

10 Useful Contacts and Links

10.1 Contacts

The clubs chairman can be contacted via email :

www.chairman@brookendcoltsfc.co.uk

And the clubs secretary can be contacted via email :

www.secretary@brookendcoltsfc.co.uk

The clubs team managers and other committee members can be contacted via the Brook End Colts FC website through the Committee or Managers contact pages.

10.2 Useful links

Brook End Colts F.C Website : www.brookendcoltsfc.co.uk

Brook End Colts F.C. play in local football leagues in a and around Milton Keynes the following links relate to the league websites our teams participate in

Milton Keynes & District Junior 7's : www.mkdj7.org.uk

Milton Keynes and Border Counties : www.mk-youth-football-league.org.uk

Bucks Girls League : <http://www.bucksgirlsfootball.co.uk/>

The following Football Association websites may also be useful.

The Football Association www.thefa.com

The Berks & Bucks Football Association : www.berks-bucksfa.com

11 Accompanying Forms

The following forms should accompany this handbook

- Club Registration
- League Registration
- Kit
- Handbook receipt & agreement to policies

These forms are also available from our website.



Brook End Colts Football Club Handbook

www.brookendcoltsfc.co.uk



CHARTER
STANDARD
CLUBS



Season 2010/11

Table of Contents

1	Overview & General Information	3
1.1	Introduction	3
1.2	Brook End Colts History	4
1.3	General Information.....	4
2	Monthly Subscriptions & Annual Club Registration Fee	5
2.1	Monthly Subscriptions	5
2.2	Annual Club Registration Fee	5
3	Training and match day locations and requirements.....	6
3.1	Summer Training.....	6
3.2	Winter Training	6
3.3	Training Requirements	6
3.4	Match Day requirements.....	6
3.5	Home Match Location	7
3.6	Player Fines	7
3.7	Tournaments	7
4	Brook End Colts F.C Club Constitution.....	8
4.1	Rules & Regulations	8
4.2	Club Membership	8
4.3	Annual Membership Fee.....	9
4.4	Registration & Expulsion	9
4.5	Club Committee.....	9
4.6	Annual and Special General Meetings.....	10
4.7	Club Teams.....	10
4.8	Club Finances	11
4.9	Dissolution.....	11
4.10	Brook End Colts Code of Conduct for Football	11
4.11	Code of conduct for players.....	12
4.12	Code of conduct for parents / spectators.....	12
4.13	Code of conduct for Coaches / Officials.....	13
4.14	Anti-Discrimination and Equal Opportunities Policy.....	14
5	Equal Opportunities Policy	15
6	Club Complaints Procedure	16
7	Child Protection Policy	17
8	Club Role of Honour.....	18
9	Club Sponsors	19
10	Useful Contacts and Links	20
10.1	Contacts	20
10.2	Useful links.....	20
11	Accompanying Forms.....	20

9 Club Sponsors

Brook End Colts has over the last few years been very fortunate to have Langan's Restaurant as its main club sponsor.

We are always looking for sponsors and partners to help the club in various activities from purchasing new kit including footballs, player training and match kit through to purchasing a club mini bus and building a club house etc.

If you would like to assist the club in this area please do not hesitate to contact the chairman for further details.

8 Club Role of Honour

Bucks Girls League

Season	Age Group	Team	Competition
2008/09	Under 12	Brook End Colts Girls	League Runners Up
2008/09	Under 13	Brook End Colts Bobcats	League Runners Up
2009/10	Under 14	Brook End Colts Bobcats	League Runners Up
2009/10	Under 15	Brook End Colts Devils	League Runners Up
2009/10	Under 15	Brook End Colts Devils	League Cup Runners Up

Milton Keynes & District Junior 7's

Season	Age Group	Team	Competition
2006/07	Under 10	Brook End Colts	League Div 4 Winners
2007/08	Under 12	Brook End Colts Girls	IFF MKDJ7 Shield Winners
2007/08	Under 12	Brook End Colts Kingfishers	Fairplay Winners
2007/08	Under 12	Brook End Colts Bobcats	League Div 1 Runners Up
2009/10	Under 11	Brook End Colts Panthers	League Div 5 Runners Up
2009/10	Under 12	Brook End Colts Panthers	League Div 1 Winners
2009/10	Under 12	Brook End Colts Panthers	Cup Runners Up

Milton Keynes & Border Counties

Season	Age Group	Team	Competition
2005/06	Under 13	Brook End Colts	League Cup Winners
2006/07	Under 14	Brook End Colts	League Div 1 Winners
2006/07	Under 14	Brook End Colts	League Cup Winners
2009/10	Under 16	Brook End Colts	League Div 4 Runners Up

Bedfordshire Chiltern League

Season	Age Group	Team	Competition
2008/09	Under 16	Brook End Colts Panthers	League Div 1 Winners
2008/09	Under 16	Brook End Colts Panthers	League Cup Winners

Berks & Bucks County Cup

Season	Age Group	Team	Competition
2008/09	Under 16	Brook End Colts Panthers	Runners Up

Manager

Season	Age Group	Manager	Competition
2006/07	Under 14	Chris Folland	Manager of the Year

1 Overview & General Information

1.1 Introduction

Welcome to Brook End Colts Football Club.

This handbook is intended to provide all of the information required to enable players, parents and spectators participation within Brook End Colts Football Club.

The club puts great emphasis on youth development and progression. Playing sport is a great way for children of today to develop, stay fit, make new friends, and learn how to work as a team, while learning about life's highs and lows. The important thing from the clubs perspective is that the children enjoy their football, and whatever level the players play at, they continue to enjoy it. We at the club do not subscribe to the adage, "to win at all costs!"

The club aims to develop and maximise children's football skills and help them reach the highest skill level they can obtain. Running a good and successful youth football club relies on the goodwill of club officials (coaches, committee's members, administrators etc.), who provide their services free of charge and of course parents, who apart from supporting the club in many ways, also contribute financially, to the running of the club. To assist in this process, we have a committee of volunteers who meet regularly to ensure that the health and well being of the children and the club itself are well catered for. Your child's team Manager is part of that committee. This allows for a cross flow of information between the club and parents. The club also holds frequent parent committee meetings so that parents can constructively raise issues and provide input and ideas into the club. Brook End Colts also has a web site, which will assist in the information flow.

As a Club we have introduced Codes of Conduct for every aspect of our organisation. These form part of this welcome pack and have been introduced to reflect the importance that we attach to having your child, as part of our club and to provide Parents/ Guardians, with an insight of how we aim to run our club.

The Financial costs incurred by the club are such things as insurance, training facilities, pitch hire, football kit, football training equipment, football goals, footballs, training, coaching and first aid kits & courses, referees fees, administration costs (Football Association affiliation, league membership) presentation evening trophies, and hall hire for functions etc.

1.2 Brook End Colts History

In 1998, a group of like-minded parents, led by Paul Caunter, helped create Stantonbury Colts FC. Initially the Club had just one age group, which developed from a fun football activity held at Stantonbury leisure centre.

In 2004, the Club moved away from its home at Stantonbury Campus to forge closer links with Shenley Brook End School and to provide the Club with long-term security. All the Clubs home matches and training are now held at the Shenley Brook End School. In addition to this, Stantonbury Colts FC was awarded the FA Charter Status Award. This is recognition that the Club is now being run within a framework that is acceptable to the FA.

For the 2005/06 season the club agreed to change its name to Brook End Colts to reflect its close links with the Shenley Brook End School and Sports Centre.

Since that time the club has gone from strength to strength, and now has boys, girls and mixed teams competing in almost all age levels from U7's to U18's. The clubs teams play in local leagues, with the U7's through to the U12's playing from 5-a-side through to 9-a-side in the Milton Keynes District Junior Sevens League, and U12's upwards competing in 11-a-side leagues in either the Milton Keynes and Border Counties Youth League in addition to the girls teams who compete in the Bucks Girls league

1.3 General Information

Club Website

The club has a website www.brookendcoltsfc.co.uk where the latest news and information will be added throughout the year to update everyone associated with the club. Please visit this regularly to keep up with club activities.

Club Newsletter

A new club newsletter will be sent out to all players on a regular basis by the club during the 2010/11 season in addition to any team newsletters sent out by team managers. This is to ensure all players and parents are kept up to date with the clubs activities. These newsletters will also be added to the website. It is therefore important that the club has the latest contact information for all of its players.

Club Shop

It is intended that a club shop offering club merchandise and special offers etc. will be advertised on the club website this season.

7 Child Protection Policy

At Brook End Colts Football Club, we believe all children deserve the chance to play football in a safe and supportive environment that is free of abuse.

We are committed to supporting and working towards the best practice to Child Protection as per the FA's guidelines.

As a Club we pride ourselves in having all our Coaches trained to at least Level One, which means that they have all attained a certificate in "Child Protection and best Practice." This therefore provides the Club and parents alike, with advice and guidance.

To support us in reinforcing this policy we would ask parents / guardians to consider the following.

- To ensure your child has adequate clothing for training sessions and match situations.
- To ensure that your child has a suitable, non-fizzy drink available to them for training sessions and match situations.
- To ensure that your child is taken by yourself, to the point of registration and collected at the end of any training session or match situation.

The Club believes that the following key principals underpin this policy.

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

Photography

The F.A. and the club encourage the appropriate taking of team and player photographs.

Team photographs taken by managers / parents / supporters will be added to the clubs website under the team pages and may also be sent to local newspapers etc. to promote the club.

Additionally player action photographs may be added under each team's photo gallery on our website.

If for any reason you do not wish your child's photograph to be placed on the website or used for publicity etc. please indicate this on the clubs registration form. It is not always possible to identify every unapproved players photograph, therefore please also notify the webmaster immediately if a photograph has been published inadvertently and it will be removed immediately.

6 Club Complaints Procedure

In the unlikely event that any member feels that he or she has suffered discrimination in any way or that our Club Codes of Conduct have been broken, they should follow the procedures below.

They should report the matter to the Club Chairman, Secretary or another member of the committee.

Your report should include:

- i. Details of what, when and where the occurrence took place,
- ii. Names of any witness and their statements,
- iii. Names of any others who have been treated in a similar way.
- iv. Details of any former complaints made about the incident, namely date, when and to who made.
- v. A preference for a solution to the incident.

The Club's Management Committee will sit for any hearings that are requested.

The Club's Management Committee will have the power to

- i. Warn as to the future conduct;
- ii. Suspend from membership;
- iii. Remove membership;

Any person found to have discriminated or abused another, contrary to the Club's Code of Conduct.

2 Monthly Subscriptions & Annual Club Registration Fee

2.1 Monthly Subscriptions

To assist in covering the costs described above monthly subscriptions are required to be contributed to by players in the form of monthly subscription. As in previous years the fee will be paid monthly by standing order to avoid unnecessary administration overheads.

The subscription fees for the 2010/11 season will remain at £12.50 per calendar month per player. Where more than 1 player from the same family participates within the club, each player will pay £10.00 per calendar month.

Monthly subscriptions are to be paid over the full 12 months of the year to cover the costs of running the football club.

Brook End Colts is a non profit making club. The committee, managers / coaches etc. are all volunteer members and do not receive any payment for performing these roles.

Please see attached Standing order form for full details of subscriptions payments.

2.2 Annual Club Registration Fee

In addition to the monthly subscription fee a club registration fee is also required to register a player to the club.

The Club Committee determines the annual fee payable by each member. Fees should be payable at the time of registration and shall not be refundable.

For the 2010/11 season the registration fee is £30 per player. Where more than 1 player from the same family participates within the club, each additional player will pay a £10.00 registration fee.

All players must pay their registration fee to the club before registering to play in a team.

The team kit which is provided by the club (Shirt, Shorts, Socks and Rain Jacket) to all registered players is owned by the club and must be returned if a player requires a replacement kit or does not continue with the club.

The club does adopt a hardship policy for parents / guardians who are unable to pay the required subscriptions and will be treated fairly and confidentially. Contact the clubs Chairman for further details.

3 Training and match day locations and requirements

3.1 Summer Training

This will be held on Shenley Brook End School playing fields – times and training days will depend on age groups – but will be published on our website under each teams section.

3.2 Winter Training

This will be held at Shenley Brook End school on astro turf (and where necessary at other local astro turf facilities). Times and days will depend on age groups and will be published on our website.

3.3 Training Requirements

Players must attend training in suitable equipment.

For winter months this will be trainers or astro turf boots, shin pads, and suitable clothing for winter elements such as water proof warm jacket, hat etc.

In the summer months football boots and shin pads must be worn. *Also remember the sun cream!*

3.4 Match Day requirements

Players must arrive at the match day location with full Brook End Colts kit (Shirt, Shorts, and Socks), football boots and shin pads. **Note: Shin pads must always be worn for all fixtures and training.**

In addition to standard kit a water proof jacket or similar should be worn or available to cover the Brook End Colts kit in the event of being a substitute for a match, or during warm up / cool down etc.

It is recommended that players bring their own preferred drinks to matches, although these are often supplied by Managers / Coaches.

Fixtures will be published on the clubs website when provided by the league(s). These are subject to change at one weeks notice. Players / Parents should notify the team manager as soon as possible if the player is unable to attend on a fixture date. This is very important because a match can be re-arranged if enough players are not available, but not less than one week of the scheduled fixture date unless in extreme circumstances (i.e. flu epidemic). Failure to fulfil a fixture will result in a club fine and a deduction in league points.

5 Equal Opportunities Policy

Brook End Colts 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 favorably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever relating to their membership, which are different to the requirement for others.
- Imposing on an individual's 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 sanctions 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 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 judgments between them - it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- Brook End Colts Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds.
- Where such is found to be the case, then there will be a requirement for that practice to cease forthwith and an investigation will be conducted.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Club's policy, any members offending will be dealt with under the disciplinary procedure.
- Brook End Colts Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of recruitment and membership, in exactly the same manner as others. The difficulties of their disability permitting, assistance will be given, wherever possible to ensure that disabled members are helped in gaining access.

4.14 Anti-Discrimination and Equal Opportunities Policy

Brook End Colts football Club is responsible for setting standards and values to apply throughout the club at every level.

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 Brook End Colts football Club means that in all our activities we will not discriminate or in any way treat anyone less favorably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes.

- Recruitment of players.
- Appointments to Club Committee and as Club Officials.
- Advertising for volunteers.

Brook End Colts football Club will not tolerate sexual or racially based harassment or any other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action.

Anyone (official / parent/supporter/child) proven guilty of actively discriminating against another official/child/parent/spectator will expect to be severely dealt with by the club committee under the club constitution rules and disciplinary procedures, whether the target for their discrimination be from within our club or external.

Brook End Colts FC seek to operate and wholeheartedly support a **zero-tolerance** approach to such discrimination & therefore reserve the right to suspend any individual from attending future matches in **any** capacity.

The club committee will consider the facts and witness reports/statements of any such incidents and reserve the right to expel permanently, anyone official / parent / supporter / child from representing our club in any capacity in the future.

3.5 Home Match Location

These will be played on Shenley Brook End playing fields. Match days and start times will depend on the age group and competition. Fixtures details will be published on the clubs website.

3.6 Player Fines

Where a player receives a Red or Yellow card during a match it is expected that the player or players parents will pay the associated fine.

3.7 Tournaments

During the summer months a number of open tournaments are held which are entered on a fee per team basis.

The club do not fund summer tournaments.

Therefore tournaments will generally be paid for by the team manager requesting a small fee towards the team entry from those players playing in the tournament.

4 Brook End Colts F.C Club Constitution

The Club name shall be named Brook End Colts FC, referred to hereafter as the club.

The objective of the club shall be to provide football training and to arrange football matches for its members.

The club will operate within a framework that is governed by rules, regulations and various codes of conduct. Each member of the Club, by registering annually with the Club, agrees to accept the Club rules, regulations and Codes of conduct.

4.1 Rules & Regulations

- (a) The Club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to/membership of the FA. The rules and regulations of the FA Ltd., and parent County Association 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 formal approval of the Committee.
- (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.

4.2 Club Membership

- (a) The members of the Club shall be those persons listed in the Club registers, which in turn will be maintained by a member of the Club Committee.
- (b) Any child wishing to join the Club must register using the Club Registration Form and hand it in to the Club Secretary with the appropriate club registration fee.
- (c) Any adult wishing to become involved in the training / managing of a team supported by the Club, must complete an Application Form and deliver it to the Chairperson. The election of that member will be at the sole discretion of the Club Committee. All adults involved with a club in such capacity will be required passed by the Criminal Records Bureau (CRB), and therefore will be CRB checked.
- (d) In the event of any person leaving the Club, for whatever reason, they shall have his or her name removed from the register. (once official confirmation of the player leaving has been received by the club secretary)
- (e) The Football Association and Parent County Association shall be given full access to the membership register on demand.

4.13 Code of conduct for Coaches / Officials

At Brook End Colts Football Club, we believe that the Coaches and Officials are the key factor to establishing an ethical approach to football.

It is only natural that winning constitutes a basic concern for coaches but we would ask coaches and Officials to distance themselves from a "win at all costs" attitude.

The codes of conduct, detailed below, set out a standard that we would expect from our coaches and Officials, in respect of putting the health, safety, welfare and moral education of the children first, above that of the achievement and reputation of the Club, Coach or parent

- Coaches/Officials must respect the rights and dignity of each and every person. Within the context of sport, each person should be treated equally.
- Coaches/Officials must place the wellbeing and safety of each player above all other considerations.
- Coaches/Officials must adhere to all guidelines laid down by governing bodies.
- Coaches/Officials must not exert undue influence to obtain personal benefit or reward.
- Coaches/Officials must themselves, display high standards of behaviour and appearance, whilst encouraging their players to accept responsibility for their own behaviour and performance.
- Coaches/Officials must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the players.
- Coaches/Officials must always promote the positive aspects of the sport. i.e. fair play and never condones violations of the laws of the Game.
- Coaches/Officials must show respect to the interests of players, coaches and officials of the other team as well as their own.
- Coaches/Officials must accept the decisions of the Match Officials without protest.
- Coaches/Officials will not use or tolerate inappropriate language.
- Coaches / officials who receive more than 2 administration fines from their associated football league due to incorrect match reporting, match administration etc. will be required to pay any such subsequent fines personally.
- Coaches / officials are required to show the club in a positive way in terms of conduct, promotion and actions.

4.11 Code of conduct for players

At Brook End Colts Football Club, we believe that the players are the most important people in our sport.

Playing for the team and for the team to win is the fundamental part of the game.

However, we do not adopt the attitude of "winning at all costs."

We believe that fair play and respect for all others, is more important.

Our codes of conduct, explain how we as a club, expect you as a player, to behave.

- Players should make every effort to develop their own abilities, in terms of skill, tactics, techniques and stamina.
- Players should set a positive example to others by accepting success and failure, victory and defeat, equally.
- Players should have an understanding of the rules and laws of the game and accept the decisions made by match officials.
- Safeguard the physical fitness of opponents, avoid violence and rough play and help injured opponents.
- Treat opponents with respect at all times regardless of the result of the game.
- Players should not use inappropriate language.

4.12 Code of conduct for parents / spectators

At Brook End Colts we believe that parents and spectators have a great influence on children's success and enjoyment in football.

We understand that positive encouragement from parents and spectators can assist in the children enjoying their football, in their self-esteem, and provide a sense of personal achievement.

However, we also recognise that parents / spectators expectations can have a bearing on a child's attitude towards other players, officials, managers and other spectators.

With this in mind, we have produced a code of conduct, explaining how we as a club, would expect our parents / spectators to behave.

We expect the parents / spectators,

- To applaud the opposition as well as your own team.
- To respect the Match Officials decision.
- To give attention to all the players, not just the most talented.
- To give encouragement to everyone to participate in football.
- To agree and adhere to the Clubs Child Protection Policy.

4.3 Annual Membership Fee

- (a) The Club Committee shall determine the annual fee payable by each member. Fees should be payable at the time of registration and shall not be refundable.

4.4 Registration & Expulsion

- (a) A member shall cease to be a member of the Club if he or she gives notice to the Club that they wish to resign. A member whose monthly subscription is more than three months in arrears shall be deemed to have resigned from the Club.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interest of the Club for them to remain a member.
- (c) Any decision to expel a member will be supported by written evidence and this will be made available to the individual concerned, by the Chairperson.
- (d) There will be no appeals procedure.
- (e) A member who resigns or is expelled shall not be entitled to claim any, or share any of the Club's property.

4.5 Club Committee

- (a) The Executive Committee (also know as the Club Officers) consists of the Chairman, Vice Chairman (if one appointed), Treasurer, Club Secretary, Publicity Co-ordinator (if one appointed) and Child Welfare Officer. The Club Committee shall consist of the Executive Committee, Team Managers and up to five other members elected at the Annual General Meeting.
- (b) Each Club Officer and Club Committee member shall hold office from the date of appointment until the next AGM. One person may not hold more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the Club affairs. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the meeting shall have the casting vote in the event of a tie. The quorum for the transaction of Club business shall be five.
- (c) Decisions of the Club Committee shall be recorded and retained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 14 days notice to all the members of the Club Committee. The Club Committee shall not hold 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 AGM's can be filled by a member proposed by one and seconded by another of the remaining Club Committee 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.

4.6 Annual and Special General Meetings

- (a) An Annual General Meeting will be held in each year to ;
- Receive a report of the activities of the Club over the previous year.
 - Receive a report of the Club's finances over the previous year.
 - Elect the members of the Committee
 - And to consider any other business.
- (b) Nominations for election of members as Club Officers or as Committee members shall be made in writing to the Chairperson 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 Chairperson 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 Chairperson of a requisition in writing, signed by not less than 5 members stating the purposes for which the meeting is required and the resolutions proposed. Business at the SGM, may be any business that may be transacted at the AGM.
- (d) The Chairperson shall inform every Committee member and Club Officer of the date of the GM, together with the resolutions proposed, at least 14 days before the meeting.
- (e) The quorum for a GM shall be seven.
- (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 a simple majority shall pass resolutions. In the event of a tie, the chairperson of the meeting shall have a casting vote.
- (g) The Club Secretary shall record the minutes of the meeting, or in their absence, a member of the Committee.

4.7 Club Teams

The persons appointed by the Club Committee for managing the Clubs Teams, shall be responsible for running the affairs of the team. They will also present to the Club's Committee, a report covering the activities of the team prior to the AGM and / or Presentation day.

4.8 Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club. There will be three designated signatories. No sum shall be drawn from the Club Account except by way of cheque signed by at least two of the three designated signatories. All monies payable to the Club shall be received by the Club Treasurer and deposited in the Club Account.
- (b) 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.
- (c) The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.

4.9 Dissolution

- (a) Any resolution to dissolve the Club shall only be proposed at a General meeting and shall be carried by a majority of 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 winding up 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 donated to a local children's charity nominated by the Club Committee.

4.10 Brook End Colts Code of Conduct for Football

At Brook End Colts Football Club, we believe all those involved with the Club, whether it is a player, parent, coach, match official or spectator, and have a responsibility to safeguard the integrity and reputation of the game. With this in mind, we would ask all those involved to adhere to the following;

- To promote equality within the game and oppose any form of discrimination being expressed.
- To acknowledge the extent Football can influence young people and therefore set a positive example.
- To reject the use of violence of any nature by anyone involved in the game.
- To ensure that the Football played is committed to the principal of playing to win, consistent with fair play and not at all cost!