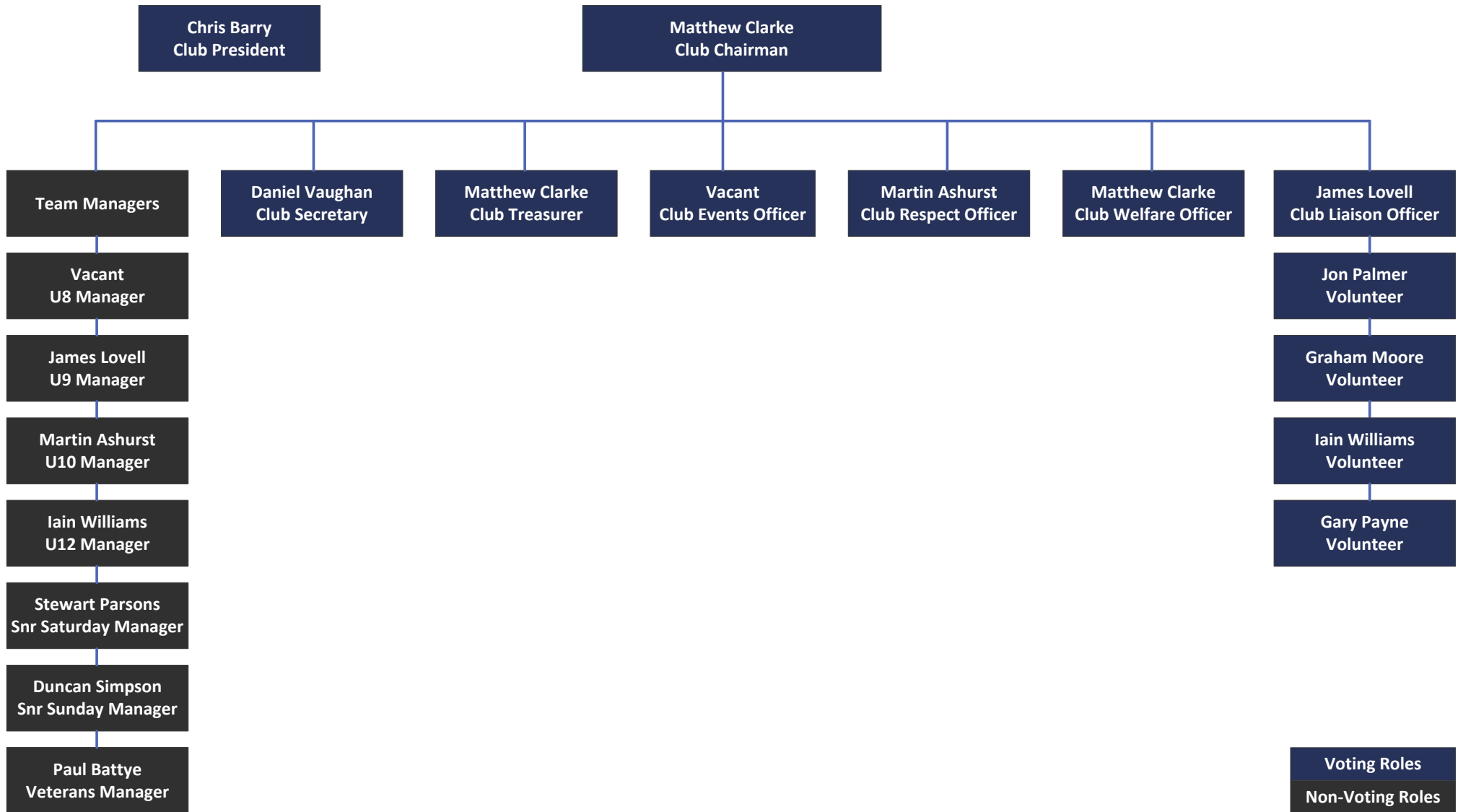
#### 3.1 Committee

Chiseldon Football Club is overseen and managed by a dedicated committee. The role of the committee is to ensure the club provides a safe, productive and enjoyable environment for all of its members. This is achieved via regular meetings attended by nominated representatives from all teams within the club.

The committee promises to discuss, vote (where appropriate) and respond to all proposals/concerns brought to its attention. The committee consists of:

| Role                        | Definition                                                                                                 | Member                                            | Email                                                                                                                                                                                                                          | Voting Position |
|-----------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Club President              | Responsible for providing advice and guidance with regards to the football clubs development and progress. | Mr Chris Barry                                    | <a href="mailto:Chrisbarry1945@gmail.com">Chrisbarry1945@gmail.com</a>                                                                                                                                                         | Yes             |
| Club Chairman               | Responsible for overseeing the running of the club and committee.                                          | Mr Matthew Clarke                                 | <a href="mailto:Clarke.matthew1@sky.com">Clarke.matthew1@sky.com</a>                                                                                                                                                           | Yes             |
| Club Secretary              | Committee member responsible for club Administration / communication                                       | Mr Daniel Vaughan                                 | <a href="mailto:chiseldonfcsec@gmail.com">chiseldonfcsec@gmail.com</a>                                                                                                                                                         | Yes             |
| Club Treasurer              | Committee member responsible for managing the clubs finances, accounting and auditing.                     | Mr Matthew Clarke                                 | <a href="mailto:Clarke.matthew1@sky.com">Clarke.matthew1@sky.com</a>                                                                                                                                                           | Yes             |
| Club Welfare Officer        | Committee member responsible for overseeing all Club welfare policies and situations.                      | Mr Matthew Clarke                                 | <a href="mailto:Clarke.matthew1@sky.com">Clarke.matthew1@sky.com</a>                                                                                                                                                           | Yes             |
| Club Liaison Officer        | Committee member responsible for liaising with volunteers and potential sponsors.                          | Mr James Lovell                                   | <a href="mailto:jalovell78@gmail.com">jalovell78@gmail.com</a>                                                                                                                                                                 | Yes             |
| Club Respect Officer        | Committee member responsible for overseeing and upholding the FA Respect agenda.                           | Mr Martin Ashurst                                 | <a href="mailto:martin.ashurst@btinternet.com">martin.ashurst@btinternet.com</a>                                                                                                                                               | Yes             |
| Club Events Officer         | Committee member responsible for overseeing the arrangement of Club related events.                        | Vacant                                            | tbc                                                                                                                                                                                                                            | Yes             |
| Under 9s Representative     | Responsible for representing the interests, players and management of the relevant team to the committee.  | Mr James Lovell                                   | <a href="mailto:jalovell78@gmail.com">jalovell78@gmail.com</a>                                                                                                                                                                 | No              |
| Under 10s Representative    | Responsible for representing the interests, players and management of the relevant team to the committee.  | Mr Martin Ashurst                                 | <a href="mailto:martin.ashurst@btinternet.com">martin.ashurst@btinternet.com</a>                                                                                                                                               | No              |
| Under 12s Representative    | Responsible for representing the interests, players and management of the relevant team to the committee.  | Mr Iain Williams                                  | <a href="mailto:iain@willi2i.co.uk">iain@willi2i.co.uk</a>                                                                                                                                                                     | No              |
| Senior (Sat) Representative | Responsible for representing the interests, players and management of the relevant team to the committee.  | Mr Stewart Parsons                                | <a href="mailto:chiseldonfc@hotmail.com">chiseldonfc@hotmail.com</a>                                                                                                                                                           | No              |
| Senior (Sun) Representative | Responsible for representing the interests, players and management of the relevant team to the committee.  | Mr Duncan Simpson                                 | <a href="mailto:duncan.simpson@hotmail.com">duncan.simpson@hotmail.com</a>                                                                                                                                                     | No              |
| Veterans Representative     | Responsible for representing the interests, players and management of the relevant team to the committee.  | Mr Paul Battee                                    | <a href="mailto:Paul@orange-blue.co.uk">Paul@orange-blue.co.uk</a>                                                                                                                                                             | No              |
| Volunteers                  | Members of the Club who contribute towards its running but do not hold a position on the committee.        | Mr Jon Palmer<br>Mr Gary Payne<br>Mr Graham Moore | <a href="mailto:jon.palmer@talktalk.net">jon.palmer@talktalk.net</a><br><a href="mailto:gary.jpayne@btinternet.com">gary.jpayne@btinternet.com</a><br><a href="mailto:Graham.Moore@rpsgroup.com">Graham.Moore@rpsgroup.com</a> | No              |

### 3.2 Committee Structure Chart



### 3.3 Team Management

For the current season, Chiseldon FC comprises the following teams. Each team has a nominated treasurer, secretary and coach/manager. Combined, these roles form the management structure responsible for the running, development and welfare of the team.

Chiseldon FC consists of the following teams:

| Team                      | Team Manager    | Team Secretary | Team Treasurer |
|---------------------------|-----------------|----------------|----------------|
| Chiseldon FC Under 9s     | James Lovell    | Jackie Lovell  | Jackie Lovell  |
| Chiseldon FC Under 10s    | Martin Ashurst  | Martin Ashurst | Martin Ashurst |
| Chiseldon FC Under 12s    | Iain Williams   | Iain Williams  | Iain Williams  |
| Chiseldon FC Senior (Sat) | Stewart Parsons | Terry Parsons  | Terry Parsons  |
| Chiseldon FC Senior (Sun) | Duncan Simpson  | Steve Wood     | Steve Wood     |
| Chiseldon FC Veterans     | Paul Battee     | Paul Battee    | Paul Battee    |

## 4. Club Facilities

The club utilises the Chiseldon Recreation ground for training and home games. The recreation ground has a senior pitch; a junior pitch (9v9) and a mini soccer pitch (7v7). It is the responsibility of the committee to ensure these pitches are safe and available for use.

All club members are, where necessary, expected to help with the upkeep of the clubs facilities. This includes:

- Ensuring all club equipment (balls, flags, nets) is looked after and secure during/after use.
- Changing rooms are left clean and clear of rubbish.
- Reporting any damages, accidental or otherwise, to a member of the team/club management.

Any problems or issues with the clubs facilities need to be brought to the attention of the committee as soon as possible. If the committee are not aware of problems they cannot resolve them.

## 5. Club Fees

Chiseldon FC has an annual signing-on fee of £20 which all players are required to pay at the start of each season. This fee enables the Club to pay all relevant costs related to the running of the Club for the season. Example costs of the Club include insurance, FA registration, League affiliation, cup entry and player registration.

To enable the ongoing running of the club, all members of Chiseldon FC are required to pay match and training fees. These fees are used by the club to pay for administration, facilities (pitch rental/maintenance), equipment and end of season presentations.

All monies are to be paid to the relevant team treasurer. The treasurer is responsible for ensuring all monies are recorded and paid into the clubs bank account.

Annual/season accounts will be made available by the committee for review.

Unless an alternative agreement is in place, any players owing the club more than £20 in match/training fees will be suspended from playing until all/part of the debt has been cleared. The decision to suspend a player is the responsibility of the team treasurer.

## 6. Club Insurance

The Club is covered by a comprehensive insurance policy to protect all of its members. The policy, provided by 'BlueFin, is fully approved by the F.A.

Covered under the clubs insurance are the following areas:

- Public Liability
- Personal Accident
- Club Travel (including personal accident)
- Physiocare

A detailed breakdown of the cover provided under the clubs insurance is available upon request.

## 7. Conduct / Behaviour

The club asks all players to ensure that they represent both themselves and Chiseldon FC in a responsible and professional manner.

The club has a large number of young players. As such all club management, parents and senior players have a duty to behave in an appropriate manor and lead by example. This applies both on and off the pitch.

Failure to behave in the manner expected by the club may result in disciplinary actions.

## 8. Disciplinary

It is important that all club members understand and obey the clubs disciplinary process. The club has introduced the following disciplinary procedure to protect itself and its members.

Minor cases of indiscipline, such as yellow/red cards, will be dealt with by the relevant team's management.

Any serious disciplinary incidents that occur, including violence, will be forwarded to the club committee for consideration.

- **League Fines**  
Where a player receives a fine (i.e yellow/red cards) it is the club that will receive the charge. **It is the player's responsibility to pay that fine.** This is done by paying the full amount to the relevant team's treasurer within two weeks of the fine being received. Any player failing to pay a fine will be suspended from the club until the debt is cleared.
- **League Suspension**  
If the league issues a suspension to a player it must be adhered to for its full duration. Any players that do not complete a suspension risk both themselves and the club receiving further punishment from the F.A. Any such punishments for the club will not be tolerated.
- **Further Action**  
In extreme circumstances, such as incidents of violent conduct, the committee may take further disciplinary action against those involved. This may include fines, a period of suspension or dismissal from the club. The club committee will treat all disciplinary cases individually and on its merits.



## 9. Club Website

The club has developed a website for use by all management, parents and members of Chiseldon FC. The website is used to advertise the club and provide a central point of contact for all its members.

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

If you have any information, pictures, or ideas that you would like to see on this website please email [Clarke.matthew1@sky.com](mailto:Clarke.matthew1@sky.com)