

WIDEOPEN & DISTRICT JUNIORS A.F.C.

CONSTITUTION

I – TITLE

The name of the club shall be Wideopen and District Juniors A.F.C.

II – OBJECTIVES

The objective of the club is to provide facilities for and promote participation of the whole community in the sport of football.

In doing so the objectives are: -

- a) to raise by subscription and other means the finances to achieve the aim stated above.
- b) to provide equipment for players' which will enable them to train and play soccer.
- c) to provide facilities for training and playing soccer.
- d) to encourage a satisfactory level of management which, in turn, will provide coaching and supervision.

III – STRUCTURE

- a) 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 and may on occasion be necessary.
- b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club into disrepute. Appeal against refusal of or removal from membership may be made by the member to a separate appeals committee, no member of which will have been involved in making the final decision.
- d) Procedures are in place for any individual (including parents/guardians, coaches, players and other individuals involved in

the running of the club) to become full members of the club. An application form, incorporating Club/NABC/NFA league requirements, is available to anyone providing proof of identity and date of birth.

- e) All Manager's and Assistant Manager's form the club's Team Management structure and shall be known as the Team Management Committee.
- f) A Central Committee will be formed. The committee will consist of a Chairman, Secretary, Assistant Secretary (non-voting), Treasurer, Team Management Committee Representative (or, in his/her absence one of two nominated deputies) and two other Officer's of the Club.
- g) Additional members of the Central Committee in Honourary Positions have the right to attend Central Committee meetings in a non-voting capacity.
- h) Additional ex-officio (non-voting) members may be asked to the Central Committee at the discretion of the Central Committee. An intention to do so must be announced to the Team Management Committee and one week allowed for the raising of objections. This must be submitted in writing to the Secretary.
- i) A member of the local constabulary may be invited to become an ex-officio (non-voting) member of the Central Committee.
- j) In matters of voting within the Central Committee and Team Management Committee, the Chairman will hold a casting vote, should it be needed.

IV – SELECTION OF MANAGER'S AND ASSISTANTS

- a) Any new managerial applications will be made known to the Team Management Committee and Central Committee, at which point any doubts as to the character of, or inability of, the applicant must be raised. If successful, the applicant will be informed of the decision and which team he/she will be involved with.
- b) Existing Manager's and Assistant Manager's must apply in writing to the Central Committee no later than six weeks prior to the first presentation night for the post they wish to hold for the subsequent season. The Central Committee shall have the power to bring this date forward if it is deemed in the interest of the club to do so. Notification by the Central Committee will be made four weeks prior o the first presentation night.
- c) Manager's will remain with an age group unless: -
 - a vacancy arises with another age group, or

- a mutually agreed move is considered to be in the best interest of the club or players and is sanctioned by the Central Committee.

V – RESPONSIBILITIES

- a) The Central Committee exists to offer objective advice and to help in areas specific to the club's needs. Also to assist other committee members. Generally the Central Committee's aim is to help, determine and carry out club policy.
- b) No member of the Central Committee is empowered to deal with club matters individually other than stated in this constitution or agreed by the full Central Committee in specific circumstances. Any matters brought to the attention of an individual member of the Central Committee should be referred to the other members of that committee.
- c) Managers are responsible for the organised and proficient running of their respective teams. This will include such matters as distribution of tickets and collection of ticket money and subscriptions, welfare of players, care of kit, fixtures, liaison on a week to week basis with schools/caretakers in reference to use of facilities (e.g. advance fixture lists) – (NOTE: long term arrangement/bookings for pitches and training facilities will generally be coordinated by the Club Secretary unless other arrangements are specifically agreed).
- d) Managers must not train or play on pitches where such action could jeopardise future use. When the playing surface is in doubt, a member of the Central Committee and a qualified referee or two members of the Central Committee are empowered to call off any matches which may have been arranged. All teams affected will be notified immediately by a member of the Central Committee.
- e) Pitches have been allocated to all age groups and managers are expected to use only the allocated pitch. Extenuating circumstances may create a need for a change of pitch. This being the case, a member of the Central Committee must agree to the changes.
- f) Cup games take priority over league fixtures. Cup priorities are N.F.A., N.E.Y.D., and League Cup. If playing a league game jeopardises a cup game by way of making the pitch unplayable, the league game must stand down.
- g) Managers must furnish the Assistant Secretary with Player Information Forms by the 14th August. These must be kept up to date. Non-receipt will result in the player not being registered with the N.E.Y.D. and will cause the team to be banned from starting the league programme and playing in Divisional Cup Competitions and the club being fined. The

Assistant Secretary will furnish the Secretary and Team Manager with a copy of all completed documentation.

- h) Managers are encouraged to further their own knowledge and expertise related to coaching and supervising players involved in the game of soccer. They are also encouraged to improve their awareness of basic first aid and care of sports injuries.
- i) Managers and/or Assistant Managers are expected to attend weekly club meetings. Managers or nominated deputies are expected to attend monthly league meetings and A.G.M.'s.
- j) The Secretary or a nominated deputy will attend N.E.Y.D. meetings.
- k) All official communication to the F.A., N.F.A., N.E.Y.D. and any other must be made by or through the club Secretary unless agreed beforehand.

VI – PLAYING

- a) Managers are expected to refrain from discussing matters concerning selection with parents/spectators. Any complaints should be referred to the Central Committee. Only complaints forwarded to the Secretary in writing, or relayed by the complainant in person to the Central Committee, will be discussed. Hearsay evidence/complaints may be noted with no further action.
- b) All players taking home equipment will be held responsible for those items and must ensure that they are returned to the Manager at or before the end of the season. In cases of loss or intentional damage to equipment the player will be held responsible. Fair wear and tear is acknowledged. Managers must keep account of the location of all club equipment which is entrusted to their care.
- c) Managers are encouraged to enter teams in competitions and tournaments. This is seen as good for the players and worthwhile publicity for the club. Competition entry fees will be paid by the club, the rest of the monies being met by the players. In cases of extreme hardship, the Team Manager may approach the club on the player's behalf for assistance. Each case will be treated on its merits and on the financial situation (current and projected at that time). No one case shall be regarded as a precedent towards another.
- d) The Central Committee retains the right to enter teams in competitions and tournaments providing a caretaker manager can be found if necessary.
- e) Tours abroad and away from the area must be sanctioned by the Central Committee. Tours abroad or against any foreign opposition must be sanctioned by both the local and national Football

Associations. Any such applications must be made by or through the club Secretary.

- f) Fixtures will be recorded and if necessary, prioritised, by the Secretary.
- g) Match results will be reported by the Team Manager and recorded by the Assistant Secretary, who will produce a monthly breakdown of results. This will form the basis for the "Management Team of the Month" competition for which a trophy (which must be returned) will be provided.

VII – FINANCES

- a) The club's Central Committee will appoint a Treasurer whose responsibility it will be to record and report on all financial matters concerning the club.
- b) The Treasurer will be a member of the Central Committee and will have open access to any club meeting.
- c) No accounts should be operated under the name of Wideopen and District Juniors A.F.C. other than those sanctioned by the Central Committee.
- d) The Treasurer shall ensure accounts are kept up to date and that accounts books and statements are available, if requested, to members of the Team Management Committee and Central Committee. Any such request and the reason behind the request should be submitted in writing to the Secretary.
- e) Managers should hand over to the Treasurer monies collected by them on behalf of the club on a weekly basis. Such monies should be recorded in a manner agreed by the Treasurer and the Central Committee.
- f) A balance should be presented to the combined committees (Team Management and Central Committees) when requested.
- g) A full balance sheet should be made available as soon as possible after the end of season in preparation for reporting to the N.F.A./N.E.Y.D. This will also be presented to the Annual General Meeting which is held as soon as possible after the second presentation night.
- h) Balance sheets should be produced and be presented, or be available after any club function e.g. tours, tournaments, fayres and discos.
- i) The Secretary is empowered to deal with ad-hoc finances without referring to the Central Committee or Team Management Committee. However, any such matters will be reported to the committees as soon

as possible afterwards. The cash limit for the above is £150. This will be reviewed as and when the need arises.

- j) Cheques under £350 will be dealt with by signatories of the club bank account: the Treasurer and either the Chairman or Secretary. Only in exceptional circumstances will cheques be dealt with without the signature of the Treasurer. Any amount over £350 must be agreed by the Central Committee first.
- k) It must be brought to the attention of all potential sponsors that all monies, cheques etc must be made out to "Wideopen and District Juniors A.F.C.". It is club policy that any donations, either financial or other, are not directed to any one team. However a donor's wishes will be given serious consideration by the Central Committee and will most likely be granted, unless there is a serious shortfall in some area of the club.
- l) All players are required to accept club subscriptions, plus other raffle tickets (e.g. Club/N.A.B.C. draws) as/when required.
- m) Players' fees could be waived if family circumstances suggest this is necessary. Managers should refer such cases to the Central Committee for consideration. Total discretion must be observed in this situation. Anyone breaking the trust of privileged information will be asked by the Central Committee to account for their indiscretion.
- n) The income and property of the club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the club.
- o) Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them for community related sports. This dissolution clause provides for repayment of any unspent grant to be made to a grant making body, where this was a condition of the original grant.

VIII – AFFILIATIONS/INSURANCE/LOTTERIES LICENCE

- a) Insurance is presently arranged through the N.A.B.C. scheme. Level of insurance is decided by the Central Committee annually (January).
- b) The Assistant Secretary shall be responsible for dealing with insurance claims.
- c) Injuries should be notified to the Assistant Secretary as soon as possible after the incident, preferably within one week.

- d) It is the responsibility of the claimant or his/her parent/guardian to complete the relevant forms, including a medical certificate and return them to the Assistant Secretary to be processed.
- e) Due to the highly inflated costs of kit insurance and personal property insurance (£500 in 1980) the club decided not to take out cover. It must therefore be pointed out to all players and supporters that they and not the club are responsible for their own security and that the club can not be held responsible for loss or damage to personal items.
- f) Affiliation to the N.A.B.C., N.E.Y.D. and N.F.A. is dealt with by the Secretary.
- g) A lotteries licence is arranged annually by the Secretary through North Tyneside Council legal department and is in the Secretaries name. Due to this no draws, raffles etc must be organised without the permission of the club Secretary.
- h) The Lottery Licence is to be renewed during the month of January each year.
- i) At six monthly intervals the Secretary will provide the council with details of all lotteries organised during that time.

IX – CORRESPONDENCE

- a) All correspondence, both internal and external, must be approved by the club Secretary before being posted or distributed.
- b) Except in urgent cases, correspondence should be handed to the Assistant Secretary to be typed.
- c) Two copies of all correspondence must be made, one for the Secretary and one for the Assistant Secretary.

X – FUND RAISING/FUNCTIONS

- a) Fund raising will include the following: -
 - N.A.B.C. Autumn and Spring Draws
 - Two Race Nights, one in September/October, the other in May
 - Sale of Books, once per year
 - Summer Fayre (Bookstall, Tombola, Bric-a-brac and a compulsory Fun/Game stall).
 - Sale of Club Magazine
 - Sponsored Bag Pack
 - Webb and Ivory Sales

The fund raising committee will organise these and any other additional events.

XI – PRESENTATION NIGHTS

- a) The club shall hold a Presentation Night/Nights at the end of the playing season.
- b) An appropriate fee will be levied for adults. It is intended that the fees levied will subsidise the purchase of trophies and other Presentation Night expenses.
- c) Each player will receive a trophy for representing Wideopen and District Juniors A.F.C.
- d) Four special trophies will be awarded within each team. They will be for: -
 - The Manager's Player
 - The Players' Player
 - The Most Improved Player
 - The Star Award (Most Man of the Matches)
- e) Club trophies are held for a period of one year (six months if tied). Smaller individual trophies are retained by the player.
- f) Any other achievements gained throughout the season will be recognized on this occasion and relevant trophies/awards presented.
- g) The most important award of the evening will be the Sir Stanley Bailey Shield, presented to the club by the ex-chief Constable of Northumbria Police. The criteria is to be considered in selecting a player for this award is: -
 - Overall character
 - Attentiveness
 - Thoughtfulness
 - Consideration to others (especially team mates)
 - Punctuality
 - Reliability, both on and off the field
 - Effort
 - Involvement
 - Willingness to work and improve him/herself
 - All criteria relevant to the least and most talented players.
- h) The Golden Boot Award for the player scoring the most goals at all levels to be awarded on the night.
- i) Awards resulting from the Penalty Shoot-out Competition to be presented on the relevant night.
- j) Club trophies should be collected by Managers and returned to the secretary one month before presentation night.

- k) Any player who receives a club trophy and does not sign on for the club during the following season, or intends to leave the area must return the relevant trophy immediately.

XII – TIES/PULLOVERS

- a) Ties and pullovers etc bearing the club name or crest will be available (where possible) to all members – Management and players.
- b) Players are encouraged to wear these for special occasions and functions.
- c) A person nominated by the Central Committee will be responsible for ordering items and collections of monies with the help of the individual Team Managers. Articles must be paid for in advance. All orders must be in writing and must contain relevant information i.e. colour, size, type etc.

XIII – DISCIPLINE

- a) Players, Managers and spectators are expected to uphold high levels of discipline and control, both on and off the field of play.
- b) Managers are reminded that they are responsible for young people and that their own behaviour and actions serve as an example to them.
- c) Any ungamely behaviour (including that unnoticed by the referee) should be reported to the Central Committee and will be dealt with by the Central Committee.
- d) The club Secretary will maintain a record of any indiscipline and any individual player regularly reported will be dealt with by the Central Committee. Suspensions or bans may be imposed.
- e) Everyone associated with the club is expected to obey F.A. rules and directives as well as league/division bye-laws.
- f) If a player falls three weeks behind in payment of subscriptions he must be considered ineligible for selection until such time the arrears are cleared. A letter will be forwarded to the player's parents informing them of the situation.
- g) Any monies owing to the club must be brought up to date three weeks prior to the last match. Failure to do so will result in the N.F.A. being informed. (The result of such action would be that the player concerned would be ineligible to play for any other team, junior or senior, until such time as their debt was paid off).

- h) The son(s) of any Manager involved with the club shall, if they so desire, be given a place in the appropriate squad, should there be a vacancy. This does not give them automatic selection into the team.

XIV – COMPLAINTS PROCEDURE

- a) Any person having involvement with Wideopen and District Juniors A.F.C. must bring any complaint or grievances to the attention of the Secretary or Central Committee in writing and within seven days of the incident, deed or event which was the cause of their concern. Failure to do so will result in a loss of right of complaint and therefore will not be discussed a Full or Central Committee.
- b) The Central Committee will not entertain a “list” which has taken a number of weeks or years to collate being presented as a case against any person involved within the club.
- c) Minor problems which may be deemed as not important enough to warrant a formal complaint may be forwarded to the Secretary who will keep it on record for a period of six months. In this way anyone the subject of a sequence of minor complaints will be identified and may be asked to discuss/explain these matters to the Central Committee.
- d) All complaints/information referred to the Secretary will be confidential until such time as it must be brought to the attention of the Team Management Committee or Central Committee. Information retained by the Secretary alone for six months (as in c above) will remain confidential.

Disciplinary policy and procedure

Purpose

Wideopen and District Juniors has a disciplinary policy and procedure to ensure that all Members are treated in a fair and equitable manner in relation to unsatisfactory standards of performance, conduct and for breach of any of the terms and conditions of the club. It also aims to ensure that where practical matters are dealt with quickly and that members are given every opportunity to improve.

In many cases it may not be necessary to resort to the formal disciplinary procedure and counseling may be a more satisfactory method of resolving problems than a disciplinary interview.

The disciplinary policy and procedure are guidelines only and do not form part of a members terms of involvement, except for the section related to gross misconduct and Wideopen and District Juniors right to apply sanctions short of involvement/contact (e.g. demotion, transfer and/or suspension).

Principles of the procedure

- No disciplinary action will be taken against a Club Member until the case has been fully investigated and the facts established having taken into account the statements from any available witnesses and the Club Member themselves.
- At every stage in the disciplinary procedure the Club Member will be advised of the nature of the complaint against them and will be given the opportunity to state their case before any decision is made. In all cases, before any disciplinary action is taken the Club Member will be invited to a meeting and be advised of:
 - the nature of the complaint against them
 - the required level of conduct or performance

The interview may be adjourned at any point.

If appropriate the Member will also be advised:

- how long they have to reach the required level of conduct or performance
- how Wideopen and District Juniors will assist them to correct their behavior
- what will happen if the required standard is not achieved i.e. further disciplinary action or even dismissal

When determining the disciplinary action to be taken, the club Central Committee will consider what is reasonable in all the circumstances, the Club Members record, the penalty applied in similar circumstances and any mitigating circumstances.

- The Club Member will have the right to be accompanied by Players Representative/"Friend of their choice at every stage of the disciplinary procedure. The Club Member must be advised of this right in advance of the meeting.

- The accompanying person has the right to speak at the disciplinary hearing but not to answer questions on behalf of the Club Member.
- If the Club Member is unable to attend a disciplinary hearing due to sickness or injury or other legitimate reason, the meeting will normally be postponed but in cases of long-term absence alternative arrangements may need to be made.
- A Club Member will have the right to appeal against any disciplinary penalty imposed.
- The procedure may be implemented at any stage if the Club Member's alleged conduct or performance warrants such action.
- No Club Member will be dismissed for a first breach of discipline except in the case of gross misconduct or seriously unacceptable performance during a probationary period.
- The decision taken at the disciplinary meeting will be confirmed to the Club Member in writing.
- Warnings will be regarded as expired, or 'spent', i.e. no longer part of the same/continuous disciplinary process, after the specified period.
- Wideopen and District Juniors reserves the right to suspend a Club Member from any club involvement.

Suspension during investigation is not a disciplinary sanction but may be used in circumstances where management believes it is in the interest of the Wideopen and District Juniors or the Club Member. This means that the Club Member will not be required to attend the club facilities, if practicable. The Club Member will be provided with a letter of confirmation advising them that they are not to attend or visit Club premises or make contact with other Club Members (except their designated representative/friend) until the investigation is completed. Club Members may be asked to sign their name to acknowledge receipt of a formal warning. If this request is refused a witness may be asked to verify that the warning has been given. Failure to acknowledge receipt does not, however, invalidate the warning.

Stages within the disciplinary procedure

The stages within the disciplinary procedure are as follows:

Before an individual receives any formal warnings he/she will already have been made aware of the standards required. Where appropriate advice and/or training will be given. However, where the matter is or has become more serious the following procedure will be used.

Wideopen and District Juniors may take any of the following measures, as it considers appropriate. The Central Committee will decide the most appropriate disciplinary sanction taking into account the seriousness of the offence, the circumstances and the available evidence.

All of the above sanctions will be confirmed in writing and the Club Member will be advised of the reasons for the warning, the disciplinary action taken and their right of appeal.

Stage 1

Verbal Warning — valid for a maximum of 6 months

If the conduct or performance of a Club Member does not meet acceptable standards, or an infringement by the Club Member of rules is of a minor nature, the Club Member will normally be given a verbal warning. A record of the verbal warning will be sent to the Club Member and a copy kept in the Club Member's personal file, but it will be spent after a specified period, which may be up to 6 months, subject to satisfactory conduct and performance. Examples of conduct and performance that may warrant a verbal warning are: e.g.

- disreputable conduct
- unsatisfactory performance
- unacceptable actions, appearance or personal presentation

NB. This list is not exhaustive

Stage 2

Written Warning — valid for a maximum of 12 months

In the case of serious or repeated failure to maintain the required standards a written warning may be given. It will state the improvements necessary to meet the required standards and the nature or likely disciplinary action to be taken if such standards are not achieved. A copy of the written warning will be kept in the Club Member's personal file, but will be spent after the specified period, subject to satisfactory conduct and performance.

Examples of conduct or performance which may warrant a first written warning are: - e.g.

- failure to improve after a verbal warning
- a breach of Wideopen and District Juniors procedure
- unauthorised actions

NB. This list is not exhaustive

Stage 3

Final Written Warning - valid for 12 months

If there is still failure to improve such that conduct or performance is still unsatisfactory after a (stage 2) written warning, or if the misconduct is sufficiently serious to warrant a written warning but insufficiently serious to justify dismissal at this stage, a final written warning will normally be given to the Club Member. A copy of the final written warning will be kept in the Club Member's personal file, but will be spent after 12 months, subject to satisfactory conduct and performance.

In addition to the warning and as an alternative to dismissal consideration may be given to imposing a penalty of a disciplinary suspension for up to a maximum of two weeks, which may be applied retrospectively where appropriate; alternatively, Wideopen and District Juniors may consider demotion and/or transfer to another assignment, or other appropriate sanction.

Examples of the conduct and performance that may warrant a final written warning are: eg.

- repetition of an offence for which a written warning has already been given
- damage to Wideopen and District Juniors premises or property caused by Club Members negligence or reckless behaviour breach of safety rules
- failure to improve performance or attendance to required standards after previous warnings

NB. This list is not exhaustive

Stage 4

Dismissal

If conduct or performance is still unsatisfactory and the Club Member still fails to reach the prescribed standards, dismissal will normally result. The Central Committee, led by Senior Officers may make the decision to dismiss a club member.

A disciplinary meeting must be held to consider all the circumstances before dismissal is effected and the standards of procedure outlined above must be followed.

The Club Member should be provided, as soon as reasonably practical, with written confirmation of dismissal, the date on which involvement terminates, and confirmation of the right of appeal.

Gross misconduct

Certain types of misconduct are regarded as so serious as to warrant summary dismissal, regardless of previous record or service. Summary dismissal means dismissal without notice.

The following are examples of offences, which may be classified as gross misconduct:

- Dishonesty, whether with Wideopen and District Juniors or not, including the theft or attempted theft of cash, products or services from the club, its sponsors or other Club Members.

- Serious breach of Wideopen and District Juniors procedure

- Actions or performance which leads to Wideopen and District Juniors loss of trust and confidence in the Club Member's ability to do their job or which endanger Wideopen and District Juniors reputation with its associates or the public, including, but not limited to, conviction of a criminal offence subject to a review of the circumstances of each case

- Unauthorised use of, or willful or reckless damage to, Wideopen and District Juniors premises or property

- Unauthorised possession of Wideopen and District Juniors property or the property of a fellow Club Member

- Fraud or deliberate falsification of records

- Serious negligence or reckless behaviour

- Serious breach of health and/or safety regulations

- Harassment or discrimination (e.g. on grounds of sex, race, disability or sectarianism, but also including 'bullying')

- Any act of physical violence, or threatening behaviour, during the course of duties or connected with the Wideopen and District Juniors in any way.

- Serious acts of insubordination

- Breach of confidentiality

- Serious or unacceptable incapability through alcohol or use of illegal substances

- Possession of illegal drugs or illegal substances.

- Use of offensive or abusive language
- Breach of security
- Prolonged or unauthorised absence.
- Horseplay or practical joking, which results in injury or exposes other Club Members to risk
- Unauthorised copying or misuse of computer software (including e-mail or the internet)
- Where membership of a professional body is an essential qualification for work failure to maintain membership after reminders or being struck off for professional misconduct
For Wideopen and District Juniors additional examples of gross misconduct include:

Private and Confidential

Name
Address

Dear Name

Confirmation of Dismissal

I write to confirm the outcome of the disciplinary hearing held on date in location. The meeting was conducted by Name & title, with Name & title acting as Wideopen and District Juniors Witness. [Name & title] was also present as your witness OR You declined to bring a colleague or Friend to the meeting as a witness.

At the hearing you were given notice of dismissal following the conclusion of Wideopen and District Juniors disciplinary procedure in respect of performance issue / incident.

Your effective termination date is date.

You have the right to appeal against this decision. Should you wish to appeal you must write to Name & title, including grounds for your appeal, within 7 calendar days of receipt of this letter.

Yours sincerely

Name

Title

Dispute Resolution Procedures — Summary of the Regulations

This document is a summary of the attached Dispute Resolution Procedures, and aims only to provide an overview of the Procedures. The full document should be used as the main point of reference.

The Procedures deal with both disciplinary (and dismissal) procedures and grievance procedures, and come into force on

It is essential that the attached document is read and understood, along with the Club Member Handbook sections for Grievance and for Disciplinary Procedures.

To summarise:

Disciplinary and Dismissal cases

Steps one, two and three of the statutory procedure apply to all levels of the Wideopen and District Juniors disciplinary procedure, including all types of dismissal.

Step One of the statutory procedure — you must send the Club Member basic details of the complaint made against them **IN WRITING**. You need to specify the exact reason disciplinary action is being taken, or contemplated.

Step Two — the disciplinary meeting, as at present. Following the meeting, you **must** inform the Club Member of the decision **IN WRITING**, including informing the Club Member of their right to appeal.

Step Three — the Club Member has the right to appeal and must 'inform Wideopen and District Juniors they wish to do so. A verbal request is sufficient to trigger step three of the procedure, though you should ask for the appeal to be submitted in writing as well.

A further meeting **must** be held with the Club Member, conducted by a senior officer of Wideopen and District Juniors. The decision **must** be communicated to the Club Member **IN WRITING**.

Grievances

The informal route to resolving grievances locally should always be adopted first. The 'formal' procedure has three steps:

Step One — Club Member should set out their grievance **IN WRITING** to the Wideopen and District Juniors Central Committee

Step Two — you should invite the Club Member to attend a meeting to discuss the matter, accompanied by a colleague or Friend if the Club Member wishes. Following the meeting, the Club Member should be informed of the decision **IN WRITING**, and the letter should also inform them of the right of appeal.

Step Three — **appeal**. A verbal request is sufficient to trigger step three, though you should ask the Club Member to submit their appeal in writing as well.

A further meeting **must** be held with the Club Member, conducted by a central committee senior officer. The decision **must** be communicated to the Club Member **IN WRITING**.

The **Modified Procedure** will only apply to a grievance raised by an Club Member who has left Wideopen and District Juniors (for any reason) if the Standard Procedure had not been started or completed before the Club Member left and **IF BOTH PARTIES AGREE IN WRITING**.

Failure to comply

Failure to comply fully with the disciplinary and dismissal procedures will render a termination of contact automatically unfair. If the Club Member wins a claim before a Northumberland Football Association Committee and Wideopen and District Juniors has not complied with any of its obligations under the procedures, may result in the decision of Wideopen and District Juniors being over-turned.

Offences during or outside Wideopen and District Juniors which may lead to prosecution

Wideopen and District Juniors reserves the right to suspend an Club Member from duty, pending the outcome of any criminal proceedings, or may take action before a hearing takes place, depending on the circumstances of the matter. If a Club Member's arrest results in a prolonged absence from contact (e.g. where the Club Member is remanded in custody) the Wideopen and District Juniors may treat this as gross misconduct.

Appeal

Any Club Member who wishes to appeal against a disciplinary decision must notify their Central Committee in writing that they wish to appeal within seven calendar days of being notified in writing of the decision. This notice must include the basis of appeal, which would normally be on one or more of the following grounds:

- the penalty applied is too harsh,

- there is new evidence to be considered,

- the procedure has been carried out unfairly.

- A member of management who has not previously been involved in the matter will hear the appeal.

- A Club Member has the right to appeal against any level of disciplinary action taken.

- The appeal will be held as soon as is practicable.
- The appeal will be treated as an unprejudiced hearing, with the aim of investigating inconsistencies in all parties' views and giving fair consideration to all available facts

Once all of the evidence has been presented the hearing will be concluded and the Club Member will be informed of the decision of the appeal in writing as soon as possible and where practicable no more than seven working days from the date of appeal.

There is no further right of appeal.

Grievance Procedure

Wideopen and District Juniors aims to resolve an individual's grievance fairly, promptly and at the earliest possible stage whilst maintaining constructive working relationships. Wideopen and District Juniors always aims to prevent grievances or disputes arising by encouraging a relationship between, Club Committee, Managers and Club Members that allows the full discussion of any problem the moment it arises.

Your representative or friend will make every effort to give you full and correct answers to any problems and it is always to Wideopen and District Juniors that you should refer. If your representative or friend is not able to solve the problem without first referring to a more senior officer, you will be told the latest date by which you will have a reply.

Throughout any stage of the grievance procedure you have the right to be accompanied by another Club Member representative or friend

Conducting an Appeal Hearing

There is a one stage appeal after any disciplinary meeting.

This should be made in writing by the individual within 7 calendar days of the decision/letter being received by the club Committee Member/ Club

Member/Manager, or Player. It should highlight the grounds for the appeal as to why the decision should be reviewed

The appeal needs to be held as soon as possible after the original meeting

The attendees should be:

Wideopen and District Juniors Central Committee Member/s
(Chairman/Secretary).

If Player, Players Manager Players Representative/"Friend" or colleague for support.

The meeting should be held in a room without disturbance.

It is lead by the Wideopen and District Juniors Central Committee

Introductions should be made

Full notes/minutes are to be taken

Confirm reason for the meeting, original issue and outcome (it should be highlighted that the next decision may either reduce or increase the discipline. It is recommended that this fact be brought to anyone considering making an appeal prior to them carrying out the same.)

The individual should highlight the grounds for the appeal as to why the decision should be reviewed

After open discussions the meeting should be adjourned

A final decision should be made

Reconvene the meeting

The outcome of the meeting should be confirmed with reasons why

Paperwork completed, typed, signed and distributed

XV – ALTERATIONS TO THE CONSTITUTION

- a) Motions designed to alter the constitution must be submitted to the Secretary at least one month before the A.G.M.

XVI – ANNUAL GENERAL MEETING

- a) The A.G.M. will take place on the Sunday following the final Presentation Night.
- b) The election of Club Officers will take place. This will include: -
- Chairman
 - Secretary
 - Treasurer
 - Assistant Secretary (Ex-Officio/non-voting)
 - Team Management Committee's Representative
 - Committee Member (Coaching Adviser)
 - Committee Member
 - Committee Member (Fund-Raising Coordinator)
 - Two Deputy T.M.C. Representatives
- c) Nominations for any position of Club Officers must be in writing to the club Secretary no later than seven days before the A.G.M.
- d) Nominations must note the following information: -
- Position
 - Name of nominee
 - Name of Proposer
 - Name of Secunder
- e) Voting will only take place for positions where nominations or resignations have been received.
- f) If no resignations or nominations are received, the Full Committee will be asked to confirm all current Officers continuance in position.
- g) Traditionally the A.G.M.'s take place on a Sunday morning at 11.00 a.m. After the meeting the Team Management Committee and Central Committee end of season function takes place (barbecue).

XVII – ADDITIONAL POWERS

The Central Committee shall be empowered to take such action as they consider desirable in any circumstances not covered by this constitution. Such action will be taken in the best interest of the club and will be

reported to all members of the Team Management Committee at the earliest moment.

SIGNED.....

POSITION.....

DATE.....

SIGNED.....

POSITION.....

DATE.....