

Constitution of Pontypridd Football Club

1. Name

The section shall be called Pontypridd Football Club (herein after called the club). The correspondence address shall be that of the current Secretary of the Club. The Log of Pontypridd Football Club is the property of the Club and may only be used with prior permission of the Club committee.

2. Affiliations

The Club shall be affiliated to the FAW, the SWWGL, the SWFA, and the TERVL leagues or other leagues as the committee may determine from time to time.

3. Aims and Objectives

The Club shall aim to positively promote the game of association football to its members and offer coaching and competitive opportunities to all those members who wish to play. To this end, it shall operate a 'turn up and play' policy for junior members, to ensure those who wish to play have the opportunity to do so. It will seek to involve all members, and adults and parents of junior members, in undertaking of its activities to ensure there is sustainable and quality provision for all.

4. Equality

Equality Statement (Adapted from the FAW Welfare Policy)

The club is fully committed to the principles of the equality of opportunity. No participant, volunteer, job applicant or employee of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.

The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

Equal Opportunities (Based on the FAW Equal Opportunities Policy)

- The 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 Code of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- All Members are expected to abide by the requirements for the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:
 - Treating any individual on grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.
 - 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 from the requirements of others:
 - Imposing on an individual requirements which are in effect more onerous on that individual than they are on any others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that sex or race:
 - Victimisation of an individual
 - Harassment of an individual, by virtue of discrimination:
 - Any other act of omission of an act, which has the effect of disadvantaging one 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, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- The 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 cease forthwith. Since discrimination in its many forms is against the club's policy, any members offending will be dealt with under the disciplinary procedure.
- The 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 who request it.

5. Safeguarding (Based on the FAW Club Safeguarding Children Policy)

Introduction

The club understands that it has a duty of care as well as a legal and moral responsibility to safeguard the welfare of every child who has been entrusted to our care. We are committed to working to provide a safe environment and an enjoyable experience for all our members. We acknowledge that all children have a right to protection and we must take into account the needs of those who may be particularly vulnerable.

A child is defined as a person under the age of 18 (The Children's Act 1989)

Key Principles

- A child's welfare is, and must always be paramount consideration
- It is everyone's responsibility to ensure children's welfare is paramount at all times;
- All Children have a right to be protected from abuse;
- Football should be fun, safe and a positive experience for all children;
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded promptly and aptly;

- It is the responsibility of the Child Protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.

These principles apply to everybody in junior and youth football in Wales, whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, referee, coach, or club official.

Role of the Club

The club understands it has an important role to play in safeguarding the welfare of all children by protecting them from all forms of abuse, including physical, sexual or emotional harm, and neglect or bullying. In this role we will provide children and young people with appropriate safety and protection whilst in the care of the club and follow the necessary policies, procedures and practices as instructed by the Football Association of Wales (FAW). We have also appointed a Safeguarding Officer to assist with our responsibilities.

POLICY, PROCEDURES & PRACTICES

We will ensure the safety and protection of all children involved at the club through the implementation and endorsement of the FAW Safeguarding Policy, Procedures & Practices, ensuring all those who work in football are aware of the policy and understand their obligations with regards to it.

RECRUITMENT

We will follow the recruitment procedures as set out in the FAW Safeguarding Policy, Procedures & Practices to ensure all individuals working in football are recruited and appointed to FAW best practice guidelines, including to :-

- Develop a job description/role profile
- Request identification documents
- Meet and chat with applicant(s). Where possible, conduct interviews before appointing
- Request and follow up two references(one from previous employer) before appointing

- Apply Enhanced DBS Disclosure/Barred List check in line with FAW guidelines
- If there are concerns regarding the appropriateness of an individual who is currently involved or seeking to become involved with the club, we will obtain guidance from the FAW Safeguarding Team.

POSTION OF TRUST

We shall make all coaches, officials and volunteers aware of the potential for the development of a relationship of trust between themselves and young and vulnerable people, and the consequences inherent in the accidental or intentional abuse of that relationship

Whistle Blowing

We support and promote the FAW's Whistle Blowing Policy, where any adult or young person with concerns about a colleague can report these concerns to the FAW Safeguarding Team, either through calling **02920 435 830**, or in writing to **FAW Safeguarding Team, 11/12 Neptune Court, Vanguard Way, Cardiff. CF24 5PJ**

Anti-Bullying

The club acknowledges and actively endorses the FAW's Anti-Bullying Policy. Bullying of any kind is not accepted at our club and we work together to ensure all forms of bullying is addressed. If bullying does occur, players and/or parents/guardians should be able to share their concerns and be assured that bullying will be dealt with swiftly and seriously.

ANTI-BULLYING POLICY(*Based on the FAW Anti-Bullying Policy)

We acknowledge that bullying can present itself in many different forms, including but not limited to:

- Physical: e.g. pushing, kicking, hitting, pinching etc.
- Verbal: e.g. name calling, spreading rumours, persistent teasing, sarcasm etc.

- Emotional: e.g. tormenting, ridiculing, humiliating etc.
- Sexual: e.g. unwanted physical contact or abusive comments.
- Racist: e.g. racial taunts, graffiti, gestures.
- Homophobic: because of, or focusing on, the issue of sexuality.
- Stealing: taking or using another's property without consent.
- Cyber Bullying: posting derogatory or abusive comments, videos or images on social media networking sites.

We also recognise that it is more likely that children with a disability, from ethnic minorities, young people who are gay, bisexual, lesbian or transgender, or those with learning difficulties will be more vulnerable to this form of abuse.

The damage inflicted by bullying can cause considerable distress to children, to the extent that it affects their health and development, or at the extreme, causes them significant harm(including self harm).

As part of the club's commitment to tackle the above behaviours, we will undertake the following:

- Ensure that bullying behaviour is not accepted or condoned
- Require all club members to have access about and sign to this Policy
- Encourage anyone who may be suffering from bullying to come forward and discuss their concerns
- Listen and support those who are suspected to have suffered bullying
- Take all matters of bullying seriously
- Take appropriate action to investigate and respond to all alleged incidents of bullying, including online as well as offline behaviour
- Provide support to those who bully and encourage them to change their behaviour and stop bullying
- Create an open environment to reduce the available opportunities for bullying to take place
- Ensure coaches etc. Are given appropriate training and guidance on bullying in order to spot early warning signs and allow early intervention

- Encourage children and other participants to feed into and to develop this Policy
- Recognise the importance of confidentiality

As a club, we will also take the necessary steps to ensure that each participant, coach, volunteer or official is encouraged to undertake the following principles:

- Respect the feelings and views of others
- Acknowledge that everyone is different; individual qualities, contributions and progress should be embraced and valued
- Report suspected cases of bullying early so as to allow prompt and collective action to be taken

Codes of Conduct

We have adopted the FAW Codes of Conduct as part of our commitment to promote good practice and behaviour at the club. There are separate Codes of Conduct available for Players, Parents, Coaches, Managers and Volunteers. Breaches will be dealt with under the Club's Complaints and Disciplinary Procedures and may be subject to sanctions from the Area Football Association or the FAW in more serious circumstances. We advise that all members make themselves aware of these Codes of Conduct which are available on request.

Club Safeguarding Officer (CSO)

We have appointed a CSO in line with the FAW's role profile, and shall ensure they have all the current and future modules required by the FAW in order to have the necessary skills to undertake their role effectively. The CSO is the first point of contact for all club members and parents/guardians regarding concerns for the welfare of a child. The CSO will be responsible for referring concerns and taking a proactive role in raising an awareness of poor practice and abuse within the club. The Club Safeguarding Officer shall take all appropriate steps to make himself/herself known to those at the club.

Reporting Your Concerns

Safeguarding children is everyone's responsibility. If you are worried about a child, you must report your concerns; this should be to our CSO. If the concern is of a more serious nature, such as possible abuse, where possible inform the CSO, and proceed to contact the agency, Social Services or the Police immediately. The child's welfare is paramount.

If you are unable to contact our CSO or in a situation where the matter is clearly serious, contact either FAW Safeguarding Officer, Police or NSPCC (NSPCC 24 Helpline: 0808 8005000)

Further Information

A copy of the FAW Safeguarding Policy, Procedure and Practices(full version) can be requested from the CSO or indeed any member of the club committee.

For further advice regarding the FAW Safeguarding Policy or any potential safeguarding matters, please contact any of the following:-

- The Club CSO;
- FAW Area Safeguarding Officer (details can be found in the Area Association's Handbook);
- The FAW Safeguarding Team 02920435830/
safeguarding@faw.co.uk
- The NSPCC 24-Hour Helpline; 08088005000;

6. Membership

- Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- The Club will endeavour to keep membership subscriptions at levels that will not pose a significant obstacle to people participating.
- The club shall consist of Officers (members of the management committee) and Members.

- The categories of Members shall be Senior(a nominated Member for every team/age group in the club and entitled to vote at meetings, Players and Junior Players.
- The Club management committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the management committee under the appeals process.
- At its first meeting following the AGM the Club Committee shall appoint a Senior Member to be responsible for each of the Club's football team/s age groups and to vote on their behalf at meetings. The Senior Members shall be responsible for managing the affairs of the team. The Senior Members shall present to the Club Committee at its last meeting prior to an AGM, or at the AGM, a written or verbal report of the activities of the team.
- The senior member is responsible for collecting membership/registration fees from their team/age group or to nominate another adult to do so.
- The senior member is responsible for ensuring only players who are suitably registered with the appropriate league body and /or FAW are selected for the team to represent the club.
- In accepting membership of any type, a person agrees to abide by the Constitution of the Club and decisions of the Club Management Committee.
- All members are required to abide by the appropriate FAW Football Code of Conduct.
- The management committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in Section 4.
- Players(either junior or senior) will not have the right to vote at committee meetings, AGM or EGM but the Senior Member representing their team/age group should and must vote after taking into account the views of the players and , in the case of juniors players and their parents and for the good of the club.

7. Registration/Membership Fees

- Registration/Membership(Monthly Subs) fees shall be set at the AGM. The level of fees shall be distinguish between senior players and junior players.
- Registration fees will be collected prior to the season commencement to the relevant person whilst membership fees will be collected monthly for the Senior players and weekly for the junior players.
- No member will be eligible to represent the Club if he/she has not paid their registration fees prior to season commencement.
- No member will be eligible to represent the Club if he/she has not paid their membership for over two months
- Registration/Membership Fees are non-refundable.

8. Management Committee

- The Management Committee will act for the members of the club and shall be comprised of the following Nominated Officers:-
 - Chairperson
 - Secretary
 - Treasurer
 - Coaches Representative
 - Players Representative
 - Media and Marketing Officer
 - Parents Representative
 - Independent Representative
- In addition to these positions, the Club's Safeguarding Officer will attend committee meetings but will not have a vote.
- A person cannot hold more than two positions of club officer at the same time. Where a person holds more than one position due to lack of experience or lack of applicants, reasonable endeavours should be made to appoint an assistant into the positions being covered by a single person to try and keep a management committee of at least 5 individuals.

- These Officers shall be appointed at the AGM and hold their posts for a calendar year, but may seek re-election at the following AGM.
- Any liabilities incurred shall fall upon the membership of the club providing the Management Committee acts in accordance with the Club Constitution, in honesty and good faith.
- The Management Committee shall meet monthly(or when determined by the Chairperson) and the Chairperson will convene all meetings in conjunction with the Secretary.
- The quorum necessary for the Management meetings shall be four.
- The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM.
- Responsibility for all property owned or leased by the club rests with the Management Committee.
- The Management Committee is responsible for the recruitment and management of all professional staff employed by the club.
- The Management Committee is responsible for the recruitment and management of all managers/coaches/volunteers working with all teams that form part of the club.

9. Finance and Property

- The financial year of the club starts on the 1st June and ends on the 31st May.
- All monies raised by, or on behalf of the club shall be applied to further the aims and objectives of the club and for no other purpose.
- Any property or funds of the Club cannot be used for direct or indirect private benefit of members other than as reasonably allowed by the constitution and all surplus income or profits are reinvested into the club.
- The funds of the club shall be lodged at a bank or building society in an account in the name of the club. All cheques, drafts, etc drawn on this account shall be signed by two designated officers namely The Secretary and The Treasurer.

- The Senior Member is responsible for collecting membership subscriptions for their team/age group and keeping accurate records of subscriptions paid which, in the case of weekly/monthly membership fees, should be passed every month to the Treasurer along with a record of which members have paid.
- The Club Treasurer is responsible for collecting membership subscriptions from the Senior Members, auditing which members have not paid, and instructing the Senior Member where necessary to suspend the player(s) in arrears from playing until membership fees are brought up to date.
- The club Treasurer is responsible for maintaining the financial accounts of the club detailing all income received and expenditure made.
- The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided in the Finance Act 2002.
- The Club May also in connection with the sports purposes of the club:-
 - Sell and supply food, drink and sport related clothing and equipment;
 - Employ members(though not for playing) and remunerate them for providing goods and services, on fair terms set by the management committee without the concerned being present;
 - Pay reasonable hospitality for visiting teams and guests;
 - Indemnify the Committee and members acting properly in the course of the running of the club against any liability incurred in the proper running of the club(but only to the extent of its assets).

10. Annual General Meeting(AGM) and other meetings

- The Annual General Meeting(AGM) of the club shall be held in July/August of each year or within three months of the end of the club's financial year. At this meeting the annual report of the Management

Committee and audited statement of accounts up to the end of the financial year shall be presented

- The Secretary or Chairperson shall give no less than 21 days notice of the date of the AGM to all members.
- All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than fourteen days prior to the AGM. Nominations shall require two supporting signatures from members of the club eligible to vote. No nominations can be accepted from the floor of the meeting.
- The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting. In addition, the Chairperson may call a meeting when he or she considers it necessary or desirable, or upon the written request of at least three members of the management committee.
- The quorum for general meetings shall be six members present who are eligible to vote.
- An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than six members who are eligible to vote. The Management Committee shall have the discretion to call an EGM by decision of a simple majority of its members.

11. Voting Procedures for all meetings

- All members entitled to vote at meetings shall have equal voting rights.
- A motion shall be carried by a simple majority of those present, eligible to vote and voting, except when a motion is constitutional amendment, which shall require a two-thirds majority of those present, eligible to vote and voting
- In the event of equal votes being cast, the Chairperson shall have the casting vote in addition to a deliberate vote

12. Discipline and Appeals

- The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the club.
- Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the Area Association Welfare Officer will be informed.
- All individuals have the Right of Appeal to any disciplinary decision made by the Management Committee.
- Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14days of the Disciplinary decision.
- An Appeal Hearing should be convened within 14days of the request from an Appeal being submitted.
- An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional club senior members who are independent of the original Disciplinary Hearing and subsequent decision.

13. Dissolution Procedures

- The club may be wound up upon a motion proposed and seconded by club members who are eligible to vote and passed by a three-quarters majority of members who are eligible to vote at a special meeting convened for that purpose following a written request signed by six members who are eligible to vote.
- If the decision to wind the club up is passed then to the management committee will be responsible for the orderly winding up of the Club's affairs.
- After setting all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:-
 - To another Club with similar sports purposes which is a registered charity and/or;

- To another Club with similar sports purposes which is a registered CASC and/or;
- To the Club's governing body for use by them for related community sports,

14. Review of the Constitution

- This Constitution should be reviewed a minimum of once every two years.
- Any amendments to the Constitution can only be agreed at the Club's AGM.
- Proposed additions to , or alterations of the Constitution shall be submitted in writing to the Secretary by members eligible to vote not less than 21days before the date of the AGM. All suggested amendments should be signed and seconded by members eligible to vote, No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.
- In the event of a proposal for amending the Constitution being submitted the Secretary shall inform the membership of the proposed motion not less than 14days prior to the AGM.
- Any amendments to the proposed motion duly proposed and seconded by members eligible to vote shall be submitted not later than seven days before the meeting.
- Both the proposer and seconder have to be present at the meeting.
- Any alteration to the Constitution shall require a two-thirds majority of members eligible to vote and present at the meeting.
- All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.