



## **CLUB CONSTITUTION**

## Club Constitution Amendments

<u>Number</u>	<u>Date</u>	<u>By</u>
1	April 2011	Verity Brawn
2	April 2011	Tony McCulloch and Caryl McCulloch
3	December 2011	Gavin Sutton
4	October 2012	Verity Brawn and Jonathan Homer
5	September 2013	Verity Brawn
6	August 2014	Jonathan Homer and Verity Brawn
7	November 2015	Richard McEwen
8	October 2016	Richard McEwen
9	December 2017	Liam Twigg
10	January 2019	Liam Twigg
11	October 2019	Liam Twigg
12	October 2020	Liam Twigg
13	October 2021	Liam Twigg
14	December 2022	Liam Twigg
15	November 2023	Liam Twigg
16	October 2024	Liam Twigg
17	September 2025	Samantha Lowthion & Madeleine Tjalma

## **1. Name**

The club will be called The Manchester Titans American Football Club (hereinafter will be referred to as the Club) and will be affiliated to the British American Football Association.

## **2. Aims**

The aims of the Club are:

- to offer coaching and competitive opportunities in American Football.
- to offer a stable, well-run and enduring American Football club in Manchester, giving the whole community the opportunity to play and enjoy our sport.
- to promote the Club and the sport of American Football within the local community.
- to work in partnership with the management of any facility leased by the Club.
- to ensure a duty of care and well-being to all members of the Club.
- to provide all its services in a way that is fair to everyone.
- to offer an enjoyable game day experience for all, with an ethos of success.
- to encourage Club members to build an active and healthy lifestyle through participation in American Football.

## **3. Membership**

Membership to the Club is open to anyone interested in promoting, coaching, volunteering or participating in American Football, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Members will be enrolled in one of the following categories:

- Player member
- Coach member
- Volunteer member

All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.

### **3.1. Membership Fees/Subs**

Members in each category will pay a Team membership fee, as determined and agreed by the Committee.

Individuals shall be eligible to take part in the business of the Club, vote at Annual and Extraordinary General Meetings, and be eligible for selection of any Club team unless the applicable fee has not been paid by the due date or membership has not been agreed by the Club Committee.

Every member of the Club will be required to make a £25 payment to become a member of the Club each year. This membership is separate from subs and will also be available to Family

members, partners as well as ex-players. This membership also gives each holder one ticket per ticketed home game.

Club Committee members are entitled to free subs to a single team once they have served one year, this benefit can be transferred to a partner/child/sibling. For volunteers, a £50 discount will be given for subs to a single team. Should the individual leave the role during the year, this benefit is lost.

#### **4. The Club Structure**

The Club management team is made up of two groups - Committee and Club Operations Team.

The Club management team promotes and embodies a 'One Club' approach. As a Club we are committed to operating as a unified, inclusive organisation where all teams are part of a single Club identity. While each team has its own goals and requirements, the Club provides centralised support for equipment, finances, and game day management, ensuring consistency and fairness across the board. This structure empowers each team to focus on development and performance, knowing that the Club's wider operations are centrally managed.

The One Club approach reflects the Club's core aims: offering coaching and competitive opportunities, promoting American football in the community, maintaining strong partnerships, ensuring member well-being, and delivering enjoyable, equitable experiences for all. Together, we build a stable, enduring club where every member contributes to a shared future - one club, one purpose, one community.

The Committee roles are voted for at the Club's Annual General Meeting. The Club Operations team is made up of volunteers, who are then approved by the elected Committee.

##### **4.1. The Committee**

The Committee is the governing body of the Club. The Club Committee consists of the elected members listed below. They are ultimately responsible for the Club and its functions.

The officers of the Club will be:

- Chair
- Secretary
- Treasurer
- Funding Officer
- Communities Officer
- Safeguarding and Welfare Officer
- Head of section (Minimum one per section): Adult, Women's and Non-adult (U16+U19) contact, Open age mixed, open age women's and age-group Flag.

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

#### **4.1.1. Committee Aims**

- Develop and implement the Club's Constitution.
- Provide support and advise all Club members.
- Ensure effective running of the Club's activities.
- Keep accurate and up-to-date records.
- Provide a range of American Football knowledge and experience.
- Create new positions and roles when and where appropriate.
- Keep good order within the Club.
- Create a stable and safe American Football environment.
- Promote the sport of American Football.
- Apply a 'One Club' approach to any decisions and strategies.

#### **4.1.2. Committee Rules**

- a) The Committee will meet on a monthly basis, with quarterly meetings as a minimum.
- b) Minutes of all meetings will be available to Club members upon request.
- c) Agenda items for each meeting must be passed to the Committee Secretary at least 48 hours before the meeting. The Committee Secretary will publish the agenda within 24 hours in advance of the meeting.
- d) 75% or more members of the Committee must be present at any Committee meeting for a vote to take place.
- e) Any amendment to the Constitution requires at least 14 days prior notice to all Committee members for consideration.
- f) A majority vote must be obtained by the Chair before the invitation of playing members to any Committee meeting. This should be completed during a Committee meeting or by an e-mail vote.
- g) Committee members shall perform duties strictly within the scope of their designated roles when representing the Club externally, unless explicit authorisation is granted by the Committee to undertake additional responsibilities. Internally, any additional duties should be agreed with the relevant Officer or Manager.
- h) The Committee will apply the Club's policies, codes of conduct and disciplinary procedures. Committee members are not exempt from these and should set an example of professional conduct for the whole Club.
- i) All Committee members must obtain a BAFA Disclosure and Barring Service check.
- j) Any expenditure of over £100 must be voted on by the Committee.

#### **4.1.3. Positions Approved by the Committee**

- a) Head Coaches (All Teams)
- b) Club Operations Team

All above appointments are directly answerable to the Club Committee. The Committee holds

the right to dismiss any of the Committee and Club Operations Team appointments in line with the disciplinary procedure.

## **4.2. Club Operations Team**

The Club Operations Team reports to the Committee, offering skills, guidance and knowledge in specialist areas, feeding into and complementing the responsibilities of the Committee members. The Club Operations Team is made up of roles approved by the Committee, which both enhance and complement the functions of the Committee. The Club Operations Team provides a diverse range of knowledge and talents, enabling the Committee to provide the best possible service to members across all aspects of the Club.

The roles within the Club Operations Team are:

- Operations Manager
- Business Development Manager
- Assets & Equipment Manager
- Social Media Manager
- Media Manager
- Recruitment Manager
- Gameday Manager
- Retail & Commerce Manager
- Team Managers
- Player Personnel and Team Relations Manager
- Coaching Development Manager
- Finance Manager

Each team member will liaise with the Committee member who has responsibility for their area of expertise. The Club Operations Team meets by arrangement, to address specific issues.

Members of the Club Operations Team are encouraged to attend all Committee meetings however it is not always necessary. They may request an emergency hearing for urgent business, by directly contacting the Operations Manager, who will immediately inform the other Committee members and arrange a meeting.

Operations Team members shall perform duties strictly within the scope of their designated roles when representing the Club externally, unless explicit authorisation is granted by the Committee to undertake additional responsibilities. Internally, any additional duties should be agreed with the relevant Officer or Manager.

## **4.3. Conflicts of Interest**

To uphold the integrity, transparency, and fairness of the Club, all individuals in positions of responsibility shall act in the best interests of the Club and avoid situations where personal, professional, or familial interests could conflict with their duties. All conflicts, whether they be an actual, potential, or perceived conflict shall be managed using the Club's Conflict of Interest Policy.

## **5. Finance**

All Club monies will be banked in an account held in the name of the Club.

The Club Treasurer will be responsible for the finance strategy of the Club. All transactions are the ultimate responsibility of the Treasurer, who will be required to report any movements in and out of the Club bank account at Committee meetings. The Treasurer can/may delegate to the Finance Manager/Team.

The financial year of the Club will end on: 31<sup>st</sup> October. The Treasurer will present a statement of annual accounts and the yearly financial report at the Annual General Meeting to the members of the Club. These will also be shared with BAFA as part of the Club's registration.

All payments must be made electronically. The Club would prefer no cash payments where possible. For any cash received a receipt can be given if requested. All cash must be paid into the bank account within 5 days.

## **6. Annual General Meetings**

The Club Secretary will give no less than 21 days' notice of the Annual General Meeting (AGM) to all members of the Club.

The Club shall hold the Annual General Meeting (AGM) yearly to:

- Approve the minutes of the previous year's AGM
- Receive reports from the Chair and Secretary
- Receive a report from the Treasurer and approve the annual accounts
- Elect the officers on the Committee
- Consider any proposed changes to the Constitution
- Deal with other relevant business

Nominations for Committee roles must be sent to the Chair or Secretary at least 48 hours prior to the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% of the membership.

## **7. Extraordinary General Meetings**

Extraordinary General Meetings can be called at any time by the Committee, or if requested in writing by at least one quarter of the Club's members. Such a meeting should be held no less than 14 and no more than 21 days following the receipt of the written request by the Committee.

Notice of an EGM and the reason for it shall be given to all members at least 10 days prior to the meeting. No business other than that named in the written request for a meeting shall be discussed at an EGM.

## **8. Disciplinary Process for Club Members**

All Club members are expected to adhere to the behaviours as set out in the Codes of Conduct.

All complaints regarding the behaviour of Club members should be represented and submitted in writing to the Player Personnel and Team Relations Manager (Disciplinary Officer).

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all Club members in the event of any child protection concerns.

We recommend that wherever possible, minor discipline issues should be resolved informally through the team Head Coach for playing members and the Operations Manager for non-playing members.

The Disciplinary Officer is responsible for handling Club and individual disciplinary matters and will organise an initial meeting to learn more of the issues raised. Where situations are more serious or where an informal approach has been taken and not achieved the required results, the Disciplinary Officer should consider taking formal action and they may convene a Disciplinary Panel.

The Disciplinary Panel shall normally comprise of the Disciplinary Officer, a Head of/Team Manager/Coach from the relevant Club member's team, a Head of/Team Manager/Coach from another team in the Club and a Committee member. The Disciplinary Officer is empowered to bring in additional panel members to reflect the circumstances of the complaint. The Disciplinary Panel will be chaired by the Disciplinary Officer or their nominated representative.

The Disciplinary Panel will make the relevant Club member aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Disciplinary Panel within 10 days. The Disciplinary Panel will meet to hear complaints within 21 days of a complaint being lodged. The outcome of the Disciplinary Panel will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 2 days of the hearing.



This Disciplinary Panel shall have the power to enforce one or more of the following actions:

<b>Playing Member</b>	<b>Non-Playing Member</b>
A verbal warning	A verbal warning
A training suspension	
An individual game suspension	
Multiple game suspension	
An individual fine	An individual fine
Suspension from club role	Suspension from club role
A season suspension	A season suspension
Ban from the Club	Ban from the Club

There will be the right of appeal to the Disciplinary Panel for 7 days following disciplinary action being announced. The Disciplinary Panel should consider the appeal within 7 days of the Disciplinary Officer receiving the appeal.

An appeal hearing should be convened by a member the Chair and no more than four additional Club members who are independent of the original Disciplinary Panel and subsequent decision.

The appeal hearing shall be convened within 7 days to hear the appeal. The original decision can be postponed until after the appeal process, at the discretion of the Disciplinary Officer. The decision of the appeal must be relayed to the appellant within 24 hours of the meeting.

The Appeal Panel can uphold the decision, or find in favour of the Club member and dismiss all or part of the original decision.

## 9. Equality Policy

Manchester Titans American Football Club is responsible for setting standards and values to apply throughout the Club at every level. American football belongs to and should be enjoyed by anyone who wants to participate in it.

The Club, in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, physical or mental ability or disability. The Club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part and enjoy its activities.

The Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010.

The Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, will be dealt with through the Club's disciplinary procedure.

Our commitment is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, physical or mental ability or disability and to encourage equal opportunities.

## 10. Club Logo



## **11. Club Name and Address (All Teams)**

Team Name: Manchester Titans  
Address: The address will be the current address of the Chair.

## **12. Uniform Colours (All Teams)**

Helmet	Royal Blue with White Facecage
Jersey	Royal Blue (White Alternate)
Pants/Shorts	Royal Blue (White Alternate)
Socks	White
Base Layers	White/Royal Blue

## **13. Dissolution**

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

The Club would be dissolved immediately, with the Committee responsible for the orderly winding up of the Club's affairs.

In the event of dissolution, any assets of the Club that remain will become the property of a governing body or some other Club with similar objectives to those of the Club.

The Club may only be dissolved if a majority of the Committee agree to call an EGM which subsequently votes in favour of dissolution, and in such an instance all assets will revert to the organising body, with a responsibility to prioritise the discharge of any debts.

## **14. Amendments to the Constitution**

The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **15. Declaration**

The Manchester Titans hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

## Appendix 1 - Roles and Responsibilities

### Committee

#### Chair:

- Chairs meetings, keeps good order and acts as the Club's principal officer.
- Provides direction and sets strategy for the Club with effective leadership and management.
- Leads the decision-making process in consultation with the Club Committee and members.
- Promotes the Club, builds and maintains relationships with other clubs, and champions the integrity of the game.
- Has the casting vote in the event of any tied or unresolved decision at the AGM and Committee meetings.
- Represents the Club at external meetings when required or delegates appropriately.
- Ultimate point of contact for all club members.
- Holds the Committee to account.

#### Secretary:

- Supports the Chair in the planning and running of Club meetings including writing and distributing agendas.
- Records committee meetings in minute form and distributes these within one week of the meetings.
- Responsible for preparing and distributing club-wide communication in collaboration with the Chair.

#### Treasurer:

- Oversees the Finance Team.
- Keeps accurate and up-to-date accounts.
- Sets financial strategy with regards to investment and Club growth.
- Gives regular reports to the Committee on the Club's financial status.
- Ensures proper auditing of year-end accounts.

#### Funding Officer:

- Liaises with all Committee members and the Asset & Equipment Manager regarding the needs of the Club in order to apply for funding.
- Obtains sponsorships for the Club.
- Coordinates with teams for individual team/player sponsorships.
- Sets funding and sponsorship strategy.

#### Head of Section (One per section): Adult contact, Women's and non-adult (U16+U19) contact, Open age mixed, open age women's and age-group Flag):

- Promotes their team, builds and maintains relationships with other clubs in their league, and champions the integrity of the game.
- Sets the internal strategy for the team and sets goals.
- Assists the Team Manager in ensuring smooth and efficient day-to-day running of the

team.

- Provides a smooth flow of information to the Team Manager.
- First point of contact for the league.
- Handles transfers and registrations alongside the Team Manager.
- Works with the Finance Team to ensure all players are up-to-date with their subs
- Liaises with the league and opponents on any matters regarding the team.

#### **Safeguarding and Welfare Officer:**

- Designated person for welfare issues within the Club.
- Ensures the Club promotes and fulfils its responsibilities for welfare of all members.
- Ensures that welfare issues are understood and addressed by all Club members.
- Ensures that child protection issues are understood and addressed by all Club members dealing with young people.
- Responsible for writing and updating the Club's welfare policy and Club child protection policy and informing members of updates.
- Point of contact for all concerns or queries regarding welfare and child protection issues.
- First responder to allegations regarding welfare or child protection issues.
- Responsible for gaining and maintaining the relevant qualifications for the post.
- Responsible for managing disclosure and barring service check requests for the club.

#### **Communities Officer**

- Responsible for community outreach, e.g. schools, other sports clubs.
- Works with the Council to promote the Club and the sport in general.
- Works with BAFA to win bids on hosting tournaments.
- Works with the NFL Academy/NFL UK/NFL Flag on their events.
- Sets strategy on charity outreach.

### **Club Operations Team**

#### **Business Development Manager**

- Works with the Funding Officer to deliver on sponsorship strategy.
- Responsible for developing networks with local businesses.
- Responsible for tracking and reporting on live sponsorship agreements.
- Responsible for retaining existing business.

#### **Asset & Equipment Manager**

- Manages the inventory of all Club assets and equipment. This includes training equipment, game day equipment, promotional assets, streaming equipment.
- Develops a long term strategy for Club assets and equipment.
- Conducts regular safety checks on equipment and reports, removes, and replaces damaged or worn items.
- Coordinates with Team Management to understand each team's equipment requirements, including requests for the Veo camera.
- Communicates Club's equipment requirements to the Committee and proposes equipment purchases.

- Coordinates with suppliers for new equipment orders.
- Coordinates with the Funding Officer for grant applications with regards to equipment.
- Manages storage space.
- Oversees equipment allocation across all teams, documenting each item to keep track of which team and/or player has it.
- Liaises with local institutions to lend and/or borrow equipment where required.

### **Social Media Manager**

- Sets strategy for social media outreach and marketing.
- Oversees the social media Team to ensure all communications are in line with Club standards and strategy.
- Develops social media campaigns across the off-season, pre-season and throughout the season around all aspects of the club.
- Plans and manages the Club's presence on all applicable social networks.
- Monitors the impact of social media campaigns. Analyses, reviews and reports on effectiveness of campaigns in an effort to maximize the Club's reach.
- Leads the media Team to create compelling and relevant content for applicable social media platforms.
- Liaises with Heads of sections and the Committee to understand each team's social media requirements.
- Has full access to all Club social media accounts.
- Oversees the Club Calendar to build content around the Clubs fixtures.

### **Recruitment Manager:**

- Maintains records/database of all prospective players who get in touch with us via email or social media.
- Responsible for monitoring and responding to recruitment form responses.
- Responsible for implementing fan and volunteer engagement strategies.
- Liaises with local institutions to deliver a unified recruitment pathway into American Football.
- Liaises with the Communities Officer for local outreach in schools.

### **Media Manager:**

- Builds relationships with local media outlets to raise the profile of the Club.
- Builds relationships with local universities' media faculties to provide opportunities for work experience to students.
- First point of contact for all media communications.
- Co-ordinates match reporters and the distribution of reports where they will best promote the Club.
- Co-ordinates all photographers and videographers for any home events.
- Co-ordinates and manages all aspects of the live stream broadcasting facilities.
- Responsible for the control and update of all aspects of the Club's website including content and moderators.

**Gameday Manager:**

- Ensures pitches have been correctly marked for game day.
- Liaises with the Asset & Equipment manager to ensure all required game balls and equipment are present at games.
- Co-ordinates food and drink arrangements for home games.
- Arranges and manages the sideline crew and other game day volunteers.
- Liaises with opponents regarding any game issues.
- Liaises with Team Managers for team-specific requirements on game day.
- Liaises with the venue for all requirements including security, changing rooms, etc.

**Retail & Commerce Manager:**

- Sets retail and commerce strategy.
- Researches, designs and sources appropriate merchandise.
- Tracks sales and inventory and restocks where necessary/possible.
- Works with Social Media Manager to identify trends and create merchandise campaigns.
- Sources good quality suppliers.
- Responsible for shipping online orders. Postage can be reimbursed from the club budget.
- Point of contact for companies marketing football merchandise.

**Team Managers:**

- Ensures smooth and efficient day-to-day running of the team.
- Responsible for the flow of information and communication throughout the team.
- Second point of contact for the league.
- Obtains game rosters from BAFA.
- Reports game results.
- Liaises with the Finance Team to ensure all players are up-to-date with their subs
- Ensures all team rosters are accurate and all players are eligible.
- Liaises with the Head of section on any matters regarding the team and opponents.
- Liaises with the Club Operations Team to ensure all practice and game day requirements are met.
- Liaises with the Asset & Equipment Manager for the team's kit requirements.
- Adds team fixtures and team events to the Club calendar and assists with content for the social media team.

**Operations Manager**

- Oversees all Club Operations and manages all managers within the Club Operations Team.
- Ensuring targets are met across the Club and delivering on strategy set by the Committee.
- Assists with all operations where required.
- Is the first point of contact between the Committee and the Club Operations Team and is responsible for reporting into the Committee.
- Is the first point of contact for any informal disciplinary matters for non-playing members.

### **Player Personnel and Team Relations**

- Responsible for overseeing the disciplinary process and steps in as Disciplinary Officer where required.
- Responsible for promoting club culture and standards.
- Organises club events to promote the One Club ethos.

### **Coaching Development Manager**

- Responsible for monitoring and raising coaching standards across the Club.
- Organises and delivers coaching clinics for the Club and the wider community.
- Ensures all coaches have the appropriate qualifications and commit to their CPD requirements.
- First point of contact for the Club's coaches for any support with regards to coaching.

### **Finance Manager**

- Responsible for collection and distribution of all club funds.
- Deposits club's funds regularly into Club bank accounts.
- Ensures all necessary payments are made.
- Keeps accurate accounts and reports regularly to the Treasurer.
- Delivers reports to Team Managers on subs payments.
- Responsible for all bookings with regards to pitch hire, coach hire, venue hire, officials, medics, etc.

## **Coaches**

### **All coaches are responsible for:**

- Providing a safe environment for staff and players.
- Keeping good team order and ensuring schedules are met during training sessions and games.
- Providing coaching knowledge to and sharing experience with players to further their development.
- Holding the required BAFA qualifications for their role and maintaining their Continued Profession Development.
- Obtaining a BAFA disclosure and barring service check as required by BAFA.

### **Head Coach:**

- Responsible for the smooth running of the team on a day-to-day basis.
- Holds the right to sanction any member of their staff, under the club's code of conduct and disciplinary procedures.
- Responsible for the planning and preparation of training sessions and games.
- Holds the final decision with the team.
- Appoints all positions after vetting with the committee.
- Ensures all Club equipment used by players fits and is fit for purpose.



**Coordinator (Offence, Defence, Special Teams):**

- Responsible for the planning and preparation of their respective units.
- Responsible for the running of their unit.
- Develops plays and packages for their unit's playbook.
- Calls plays in game or scrimmage situations, unless the Head Coach says otherwise.
- Responsible for deployment of positional coaches during training and games.
- Responsible for development of positional coaches.
- Ensures all club kit used by players fits and is fit for purpose.

**Positional Coach:**

- Responsible for the planning and preparation of any positional drills and activities.
- Provides assistance to coordinators during training and games.

## Appendix 2 - Codes of Conduct

### Playing Members

A playing member is any Club member who is on a team roster for any Manchester Titans team. This includes coaches.

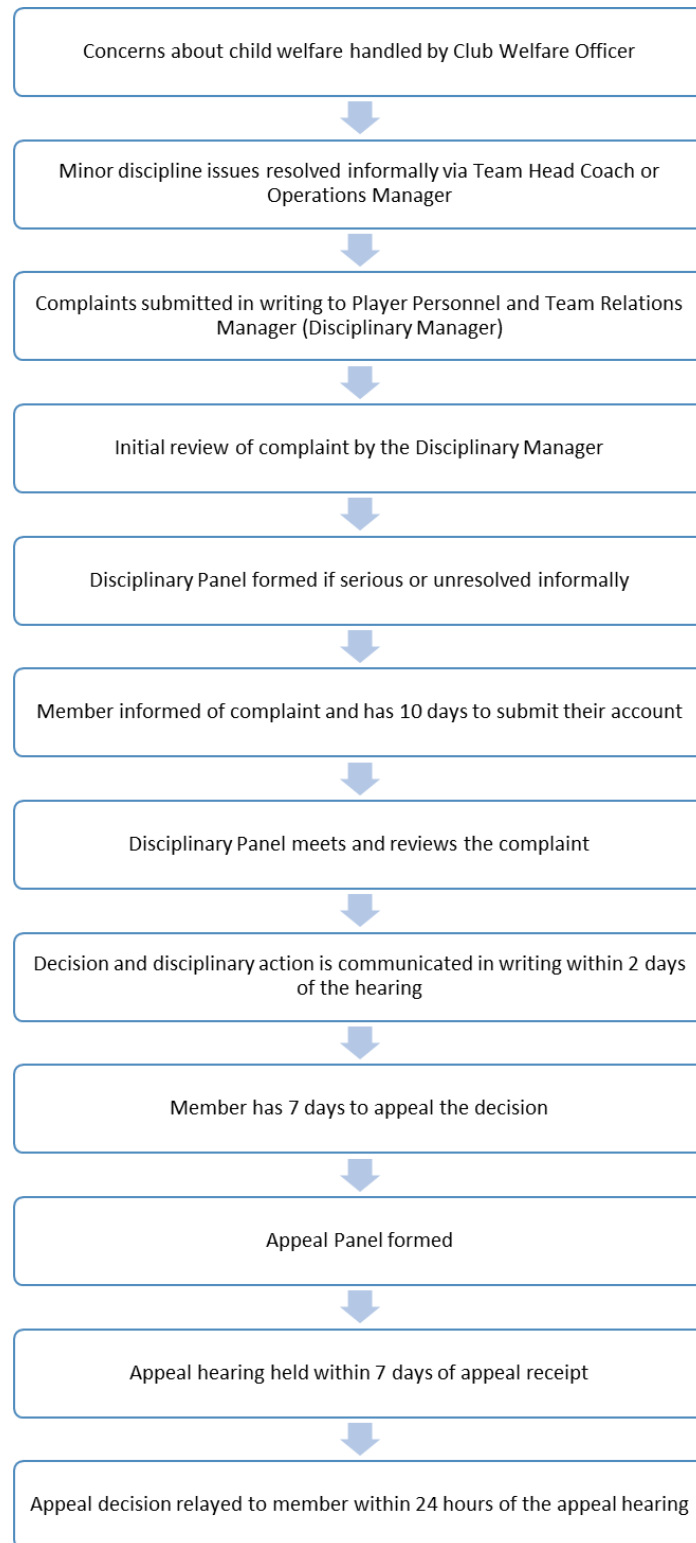
1. Playing members will carry themselves in a professional manner on and off the field.
2. Playing members will show respect to all Club members, league members, and officials.
3. Playing members are expected to attend all Club meetings.
4. Playing members are expected to comply with all Club rules and regulations.
5. Playing members are expected to take care of their player packs and playbooks and not share outside of the Club.
6. Playing members are expected to pay and keep up-to-date with all relevant club fees. If playing members have any problems in payment of fees due to mitigating circumstances then they must inform the Treasurer. Any personal information will be treated in the strictest of confidence. The Club Management will then agree and set up a personal payment plan which must be adhered to.
7. Playing members will conduct themselves in a professional manner on the internet in their capacity as a player or coach for the Club.
8. Players must not conduct interviews or make media contact without permission of the Club.
9. Playing members will report any misuse of the internet by another Club member to a member of staff.
10. Playing members are expected to wear the correct arrival attire on game days.
11. Playing members are expected to bring and wear the correct equipment and uniform.
12. Playing members must remain professional while using any transport hired by the Club. This includes, but is not limited to, the responsible consumption of alcohol.
13. Playing members are expected to be punctual for all games and training sessions.
14. Playing members who are going to be late must inform the Head Coach or their co-ordinator in writing.
15. Playing members will inform their team medic, a member of the coaching staff, or their team manager about any injuries sustained inside or outside the Club.
16. Playing members will take appropriate care of any Club equipment loaned to them. Once the equipment is in the possession of a player it becomes their responsibility and they are liable for it.
17. Game kit should be returned to the Club at the completion of each game, unless purchased by the player.
18. Any faulty equipment should be reported to a member of staff immediately and should not be used until repaired.
19. Playing members are expected to maintain continued professional development in line with BAFCA requirements.
20. Playing members carrying role responsibilities are expected to fulfil those to the best of their abilities. Repeated failure to carry out role responsibilities will result in disciplinary action.

## Non-Playing Members

A non-playing member is any Club member who is not on a team roster for any of the Club teams. This includes the members of the Club Committee.

1. Non-playing members should uphold the reputation of the Club at all times in their capacity as a Club member. They should show respect for all Club members, league members, officials, spectators, and any visitors at all times.
2. Non-playing members are expected to comply with the Club's rules and regulations.
3. Non-playing members should pay any necessary Club and league fees on time and in full. Any member experiencing financial difficulties should speak to a member of the Committee in confidence and all cases will be considered on merit.
4. Any non-playing member wishing to raise an issue affecting the Club should do so via the proper channels. Members are advised to report any issues to their respective Manager. Non-playing members should not treat Club issues as gossip, inside or outside the Club, as this can be detrimental to Club morale as well as to the image of the Club in the community.
5. Non-playing members should not discuss Club business outside the Club.
6. Non-playing members should show respect for the Club's sites and property, any rented sites and property, and away teams' sites and property.
7. Non-playing members are invited to attend club events, including social events such as Awards evenings, and business events such as the AGM.
8. Non-playing members with role responsibilities are expected to fulfil those to the best of their abilities.
9. Non-playing members will report any misuse of the internet by another Club member to a member of staff.

## Appendix 3 - Disciplinary Flow Chart



## **Appendix 4 – Conflict of Interest Policy**

### **1. Purpose**

This policy aims to ensure transparency, fairness, and integrity in all club operations by identifying and managing conflicts of interest that may arise among committee members, coaches, volunteers, and affiliates.

### **2. Scope**

Applies to all individuals holding official roles within the club, including but not limited to:

- Committee members
- Coaches and assistant coaches
- Volunteers

### **3. Definition of Conflict of Interest**

A conflict of interest occurs when an individual's personal, professional, or familial interests could improperly influence—or appear to influence—their decisions or actions within the club. Examples include:

- A coach selecting their own child/partner for a starting position.
- A volunteer awarding contracts to a business they own or are affiliated with.
- A committee member voting on disciplinary action involving a relative.

### **4. Disclosure Requirements**

All individuals must disclose any actual, potential, or perceived conflicts annually and as they arise. Disclosures should be submitted in writing to the Club Secretary and recorded in the club's Conflict Register.

### **5. Management of Conflicts**

Individuals must recuse themselves from decisions where a conflict exists. The remaining committee or a designated neutral panel will make decisions in such cases. If a conflict cannot be resolved internally, external mediation may be sought.

### **6. Transparency and Accountability**

Meeting minutes must record any declared conflicts and actions taken. The Conflict Register will be reviewed quarterly by the committee. Breaches of this policy may result in disciplinary action in line with the disciplinary process.

## Conflict of Interest Declaration Form

### Section 1: Personal Details

- **Full Name:**
- **Role in Club:** (e.g., Coach, Committee Member, Volunteer)
- **Date of Submission:**

### Section 2: Declaration of Interests

Please tick all that apply and provide details where relevant.

☐ **Employment & Affiliations**

I am employed by or affiliated with an organization that may interact with the club.

*Details:*

☐ **Other Appointments**

I hold a role in another club or organization that may overlap with club interests.

*Details:*

☐ **Business Interests**

I or a close associate have a financial interest in a business that may provide goods or services to the club.

*Details:*

☐ **Gifts & Hospitality**

I have received gifts, hospitality, or benefits from individuals or organizations connected to the club.

*Details:*

☐ **Family Connections**

I have family members involved in the club or affiliated organizations.

*Details:*

### Section 3: Declaration Statement

I declare that the information provided above is accurate and complete to the best of my knowledge. I understand that I must update this form if my circumstances change and that failure to disclose relevant interests may result in disciplinary action.

- **Signature:**
- **Date Signed:**

#### **Section 4: Club Review (Internal Use Only)**

- **Reviewed by:**
- **Date Received:**
- **Notes or Actions Taken:**