



Forest Glade Football Club – Constitution

Club Constitution for 2018/2019 Football Season

Contents

| | | <u>Page No</u> |
|--------------|---|----------------|
| 1.0 | Officers of the Club | 2 |
| 1.1 | Management of the Club | 2 |
| 1.2 | Executive Committee | 2 |
| 1.3 | Managers & Coaches | 2 |
| 2.0 | Meetings | 2 |
| 2.1 | Annual General Meeting | 2 |
| 2.2 | Special General Meeting | 2 |
| 2.3 | 2016/2017 Feedback Form | 2 |
| 3.0 | Mission Statement & Codes of Conduct | 3 |
| 3.1 | Mission Statement | 3 |
| 3.2 | A Code of Conduct for Football | 3 |
| 3.3 | Code of Conduct for Managers/Coaches | 4 |
| 3.4 | Code of Conduct for Players | 5 |
| 3.5 | Code of Conduct for Officials | 6 |
| 3.6 | Code of Conduct for Parents/Supporters | 6 |
| 4.0 | Subscriptions & Registration | 7 |
| 4.1 | Payment of Subscriptions | 7 |
| 4.2 | Collection/Refund of Subscription | 8 |
| 4.3 | Registration Dates | 8 |
| 5.0 | Misconduct of Officers, members or Spectators | 8 |
| 5.1 | Complaints and Representations | 8 |
| 6.0 | Club Rules & Regulations | 9 |
| 6.1 | Alteration to Club Rules | 9 |
| 7.0 | Responsibility of Valuables | 9 |
| 8.0 | Responsibility of Individuals | 10 |
| 9.0 | Accident & Emergency Procedures | 10 |
| 10.0 | Donations, Sponsorship or Grants | 10 |
| 11.0 | End of Season Medals/Trophies | 10 |
| 12.0 | Dissolution | 11 |
| 13.0 | Medical Statement and Disclaimer | 12 |
| Attachment 1 | Pitch Inspection Process | 13-14 |
| Attachment 2 | 2016/2017 Feedback Form | 15-17 |



Forest Glade Football Club – Constitution

1.0 Officers of the Club

The Officers of the Club shall consist of:-

Executive Officers:- Chairman, Vice Chairman, Treasurer, Club Secretary, League Secretaries (x 5), Facilities Manager, Coaching Manager and Club Welfare Officer.

Non Executive Officers:- Team Managers and Coaches

The Executive Officers will decide the strategy of the Club and this group will make all decisions. It will consist of all of the executive committee members and other members should the Committee so decide.

1.1 Management of Club

The Club, for the purposes of general management, shall be governed by a committee of the Executive Officers and non-Executive Officers, duly elected in accordance with club rules. The Officers of the Club shall meet on a regular basis to manage the 'day to day' activities of the Club.

1.2 Executive Committee

The committee members are published in the Club Contacts list.

The committee will meet monthly and a minimum 50% of committee members attending will be considered as quorum.

1.3 Managers/Coaches

A full list of managers and coaches is published in the Club Contacts list.

2.0 Meetings

2.1 Annual General Meeting

If applicable, the Annual General Meeting (AGM) shall be held **on or just before the last Sunday in July each year**. All officers, managers, coaches and club members, having paid their *full subscriptions*, shall be entitled to attend the meeting and vote accordingly. Due to lack of demand, the Executive Committee have decided not to hold an AGM following the 2016/2017 season. See item 2.3 below.

2.2 Special General Meeting

A special general meeting of the Club can be convened by the Executive Officers. 14 days notice shall be given and all the resolutions to be progressed there at.

2.3 2016/2017 Feedback Form

As substitute for the AGM, all club members/parents are requested to complete the feedback form attached to this document as Attachment 1. Feedback forms should be returned to team managers, or posted to the General Secretary, Forest Glade FC, 181 Great Berry Lane, Langdon Hills, Essex, SS16 6BS.



Forest Glade Football Club – Constitution

3.0 Mission Statement and Code Of Conduct

3.1 Mission Statement

- (a) The Club shall be called “Forest Glade Football Club (FGFC)”
- (b) The club shall be affiliated to the Essex County Football Association for adult and junior football.
- (c) The club promotes absolute equality regardless of gender, race, nationality, ethnic origin, colour, religion, sexual orientation or ability.
- (d) The objective(s) of the Club shall be:-
 - (i) To provide facilities for membership of all members playing for the Club, under the rules and regulations of the Essex County Football Association, S.E. Essex Primary Mini Soccer League, Southend & District Junior League, Essex County Girls League, Echo Junior Football League and Essex Olympian League.
 - (ii) To advance the well-being of all members, and to assist in seeing and presenting playing and other facilities, and to generally organise and control the Club to the advantage of all.
 - (iii) The Club shall apply for membership and enter teams into the S.E. Essex Primary Mini Soccer League, Southend & District Junior League, Essex County Girls League, Echo Junior Football League and Essex Olympian League. Each team to be entered must have, **as a minimum**, a Team Manager and Coach, all of whom will behave under the same conduct as the members.
 - (iv) Within each team, at least one of the appointed Manager/Coach will undertake the minimum of the Level 1 Coaching Certificate, not more than 1 year from entering the club.
 - (v) Each appointed committee member, manager and coach will undertake a CRB check, not more than 3 months from entering the role.

3.2 A Code of Conduct for Football

Football is the National game. All those involved with the game, at every level, whether as a player, match official, coach, owner or administrator have a responsibility above and beyond compliance with the law, to act according to the highest standards of integrity and to ensure that the reputation of the game is, and remains, of the highest order.

Community

Football, at all levels, is a vital part of the Community. As a Standard Chartered Club, we are committed to working with local Schools to offer our facilities and expertise.

Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.



Forest Glade Football Club – Constitution

Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

Football rejects the use of violence of any nature by anyone involved in the game.

Fairness

Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

Football is committed to the principle of playing to win, consistent with Fair Play.

3.3 Code of Conduct for Managers/Coaches

- (a) Coaches/Managers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- (b) Coaches/Managers must place the well-being and safety of each player above all other considerations, including the development of performance.
- (c) Coaches/Managers must adhere to all guidelines laid down by governing bodies.
- (d) If it is suggested by a Coach/Manager that a member is not required to represent the Club in future, a discussion should occur between the Member/Parent(s) or Guardian(s) and the Coach(es)/Manager. If the issue cannot be resolved at this level, then the matter should be escalated to the Executive Committee (listed on Page 1).
- (e) Coaches/Managers must not exert undue influence to obtain personal benefit or reward.
- (f) Coaches/Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
- (g) Coaches/Managers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- (h) Coaches/Managers should, at the outset, clarify with the players (and, where appropriate, parent/guardian) exactly what is expected of them, and also what they are entitled to expect from their Coach/Manager.
- (h) Coaches/Managers must co-operate fully with other specialists (e.g. other Coaches/Managers, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- (i) Coaches/Managers must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.



Forest Glade Football Club – Constitution

- (j) Coaches/Managers must consistently display high standards of behaviour and appearance. When in control of children, coaches/managers must refrain from smoking at all times.
- (k) Coaches/Managers must not use or tolerate inappropriate language.

3.4 Code of Conduct for Players

Obligations towards the game

A player should:-

- (a) Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- (b) Give maximum effort and strive for the best possible performance during a game, even if their team is in a position where the desired result has already been achieved.
- (c) Set a positive example for others, particularly young players and supporters.
- (d) Avoid all forms of gamesmanship and time-wasting.
- (e) Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- (f) Not use inappropriate language.

Obligations towards own team

A player should:-

- (a) Make every effort consistent with Fair Play and the Laws of the Game to help their own team win.
- (b) Resist any influence which might, or might be seen to, bring into question their commitment to the team winning.

Respect for the Laws of the Game and competition rules

A player should:-

- (a) Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- (b) Accept success and failure, victory and defeat, equally.
- (c) Resist any temptation to take banned substances or use banned techniques.

Respect towards Opponents

A player should:-

- (a) Treat opponents with due respect at all times, irrespective of the result of the game.
- (b) Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards the Match Officials

A player should:-

- (a) Accept the decision of the Match Official without protest.
- (b) Avoid words or actions which may mislead a Match Official.
- (c) Show due respect towards Match Officials.

Respect towards Team Officials

A player should:-

- (a) Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- (b) Show due respect towards the Team Officials of the opposition.



Forest Glade Football Club – Constitution

Obligations towards the Supporters

A player should:-

- (a) Show due respect to the interests of supporters.

3.5 Code of Conduct for Officials

(This Code applies to all our club officials and those officials appointed to use our premises)

Obligations towards the Game

The team official should:-

- (a) Set a positive example for others, particularly young players and supporters.
- (b) Promote and develop their own team having regard to the interest of the Players, Supporters and reputation of the national game.
- (c) Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- (d) Avoid all forms of gamesmanship.
- (e) Show due respect to Match Officials and others involved in the game.
- (f) Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- (g) Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should:-

- (a) Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
- (b) Give priority to the interests of the team over individual interests.
- (c) Resist all illegal or unsporting influences, including banned substances and techniques.
- (d) Promote ethical principles.
- (e) Show due respect for the interests of the players, coaches and officials, their own club/team and others.

Obligations towards the Supporters

The team official should:-

- (a) Show due respect for the interests of supporters.

Respect towards the Match Officials

A team official should:-

- (a) Accept the decisions of the Match Official without protest.
- (b) Avoid words or actions, which may mislead a Match Official.
- (c) Show due respect towards Match Officials.

3.6 Code of Conduct for Parents/Spectators

Our Parents/Spectators have a great influence on the enjoyment and success in football of our children. All children play football because firstly and foremost they love the game – it's fun! It is important to remember that, however good a child becomes at football within our club, it is important to reinforce the message that positive encouragement will contribute to:-

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.



Forest Glade Football Club – Constitution

We encourage our Parents/Spectators to:-

- Applaud the opposition as well as your own team.
- Avoid coaching children during the game.
- Not to shout and scream.
- Respect the referees' decision(s).
- Give attention to ALL of the children involved in football, not just the most talented.
- Give encouragement to everyone to participate in football.

We will strive to ensure that the Parents/Spectators within our Club agree and adhere to the Clubs Code of Conduct and Child Protection Policy.

4.0 Subscriptions and Registration

Forest Glade FC reserve the right to refuse membership to any player should the player or associated parent/supporter be deemed unsuitable or not willing to adhere to the club rules and/or code of conduct.

It is at the discretion of the team manager who he/she brings into their team. However, anyone in the club who has an issue with a new or existing player has the right to raise their objection in writing to the committee.

No attempt should be made by parents, managers or coaches to entice players from one Forest Glade team to another. Managers will work together on player transfers between teams and any such transfer should only be at the agreement of both managers involved.

In accordance with the updated Data protection Act (2018) a parent or guardian (or player for adult teams) is required to sign the registration form agreeing for the club and team manager to store their personal data for the season that they are registering. At the end of the season the data will be disposed of in a secure manner. If a refusal to sign occurs then this will be discussed with the chairman and vice chairman then the relevant league to see how a resolution can be reached.

4.1 Payment of Subscriptions

(a) Subscriptions are varied across the age groups based on the levels of expense for the club. For example, youth teams have to pay referee fees, mini-soccer teams do not. Subscriptions are as follows:-

- **3- 4 Years of Age (Little Glades- with Parental participation)**
 - **Sessions are free**
- **U5 (Little Glades)**
 - **£80 per season, training only**
- **Mini-Soccer (U6-U10) Members:-**
 - **£80 per season for U6 due to training only as no formal league structure.**
 - **£160.00 for single members to be paid in one instalment on Registration Day.**
 - **£145.00 each for 2 members from the same family to be paid in one instalment on Registration Day.**
 - **£130.00 each for MORE than 2 members from the same family to be paid in one instalment on Registration Day.**
- **Youth (U11-U18) Members:-**
 - **£170.00 for single members to be paid in one instalment on Registration Day.**
 - **£155.00 each for 2 members from the same family to be paid in one instalment on Registration Day.**
 - **£140.00 each for MORE than 2 members from the same family to be paid in one instalment on Registration Day.**



Forest Glade Football Club – Constitution

- (b) Should any member have difficulty paying the full subscription at registration, a 2 part instalment plan is available (part 1 due on registration day and part 2 at the beginning of September) if this is unsuitable then the member should contact their team manager who will pass the proposed payment plan onto the chairman (or delegate) for approval in line with the club's guidelines.
- (c) All subscriptions paid to date are deemed non-returnable, unless agreed by the club committee.
- (d) A member shall not participate in a League and/or Cup Match until the subscription(s) have been paid.
- (e) Failure to pay subscriptions by the due dates will result in the automatic de-Registration of the member/player from the Club and League.
- (f) The club's executive committee members may claim 50% discount on one of their children's subscriptions if they wish.

4.2 Collection/Refund of Subscriptions

- (a) The individual Team Managers shall ensure that each member pay their subscriptions by no later than one month from notification of fees due. This will normally be in July.
- (b) Refunds to a parent/guardian for any subscriptions paid will only be reimbursed under exceptional circumstances agreed by the club's committee:
 - (i) Should a member elect to leave the club prior to the end of the season, no refunds will be made.
 - (ii) Should a member be asked to leave the club by the executive committee, the refund of fees will be decided upon by the committee.

In all the above instances, any refund of fees will be subject to an administration charge of £25.

4.3 Registration Dates

Dates and times for registration will be decided by the club's League Secretaries in line with league requirements. Members will be advised by the individual Team Managers.

5.0 Misconduct of Officers, Members or Spectators

Definition of misconduct

- (a) Violation of the rules and regulations or laws of the game of the Football Association.
- (b) Violation of the rules and regulations or laws of the game of the Essex County Football Association.
- (c) Violation of the rules and regulations or laws of the game of the respective youth Football Leagues.
- (d) Violation of the rules and regulations or laws of the game of the Essex Olympian League.
- (e) Violation of the rules and regulations of this Club.
- (f) Non-payment of fees/fines/subscriptions to this Club, all leagues, Essex County Football Association or The Football Association.

Punishment

If misconduct is duly proved to the satisfaction of the Executive Officers they shall have the power to order the offending member:-

- (a) To be suspended from all Club football activity permanently or for a fixed period
- (b) Discontinue membership to the Club.



Forest Glade Football Club – Constitution

Default of fines

Any player who is cautioned by the referee shall reimburse their Manager the club fine before they play for the club in their next match and agree to make up any shortfall of any greater fine imposed on the club by the ECFA. The club fines are:

- £12 – caution for football offence (foul, handball, etc)
- £15 – caution for dissent (first offence)
- £20 – caution for dissent (subsequent offences)

Any player who is sent off by the referee shall reimburse their Manager the club fine of at least £25 before they play for the club in their next match and agree to make up any shortfall of any greater fine imposed on the club by the ECFA.

5.1 Complaints and Representations

A complaint by a member of the Club against another member shall not be entertained unless notice is given in writing and forwarded to the Club Chairman or Club Secretary.

6.0 Club Rules and Regulations

The rules, regulations and standing orders of The Football Association, Essex County Football Association and the Football Leagues entered by the club shall govern any contingency or points that may arise which are not provided for by these rules.

- (a) If there are any medical conditions that the club should be made aware of then the team manager must be informed.
- (b) All boys and girls should attend training sessions promptly at the pre-specified times.
- (c) It is preferred that each boy and girl has a pair of football boots that are clean for each training session and have a pair of shin pads.
- (d) If you are unable to attend a training session and/or match then the Team Manager(s)/Coach(es) should be advised promptly.
- (e) If you do not attend training sessions for 3 consecutive sessions, without notification to the Management Team, then it will be assumed that you have left the Club.
- (f) Players will only be allowed to play out of their age group if the league secretary has authorised it.
- (g) Players will **ONLY** be entitled to receive medals/cups/shields, etc., if the individual has played or been substitute for a minimum of 6 games.
- (h) The Club for each age group may provide man of match awards - a trophy. It will be decided and given by the **Team Manager**. The trophy will be returned to the Team Manager for the next match.
- (i) Kit will be provided to the squad members at the beginning of the Season, as and when necessary. The kit is owned by the Club and must **ONLY** be worn when representing the Club. If any part of the kit is lost then it will be the responsibility of the individual member to replace it. A complete kit must be returned, in good repair, at the end of each playing season or if a member decides to leave the Club.



Forest Glade Football Club – Constitution

- (j) The **Team Managers' team selection is final, including the use of substitutes**. Under no circumstances should it be questioned. Failure to comply with this rule could result in dismissal from the Club.
- (k) The Team Manager **and/or** Coach(es) must only provide the tactical direction to the playing team before the game and during the half-time interval.

6.1 Alterations to Rules

To alter these Rules requires an initiator/proposer, which must be seconded, who shall be either an Officer, Member and/or Parent/Carer of the Club. Notice of such alterations to these rules shall be forwarded in writing to the Secretary of the Club by not later than the 1st August 2018. These will then be forwarded to each member with the Notice of the Annual General Meeting (if applicable). No alterations to these rules shall be made except at an Annual General Meeting or Special General Meeting as detailed above. Such alterations as approved by the Annual General Meeting or Special General Meeting shall become effective forthwith, except on changes to fees approved by the Executive Officers.

7.0 Responsibility of Valuables

No responsibility and/or claim can be made against the Club for loss and/or damage to property or personal injury, however or wherever caused.

8.0 Responsibility of Individuals

Every Officer/Member/Parent/Carer/Spectator should take every precaution whilst at the Clubs ground. Every individual is to consider and implement 'safety first' measures. In addition, NO individual should ever cross, or attempt to cross, the 'fenced' boundaries of the playing area.

9.0 Accident and Emergency Procedures

Any accident, notable incident or emergency should be documented and appropriately filed. Accident/Incident forms are available in the clubhouse, along with the accident/incident file. The clubs Medical emergency plan should be followed, a copy of which is on display and each manager retains a copy too.

(i) Minor incident/injury to an adult

- If necessary stop the session or match.
- Ensure the safety of yourself and other people around.
- Administer help or basic first aid if required.
- Ensure the casualty has any necessary help to get home – call someone if required.
- If necessary, complete and file an accident/incident form.

(ii) Minor incident/injury to a child

- If necessary stop the session or match.
- Ensure the safety of yourself and the other children.
- If you have to attend to the injured child, ensure the rest of the group are supervised and safe.
- Administer help and basic first aid if required.
- Ensure the child is under the care of their parent(s). If they are not present, call them.
- If necessary, complete and file an accident/incident form.

(iii) Major incident/injury



Forest Glade Football Club – Constitution

Stop the session or match.

Ensure the safety of yourself and other people around.

If you have to attend to an injured child, ensure the rest of the group are supervised and safe.

Administer help and basic first aid if required.

Telephone the emergency services. Ensure you know the correct address for the location.

If the parents are not at the session, telephone them immediately.

Keep the casualty calm and comfortable until the emergency services arrive.

Complete and file an accident/incident form.

10.0 Donations, Sponsorship or Grants

- (a) All monies received shall only benefit and improve the Club in general.
- (b) Monies received will not be paid or benefit any individual either Executive, Management, Member (Player or Parent/Guardian/Carer) of the Club.

11.0 End of Season Medals/Trophies

- (a) For MINI-SOCCER (U7-U10), each Team Manager will select a maximum of 3 members of their team who will receive a trophy at the End of Season Presentation. The categories are as follows:-

Clubman of the Year
Most Improved Player
Manager's Player of the Season

- (b) For YOUTH-SOCCER (U11-U21), each Team Manager will select a maximum of 3 members of their team who will receive a trophy at the End of Season Presentation. The categories are as follows:-

Clubman of the Year
Manager's Player of the Season
Player's Player of the Season

- (c) For ADULT soccer, each Team Manager will select a maximum of 3 members of their team who will receive a trophy at the End of Season Presentation. The categories are as follows:-

Clubman of the Year
Manager's Player of the Season
Player's Player of the Season

- (d) No player should receive more than one award.
- (e) Each club member in the Under-16 and below ages will receive a club medal. Older groups will only be provided by special request from the team manager.

12.0 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.



Forest Glade Football Club – Constitution

- (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 another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

13.0 Medical Statement and Disclaimer

- (a) Medical Statement - Unless specified in writing to team managers, players and parents/guardians agree for basic first aid to be administered to the players in the event of an injury. Through the club affiliation with the Essex County Football Association, the Club has public liability insurance. It is the responsibility of players or their parents/guardians to arrange any additional insurance against personal injury.
- (a) Disclaimer - Whilst every effort has been made to make Forest Glade F.C. a safe and welcoming environment all players/parents/guardians must be aware that football is a contact sport and injuries can happen. Forest Glade F.C would like to point out that they are not liable in any way for any injuries to anyone, including team managers, coaches and spectators. It is the responsibility of the parent/guardian to ensure that their child is safely delivered to and collected from both training and matches. Parents should make aware (to the manager/coach) any concerns regarding the health/fitness of their child. All club representatives will take as many precautions as possible to ensure that the welfare of the players is always the first priority. The club does not insure any manager, coach or player against personal injury sustained through playing, training, or travelling to or from such activities. All players and parents/supporters are to conduct themselves in a proper manner both on and off the field of play.



Forest Glade Football Club – Constitution

Forest Glade FC - Pitch Inspection Process

FG Nominated Groundsman

The nominated groundsman for Forest Glade is Paul Dresou or his nominated deputy. All managers/ coaches are reminded that the groundsman's time at the ground is at their own goodwill, and this should not be abused. No other club staff (unless nominated by the groundsman) is responsible for pitch allocations/inspections – any questions/issues should be taken directly to Paul or his deputy.

General Rules

- Managers should refrain from chasing for an update from the groundsman otherwise he receives many calls/messages from everyone.
- It is the groundsman's decision on whether a pitch is suitable for playing. There will always be differing views, but the groundsman's word is final.
- Unless there are extreme conditions (eg. snow) it will be unlikely that the weekend's football will all be called off on the Friday. Each day will be judged differently (eg. the pitch may not be playable on Saturday but ok for Sunday, or vice versa).
- Leagues/away teams will ask to use our pitch if the away venue is not playable. If this is being considered it must not be to the detriment of Forest Glade pitches. Therefore, an away game played at Forest Glade must only be done so without damage to the pitch.
- It must be accepted by managers that sometimes the final decision on the suitability of the pitches for matches cannot be made until the morning itself.

Saturday Training

- Generally, training on Saturday will be at the manager's discretion. Common sense must be applied and training must not take place if it poses any risk to the players or significant damage to the training area.
There will be NO training on the pitches at any point, unless pre agreed with the Groundsman and / or Chairman. Care should also be taken by managers when training close to pitches that the white lines are not damaged (even by spectators watching the training session).
- The groundsman has authority to call off all training should the weather be of an extreme nature (normally snow or frozen ground, etc). Where possible teams will be informed on the preceding Friday evening.

Weekend Procedure

The following procedure relies heavily on the availability of the groundsman to visit the ground for inspections. Should the groundsman not be available, a nominated deputy will be nominated or requested (ie. a volunteer may be asked for).

- The ground will be inspected Friday afternoon/evening.
 - Should no message be received by managers, it is to be assumed the ground is useable for training.
 - A message may be issued to the managers warning of some issues with the ground and it will be left to the managers to decide whether Saturday training takes place or not.
 - A message may be issued to the managers informing them that the ground is not suitable for any training. This is to be honoured by all managers.
- Should there be any poor weather Friday night, then a message may be issued early Saturday morning (as above).



Forest Glade Football Club – Constitution

- If there is any risk of pitch disruptions for Sunday, then the pitches will be inspected Saturday afternoon
 - Should no message be received by managers, it is to be assumed the ground is useable for matches, although possibly pending a morning inspection.
 - A message may be issued to the managers warning of some issues with the ground and disruption to one or more of the pitches.
- Should there be any poor weather Saturday night or any doubts from the Saturday inspection, then a Sunday morning inspection may be required. This will take place as early as possible and a message may be issued early Sunday morning (as above).
- Should the groundsman allow matches to be played, but the referee for the game deem the pitch to be unplayable, then the referee's decision takes precedence.

Pre-match Warm-up

In the inclement months of the football season, every effort should be made to avoid teams performing their pre-match warm-up on the pitch, and the players must be told not to warm-up or play in the goalmouths. It is the responsibility of the Forest Glade managers/ coaches allocated to the pitch to ask their opposition team to adhere to the same requests.

Complaints/Issues/Suggestions

If there are any problems with the process, issues with a specific weekend, or suggested improvements, these should be passed in writing to the committee. The committee is driven to have the ground used in poor weather, but only if it is safe to do so and without causing excessive damage to the ground resulting in issues with the ground at a later date.

Last update: 2nd May 2018

Updated by: Ian Turner – Vice Chairman



Forest Glade FC - 2018/2019 Feedback Form

Due to the extremely low number of potential attendees for the Annual General Meeting, the Executive Committee have decided to adopt this feedback form instead.

The club believes that everyone should still be given the opportunity to have their say on the running of the club so all replies will be carefully reviewed. This provides the opportunity to ask the committee any questions you may have. Answers to any questions received will be published either by a separate letter, or perhaps on the website. A copy of the Treasurer's report can also be made available on request.

If you would like to return the feedback form, please pass to your team manager or post to the General Secretary, Forest Glade FC, 181 Great Berry Lane, Langdon Hills, Essex, SS16 6BS 9HE.

Parent/Player's name (optional):

Team (optional):

Questions for the committee:
.....
.....
.....
.....

Do you have any objections to the current committee members continuing? Yes / No

If yes, please explain:

.....
.....
.....

Other General Comments:

.....
.....
.....
.....
.....



Forest Glade Football Club – Constitution

Please Turn Over....



Forest Glade Football Club – Constitution

In order to improve future events at the club:

Please provide any comments you may have about the clubs tournament:.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Please provide any comments you may have about the Presentation Day:.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Do you have any suggestions on improving the facilities at Forest Glade FC?:.....

.....
.....
.....
.....
.....
.....
.....
.....
.....

Thank you for your comments!