



Beaconsfield Holtspur FC

www.beaconsfieldholtspurfc.com



CHARTER STANDARD
CLUB

FA Charter Standard football club offering quality coaching within the HP9 and surrounding areas

The following document is a culmination of the three main objectives for Beaconsfield Holtspur FC as a Charter Standard registered football club. We aim to provide a safe and enjoyable environment for all members of the Club, whether they are players, Managers, coaches, parents or spectators.

From this we strive to adhere to these simple but effective rules to run our Club by.

They include:

- Club Constitution
- Player Selection Policy
- Codes of Conduct

All of these documents are drawn up via the Club committee and published freely to all “members” of the Beaconsfield Holtspur FC family.

Club Committee

Chairman & U11's Coach, Michael Reyner
Vice Chairman & U13's Coach, Tim Healy
Club Secretary & U10's Coach, Brian Lewis
Purchasing Officer, Ellen Rhodes
Child Welfare Officer, Sue Adams
Treasurer & U15's Manager, Augustine Chandy

U7's, Gary Winfield
U8's, Mick Youens
U9's, Julian Evans, Duncan Jones
U10's, Brian Lewis
U11's, Michael Reyner, Mark Brandwood
U12's, Simi Mason, Ian Wood
U13's, Jim Slater, Tim Healy
U14's Stewart Jameson, Phil Powell
U15's, John Owen
U16's, Stuart McLeod
U17's Kevin Long



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Beaconsfield Holtspur FC Club Constitution

The following details the current Club constitution. This document is reviewed and revised annually, if required and passed by the Club committee.

1. Name

The club shall be called BEACONSFIELD HOLTSPUR FOOTBALL CLUB (the Club).

2. Objects

The objects of the Club shall be to arrange association football matches and social activities for its members.

3. Status of Rules

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

4. Rules and Regulations

- a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of the Football Association Limited 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 prior written approval by the parent Association.
- c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

5. Club Membership

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



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6. Annual Membership Fee

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

7. Resignation and Expulsion

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 3 months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. Club Committee

- a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice-Chairperson, Treasurer, Club Secretary, Purchasing Co-ordinator and Child Protection Officer. Plus up to 12 other members, elected at an Annual General Meeting – taken in the first instance from those managing and coaching club teams.
- b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than one officer position of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club.

Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence by the Club Secretary.

- c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 10 working days' notice to all members of the Club Committee. The Club Committee shall hold not less than three meetings a year.
- e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.



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- 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.

9. Annual and Special General Meeting

- a) An Annual General Meeting (AGM) shall 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 Club Committee
 - Consider any other business.
- b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members (or their guardians) of the Club, to the Club Secretary not less than 14 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the Meeting.
- c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing signed by not less than three members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- d) The Secretary shall send to each member at their last known postal or email address written notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.
- e) The Chairperson, the Club Secretary or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote
- f) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.

The appointed members shall present to the Club Committee at its last meeting prior to an AGM a report of the activities of the team.

11. Club Finances

- a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by both of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.



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- b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Dissolution

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to an agreed third party local club so they can be utilised for the benefit of the game.



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Beaconsfield Holtspur FC Player Selection Policy

PRINCIPLES

- Where matches are non-competitive (defined as those age groups where league tables are not published), then selection will be based on equal playing time as far as possible for all squad members.
- However once in a competitive league (where league tables are regularly published), selection for the match squad will be based on a mixture of ability, fitness, availability and conduct.

GENERAL

All players who have paid their member subscriptions are to be given the opportunity by the coaches, either during training or at 'friendly' matches, to justify a place in the match squad.

Each week, coaches will select players from the 'player pool' attending training and will also consider those players whose parents have notified the coach that their child cannot attend training but would be available to play in the forthcoming match.

Where matches are non-competitive, then selection will be based on equal playing time as far as possible for all squad members. (Typically these are 7-a-side teams in the age groups U7-U10 in South Bucks Mini Soccer Conference).

When in a competitive league (where league tables are regularly published), selection for the match squad will primarily be based on a mixture of player ability, personal fitness, availability to play matches and the player's attitude and conduct at training. Player selection for matches is, in this respect, at the discretion of the Manager/coaches whose decision is final.

NOTES

When players are in non-competitive matches, it is good coaching practice to encourage players to play in a number of different positions for their team. This may be done over the period of a season, or coaches may make positional changes during a single fixture, or game. Parents are encouraged to support their coaches when they make these changes. These changes will be for the longer term benefit of developing players so they can learn about the different demands of playing each position. Whatever position a player is selected for, all are equally important, and parents are asked to reinforce this point with their children and support their coach in his or her decisions.

Competitive football is deemed to start with the U11's in the South Bucks Mini Soccer Conference (even though the SBMSC is officially 'non-competitive' at U11's. This is because the Division allocated to teams at 11-a-side for U13's is based on the 9-a-side teams' performance at U11 & U12).

With this in mind, for these age groups and older, the coaches may need to make substitutions that mean that equal playing time is not followed. However, **all** players attending a fixture will be given the opportunity to play a part of the match.



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Towards the end of the U10's season, games may be organised on a 9-a-side basis, so players can be prepared for the more physically demanding format of the bigger pitch. This can be achieved through the organising of 'friendly' matches, or joint training sessions with the current U11's. In preparation for this, the Manager/coach will have the discretion to be more competitive and make more tactical substitutions in the second half of the U10's season. (NB. This does not contradict the SBMSC's policy of playing two equal strength squads at each League fixture).

No player should be asked to leave the club for reasons related to ability. However, players might be advised that when the teams are primarily picked on a competitive basis, they may spend a fair amount of time on the subs bench, or they might not make the team squad at all. In this latter situation, players are still encouraged to attend coaching only (and parents would only pay a "coaching" subscription).

Only where there are positional vacancies in age group's team squads can potential new players be approached to attend training sessions with a view to being asked to join the Club. There are to be no "Trials".

All 'Tournament' football matches can offer the opportunity to be a little more competitive, and Managers/coaches may decide whether to play an 'A' & 'B' (Colt) team if entering two teams. If entering tournaments where there is no 'Colts' section it is normal practice to enter 2 or more teams of equal ability in order to give all players a chance of progressing in the tournament.

SUMMARY

Beaconsfield Holtspur FC is committed to their FA Charter Standard responsibilities and founding premise to provide all members with an equal opportunity to develop their football (over 4 years, from U7's to U10's), along with the Club's obligations and ambitions to run a successful football club in a competitive environment (from U11's up to U16's)

Each player is to be treated in a fair and respectful manner. It is the responsibility of all coaches to provide honest and encouraging feedback for all players. The Club realises some players are 'late developers' and they should be given every encouragement during training. Equally, all players should know where they stand so they can appreciate the expectations on them.

The dialogue between coaches, parents and players is crucial in managing the expectations and enjoyment of all concerned. The relationships developed during the whole time at Beaconsfield Holtspur Football Club should encourage respect and integrity, and result in a high level of enjoyment for all.



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Beaconsfield Holtspur FC Codes of Conduct

The Club has three Codes of Conduct, covering players, parents/spectators and Managers, coaches and team officials. These codes are designed to clarify for parents and players what is expected of them and also what they are entitled to expect.

PLAYERS

Players are the most important people in Football. Playing for the Club, and for the team to win, is the most fundamental part of the game. But not winning at any cost - Fair Play and respect for all others is critical.

- Be punctual to training, matches and tournaments
- Listen to the manager and coach without causing disruption to the rest of the group
- Perform to the best of your ability
- Make an effort to develop your own skills, tactics and to keep fit
- Demonstrate Fair Play and act within the Laws of the Game
- Treat your team mates and opponents with due respect at all times, avoiding rough and violent play
- Accept the decision of the Match Official without protest
- Avoid words or actions that may mislead a Match Official
- Accept success and failure, victory and defeat, equally well
- Do not use bad language



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PARENTS / SPECTATORS

As a parent and as a spectator you have a great influence on children's enjoyment and success in football. Let's not forget that all boys and girls play football first and foremost to have fun!

Positive encouragement from you will contribute to:

- Children enjoying playing football
- A sense of personal achievement for your child
- Building each child's self-esteem, not undermining it
- Improvements in their skills and knowledge of the Game

Your expectations and attitude will have a significant bearing on their attitude towards:

- Other players – team mates and the opposition
- Officials
- Managers and Coaches

We hope you will be able to come along and support Holtspur at training, at competitive matches and tournaments. However, when you do our Code of Conduct requires that all parents and spectators:

- Avoid coaching the child during the game
- Refrain from shouting, screaming and the use of bad language
- Respect the referee's decisions
- Give attention to each of the boys and girls involved in football, not just the most talented
- Give encouragement to everyone to participate in football - applauding the opposition as well.



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MANAGERS, COACHES AND TEAM OFFICIALS

Parents and players can expect the following conduct and high standards from all Club officials:

- Respect of the rights, dignity and worth of each and every person - with equal treatment within the context of the game of football.
- Placement of the well-being and safety of each player above all other considerations
- The development of appropriate working relationships with each player, based on mutual trust and respect
- Encouragement and guidance of players to accept responsibility for their own behaviour
- Not use or tolerate inappropriate language
- Coaches will ensure that the activities that they direct or advocate are appropriate for the age, maturity, experience and ability of the players



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