



# Balham Blazers Football Club Handbook





# CONSTITUTION & RULES

## 1 NAME

The club shall be called Balham Blazers F.C. (the Club)

## 2 OBJECTS

The objects of the Club shall be to provide equipment, playing and training facilities and organisation for association football for its members. Members shall be children of any class, cultural or ethnic background who wish to participate in and enjoy playing competitive association football.

## 3 STATUS OF RULES

These rules (the Club Rules) form a binding agreement between each member of the Club.

## 4 RULES AND REGULATIONS

- (a)** The Club shall have the status of an Affiliated Member Club of The Football Association (F.A.) by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and London F.A. and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- (b)** No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
- (c)** The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

## 5 CLUB MEMBERSHIP

- (a)** The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register), which shall be maintained by the Club Secretary.
- (b)** Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c)** In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d)** The Football Association and parent County Association shall be given access to



the Membership Register on demand.

#### 6 ANNUAL MEMBERSHIP FEE

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

#### 7 RESIGNATION AND EXPULSION

- (a) 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 Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

#### 8 CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary / General Manager and Minutes Secretary, plus up to 5 other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee, which arises between Annual General Meetings shall be



filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

- (f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) Any person associated with the running of Balham Blazers Football Club, including coaches, volunteers and committee members shall be recruited and selected according to The Football Association Child Protection and Best Practice Guidelines for the Recruitment and Selection of Volunteers Working with Children and Young People. (Available at:  
<http://www.thefa.com/NR/rdonlyres/12007E2A-C1CF-4003-855D-3DC379FAFA47/82703/GuidelinesonRecruitmentandSelectionofVolunteers.pdf>)

#### 9 ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each year to:
  - I receive a report of the activities of the Club over the previous year
  - II receive a report of the Club's finances over the previous year
  - III elect the members of the Club Committee
  - IV consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- (e) The quorum for a General Meeting shall be 8 members.
- (f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the



Chairperson of the Meeting shall have a casting vote.

- (g)** The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## **10** CLUB TEAMS

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

## **11** CLUB FINANCES

- (a)** A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b)** The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- (c)** The Club Committee shall have 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.
- (d)** The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (e)** The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (f)** 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.
- (g)** On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club 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.

- (h)** The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.
- (i)** Public liability insurance shall be maintained at all times

## **12** DISSOLUTION

- (a)** 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.
- (b)** The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c)** 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. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.



## Codes of Conduct

The codes of conduct for Balham Blazers F.C. are those endorsed by the Football Association, as appearing in the F.A. Football Administration Handbook or The Tandridge League, as appearing on their website.

### Code of Conduct for Coaches

- 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 governing bodies.
- 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 behavior 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 players (and, where appropriate, parent) 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, physiotherapists) in the best interests 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** Not to use or tolerate inappropriate language.



## Code of Conduct for Players

### Obligations towards the game

A player should:

- 1 Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- 2 Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- 3 Set a positive example for others, particularly young players and supporters.
- 4 Avoid all forms of gamesmanship, and time-wasting.
- 5 Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- 6 Not use inappropriate language.

### Obligations towards one's own team

A player should:

- 1 Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- 2 Resist any influence, which might, or might be seen to, bring into question his commitment to the team winning.

### Respect for the Laws of the Game and competition rules

A player should:

- 1 Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- 2 Accept success and failure, victory and defeat, equally.
- 3 Resist any temptation to take banned substances or use banned techniques.
- 4 Fair Play and respect for all others in the game is fundamentally important.

### Respect towards Opponents

A player should:

- 1 Treat opponents with due respect at all times, irrespective of the result of the game.
- 2 Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

### Respect towards the Match Officials

A player should:

- 1 Accept the decision of the Match Official without protest.
- 2 Avoid words or actions which may mislead a Match Official.





- 3 Show due respect towards Match Officials.

#### **Respect towards Team Officials**

A player should;

- 1 Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- 2 Show due respect towards the Team Officials of the opposition.

#### **Obligations towards the Supporters**

A player should:

- 1 Show due respect to the interests of supporters.

### **Code of Conduct for Team Officials**

This Code applies to all team / club officials (although some items may not apply to all officials).

#### **Obligations towards the Game**

The team official should:

- 1 Set a positive example for others, particularly young players and supporters.
- 2 Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- 3 Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- 4 Avoid all forms of gamesmanship.
- 5 Show due respect to Match Officials and others involved in the game.
- 6 Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- 7 Not use or tolerate inappropriate language.

#### **Obligations towards the Team**

The team official should:

- 1 Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
- 2 Give priority to the interests of the team over individual interests.
- 3 Resist all illegal or unsporting influences, including banned substances and techniques.
- 4 Promote ethical principles.



- 5 Show due respect to the interests of players, coaches and other officials, at their own club/team and others.

### **Obligations towards the Supporters**

The team official should:

- 1 Show due respect to the interests of supporters.

### **Respect towards the Match Officials**

A team official should:

- 1 Accept the decisions of the Match Official without protest.
  - 2 Avoid words or actions, which may mislead a Match Official.
- vShow due respect towards Match Officials.

### **Code of Conduct for Parents**

- 1 Do not force an unwilling child to participate in football.
- 2 Remember, children are involved in football for their enjoyment, not yours.
- 3 Encourage your child to play to the Laws of the Game and learn rather than argue with the Referee and other officials.
- 4 Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- 5 Turn losing into winning by helping your child work towards skill improvement and good sportsmanship. Never ridicule or "yell" at your child for making a mistake or losing a game.
- 6 Remember that children learn best by example. Applaud good play by your team and by members of the opposing team.
- 7 Do not question the Referee's judgement and never his honesty. Remember he is only human with the same feelings as you and like you sometimes makes an honest error.
- 8 Support all efforts to remove verbal and physical abuse from children's football.
- 9 Recognise the value and importance of coaches who are all volunteers. They give their time and resources, usually free, to provide football for your child.
- 10 Read the Laws of the Game to better understand what you are looking at and commenting on.



## Code of Conduct for Spectators

- 1** Remember that children play organised sports for their own enjoyment, rather than for your entertainment.
- 2** Be on your best behavior. Do not use bad language or harass, physically or verbally, players, managers, coaches, referees or linesmen.
- 3** Applaud all good play by your own team and the other team.
- 4** Show respect for your team's opponents. Without them there would be no game.
- 5** Never ridicule or scold a child for making a mistake during a game.
- 6** Condemn the use of violence and verbal abuse.
- 7** Respect the referee and linesmen's decisions. Remember he/she is only human with the same feelings as you and like you sometimes makes an honest error.
- 8** Encourage players always to play according to the Laws of the Game.
- 9** Read the Laws of the Game to better understand what you are looking at, and commenting on.



## Anti-discrimination Policy

- Balham Blazers Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- Equality of opportunity at Balham Blazers Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
  - The selection of candidates for volunteers.
  - Courses.
  - External coaching and education activities and awards.
  - Football development activities.
  - Selection for teams.
  - Appointments to honorary positions.
- Balham Blazers Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
  - Balham Blazers Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.



## Equal Opportunities Policy

- Balham Blazers Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited in:
  - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientated or disability less favourably than others.
  - Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different to the requirements for others.
  - Imposing on an individual, requirements which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
  - Victimisation of an individual.
  - Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
  - Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in
  - all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters etc. – in other words all instances where those in control of members are required to make judgements between them – it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- Balham Blazers Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since



discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

- Balham Blazers Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members, the difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.