



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

HAMBLE UNITED FC

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

1188323

**Set out on pages**

1 to 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*Andrew Bate*

**Date:**

*05/09/2022*

**Name:**

Andrew Bate

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Accountant

**Address:**

Branksome Cottage

Spring Road, Lymington

Hampshire SO41 3SQ

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

HAMBLE UNITED FC

RECEIPTS & PAYMENTS ACCOUNT

CC16a

For the period  
from

Period start date  
01/04/2020

To

Period end date  
31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Signing on fees	23,858			23,858	
Pitch fees	1,595			1,595	
Sponsorship	2,268			2,268	
Other income	2,162			2,162	
Grants received	9,663			9,663	
				-	
				-	
				-	
				-	
<b>Sub total (Gross income for AR)</b>	<b>39,546</b>	<b>-</b>	<b>-</b>	<b>39,546</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
		-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>39,546</b>	<b>-</b>	<b>-</b>	<b>39,546</b>	<b>-</b>
<b>A3 Payments</b>					
Kits & pitch side accessories	7,815			7,815	
Tournament refund	120			120	
Referee's fees	655			655	
Pitch fees	1,225			1,225	
Player's fines	543			543	
Refreshments	446			446	
Advertising	180			180	
Heat & light	338			338	
Health & safety	299			299	
Insurance	323			323	
Website	260			260	
Administrative expenses	448			448	
Professional fees	90			90	
Pitch maintenance	2,905			2,905	
Equipment maintenance	1,507			1,507	
Rent	12,134			12,134	
Delivery charges	146			146	
Tool & equipment hire	1,112			1,112	
Loan repayment	2,000			2,000	
Machinery & Equipment	2,650			2,650	
				-	
				-	
<b>Sub total</b>	<b>35,196</b>	<b>-</b>	<b>-</b>	<b>35,196</b>	<b>-</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>35,196</b>	<b>-</b>	<b>-</b>	<b>35,196</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>4,350</b>	<b>-</b>	<b>-</b>	<b>4,350</b>	<b>-</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>2,046</b>			<b>2,046</b>	
<b>Cash funds this year end</b>	<b>6,396</b>	<b>-</b>	<b>-</b>	<b>6,396</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	NatWest - current account	6,390		-
	Petty cash float	6		-
	<b>Total cash funds</b>	6,396	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>				-
				-
				-
	<b>Total other Monetary assets</b>	-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
	<b>Total Investment assets</b>	-	-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Machinery & equipment	2,286	-	-
			-	-
			-	-
	<b>Total Assets retained</b>	2,286	-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		D. Houston	DONNA HUSTON	8/8/22
		T. Hammond	TONY HAMMOND	23/8/22

# Hamble United FC

Balance Sheet  
As of March 31, 2021

	TOTAL
Fixed Asset	
Tangible assets	
Machinery & Equipment Depreciation	-363.24
Machinery and equipment	2,649.61
<b>Total Tangible assets</b>	<b>£2,286.37</b>
<b>Total Fixed Asset</b>	<b>£2,286.37</b>
Cash at bank and in hand	
Natwest Current Account	6,389.74
Petty Cash	5.93
<b>Total Cash at bank and in hand</b>	<b>£6,395.67</b>
<b>NET CURRENT ASSETS</b>	<b>£6,395.67</b>
Creditors: amounts falling due within one year	
Current Liabilities	
Suspense Account	2,207.30
<b>Total Current Liabilities</b>	<b>£2,207.30</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£2,207.30</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£4,188.37</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£6,474.74</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£6,474.74</b>
Charity funds	
Retained Earnings	0.00
Surplus/(Deficit)	6,474.74
<b>Total Charity funds</b>	<b>£6,474.74</b>

# Hamble United FC

Financial Activities  
April 2020 - March 2021

	TOTAL
Income	
Donations and legacies	
Services	2,728.00
<b>Total Income</b>	<b>24,873.02</b>
Cost of Sales	<b>£27,601.02</b>
Cost of sales	
Cost of Sales - Fines	9,695.46
Costs of sales - Hut	543.30
<b>Total Cost of Sales</b>	<b>446.46</b>
<b>TOTAL</b>	<b>£10,685.22</b>
Expenditures	<b>£16,915.80</b>
Advertising/Promotional	
Electricity	180.00
Health & Safety	337.89
Insurances	298.77
Internet/Website	323.13
Office/General Administrative Expenses	260.00
Other Professional Services	447.61
R & M Grounds	90.00
R & M Machinery	2,904.60
Rent/Lease	1,506.84
Shipping, Freight, and Delivery	12,133.50
Tool Hire	146.00
<b>Total Expenditures</b>	<b>1,112.48</b>
<b>NET OPERATING INCOME</b>	<b>£19,740.82</b>
<b>Other Income</b>	<b>£ -2,825.02</b>
Other Income	
<b>Total Other Income</b>	<b>9,663.00</b>
<b>Other Expenditures</b>	<b>£9,663.00</b>
Depreciation	
<b>Total Other Expenditures</b>	<b>363.24</b>
<b>NET OTHER INCOME</b>	<b>£363.24</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>£9,299.76</b>
	<b>£6,474.74</b>



## Hamble United FC Club Rules & Constitution

February 2005

The Club shall be called Hamble United FC. The objects of the Club shall be to arrange football matches and social activities for its members.

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

### 1. 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 parent County Association and any league or competition to which the Club is affiliated for the time being shall be deemed to be incorporated in to 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, The Equal Opportunities and Anti-Discrimination Policy and Complaints Procedure.

### 2. 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 of membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicants 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.
- E. The Club committee have the right to refuse membership to any applicant, with no right of appeal.

### 3. 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 fulfil the objects of the Club.

### 4. 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 2 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.

### 5. Club Committee

- A. The Club Committee shall consist of the following Club Officers:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Minutes Secretary
- Club welfare Officer
- Kit Officer

Plus all Team managers, elected at an Annual General Meeting.

- B. Each Club Officer and Club Committee Member shall hold office for 2yrs from the date of appointment unless, otherwise resolved at a Special General Meeting, a member can hold more than one position. This person however will only receive one vote on Club business. 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 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 any Committee Member.
- C. The quorum for the transaction of business of the Club Committee shall be four.
- D. Decisions of the Club Committee of meetings shall be entered into the minute book of the Club to be maintained by the Club Minutes Secretary or in their absence by any Club Committee Member.
- E. Any member of the Club Committee may call a meeting of the Club Committee by giving 7 days notice to all members of the Club Committee. The Club Committee shall hold not less than ten meetings a year.
- F. 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.
- G. 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.
- H. No member of the club can be elected to the club committee if they hold any post or sit on a committee of any other Football club.

#### 6. 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 of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- C. A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than 4 members stating 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 address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
- E. The quorum for a General Meeting shall be four.
- F. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson shall have a casting vote.
- G. The Club Minutes Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

#### 7. 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 written report of the activities of the team.

#### 8. 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 Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories and should only be made

on acceptance of a bonafide invoice or receipt. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

- 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 on acceptance of a bonafide invoice or receipt.
- 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 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 SGM 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.
- I. All monies raised through sponsorship, donations, fund raising and subs paid by players are to go through the club account.
- J. Any individual wishing to attend a course funded by the club, must sign the clubs retention contract before the course is booked.

## 9. 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 winding up the assets and liabilities of the Club.
- C. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the Parent Association who shall determine how the assets shall be utilised for the benefit of the game, alternatively, such assets may be disposed of in such other manner as the Members of the Club, with the consent of the Parent Association shall determine.

## 10. Definition of Roles.

### Managers

- A. Anybody wishing to become a Team Manager shall have their name proposed at the Annual General Meeting and must be supported by no less than 50% of the parents / guardians from that Team.
- B. If a Team Managers proposal is challenged by no less than 50% of parents / guardians of the children wishing to join that Team then a ballot shall be organised within Team to select a manager acceptable to the majority of the parents.
- C. All Managers shall remain in post for 2 years and if unchallenged at the date not exceeding 1 calendar month before an AGM. Will automatically continue as Manager for a further 2 years.
- D. The Team Manager shall be responsible for all:
  - Training schedules,
  - Tournaments and Matches relating to their Team.
  - All administration relating to the league they are entered into, that does not require any other Club Officers signature.
  - All phone calls to report results unless that league or competition requires otherwise.

The Manager will wherever possible arrange for all Home games to be refereed by a competent individual. Unless a league or governing body asks for a referee to be appointed, or is appointed by the Referees Appointment Secretary
- E. Where a Manager is unable to arrange a Referee for their home game they must let the Club Secretary know ASAP.
- F. Managers must let the Club Secretary know at least 72hrs in advance if they need a home venue.
- G. Managers are responsible for collecting in a timely fashion, all signing on fees, subs and training venue fees where appropriate and passing them on to the Club Treasurer ASAP.

- H. Managers are responsible for inviting five Teams from their age group to the annual 11 a side Fundraising Tournament. If a Manager has difficulty attracting teams they must let the Club Secretary know ASAP.
- I. Managers are expected to attend all Club and League meetings relating to their age group. Where a Manager cannot attend a league meeting they must arrange for someone to go in their place, so that the Club is aware of all updated information and to prevent the Club from being fined.
- J. Managers are responsible for making sure that all Club Rules are adhered to when their Teams and supporters are representing the Club.
- K. Managers are responsible for distributing and collecting all material required by the Club, League or governing body.
- L. Managers are responsible for all clothing and sundry items that are the property of the Club.
- M. Managers can appoint an Assistant Manager and a Team Coach if they so wish but the Club will only recognise one Manager from each Team.
- N. Managers are responsible for collecting all fines that are incurred by their Team.
- O. As long as the Manager adheres to the description of the Club and the rules regarding the relevant league, it is at their sole discretion as to who they wish to invite to become members of the Club. Under NO circumstances whatsoever will the decision to sign or reject a player be questioned by any other. The Team Managers decision will be final in all cases.
- P. Managers are required to give a Team report at each Club meeting.
- Q. If a Manager resigns or is unable to perform their duties for any reason during a season, The Club Secretary will contact all parents / guardians of the players from that Team, to arrange for a temporary or permanent replacement that is acceptable to not less than 50% of parents / guardians.

#### 11. Club Chairperson

- A. The Club Chairperson will be elected by means of nomination and vote if necessary, to the Club Committee by Club Officers and Managers in accordance with Club rule, 5. Club Committee item C.
- B. The Chairperson shall be responsible for chairing all Club meetings.

- C. The Chairperson shall be responsible for keeping good order at all Club meetings and ensuring that the Club Constitution is upheld at all times.

#### 12. Vice-chairperson

- A. The Club Vice-Chairperson will be elected by means of nomination and vote if necessary, to the Club Committee by Club Officers and Managers in accordance with Club rule, 5. Club Committee item C.
- B. The Vice-chairperson will carry out the role of Chairperson in their absence. See item 11 B and C.

#### 13. Club Secretary

- A. The Club Secretary will be elected by means of nomination and vote if necessary, to the Club Committee by Club Officers and Managers in accordance with Club rule, 5. Club Committee item C.
- B. The Club Secretary will perform on the behalf of all Team Managers all administrative duties.
- C. The Club Secretary will liase with all football governing bodies on behalf of the Managers regarding all Club matters.
- D. The Club Secretary will be responsible for booking at the request of Managers all home pitches and venues required by the Club.
- E. The Club Secretary shall be responsible for writing all letters to do with club matters as required by the Managers on any matter as and when they occur.
- F. The Club Secretary is required to give a Secretaries report at each Club meeting.

#### 14. Club Treasurer

- A. The Club Treasurer will be elected by means of nomination and vote if necessary, to the Club Committee by Club Officers and Managers in accordance with Club rule, 5. Club Committee item C.
- B. The Club Treasurer shall be responsible for the proper accounting of all Club monies.
- C. All Club monies must be paid to the Treasurer by anybody within the Club who collects money for the Club for whatever reason.
- D. The Club Treasurer shall be responsible for collecting all Team fines from the appropriate Team Manager.
- E. The Club Committee must approve all expenditure.
- F. The Club Treasurer shall be required to give a Treasurers report at each Club meeting.

#### 15. Minutes Secretary

- A. The Minutes Secretary will be elected by means of nomination and vote if necessary, to the Club Committee by Club Officers and Managers in accordance with Club rule, 5. Club Committee item C.
- B. The Club Minutes Secretary shall be responsible for the accurate recording of the minutes of each Club meeting in the minute book.
- C. The Club Minutes Secretary shall be required at each Club meeting to read the minutes from the previous meeting.

#### 16. Kit Officer

- A. The Kit Officer will be elected by means of nomination and vote if necessary, to the Club Committee by Club Officers and Managers in accordance with Club rule, 5. Club Committee item C.
- B. The Kit Officer shall be responsible for completing at the end of each season an inventory of all Club clothing and sundries.
- C. The Kit Officer shall be responsible for the purchase, ordering and issuing for all Club clothing and sundries.
- D. The Kit Officer shall be responsible for making sure that all Team Managers have the appropriate equipment and clothing for their individual Teams.







#### 17. Club Welfare Officer

- A. The Child Protection Officer will be elected by means of nomination and vote if necessary, to the Club Committee by Club Officers and Managers in accordance with Club rule, 5. Club Committee item C.
- B. The Child Protection Officer will oversee all issues relating to child Protection.
- C. The Child Protection Officer will update the Club Committee of any changes to FA Child protection Policies.

#### This Document

This document supersedes any known or unknown existing document regarding the constitution of Hamble United FC. A copy of this document will be held by every Club Officer and should be available to be viewed by any Club Member, their parents or guardians upon request.

## Hamble United Club Committee

<u>Title</u>	<u>Name</u>	<u>Sign</u>
<b>Chairperson</b>	<b>Gary Curtis</b>	
<b>Kit Officer:</b>		
Contact Details:	02380560548 / 07841778187	
E-mail:	garycurtis@hambleunitedfc.co.uk	
<b>Vice-Chairman:</b>	<b>Philip Sellen</b>	
Contact Details:	01489783936 / 07796278663	
E-mail:	philsellen@hambleunitedfc.co.uk	
<b>Secretary</b>	<b>Kay Chapman</b>	
<b>Child welfare Officer:</b>		
Contact Details:	02380901662 / 07787362807	
E-mail:	kaychapman@hambleunitedfc.co.uk	
<b>Treasurer:</b>	<b>Phil Williams</b>	
Contact Details:	02380562322 / 07769674942	
E-mail:	phillipwilliams@hambleunitedfc.co.uk	
<b>Minutes Secretary:</b>	<b>Nadina Curtis</b>	
Contact Details:	02380560548 / 07761980169	
E-mail:	nadinacurtis@hambleunitedfc.co.uk	
<b>Fund Raiser:</b>	<b>Lyn Powell</b>	
Contact Details:	02380422557	
E-mail:	lynpowell@hambleunitedfc.co.uk	

## Hamble United Team Managers

### Team Managers

#### **Adult first team**

Contact details

E-mail:

#### **Gary Curtis**

02380560548 / 07720204747

garycurtis@hambleunitedfc.co.uk

#### **Adults reserve team**

Contact Details:

E-mail:

#### **Anthony Cousins**

07715890887

acousens@cousens87@gmail.com

#### **U15's**

Contact Details:

E-mail:

#### **Jason Gibb**

07826446125

gibboj@yahoo.co.uk

#### **U14's**

Contact Details:

E-mail:

#### **Adam Trivett**

07534789177

ajtrivett@outlook.com

#### **U12's**

Contact Details:

E-mail:

#### **Stuart Wiggington**

07771554503

stuwiggie@hotmail.com

#### **U10's**

Contact Details:

E-mail:

#### **Keith Downer**

07704004440

keefdowner@hotmail.co.uk

#### **U9's Red's**

Contact Details

E-mail:

#### **Joe Hassell**

07407283277

joe\_hassell@hotmail.com

#### **U9's Orange**

Contact Details:

E-mail:

#### **Matt Longland**

07475954492

mattlongland777@hotmail.com

#### **Soccer School**

Contact Details:

#### **Graham Swinfield**



## **Respect Code of Conduct for Football**

This code applies to all those  
involved in football under the  
auspices of  
The Football Association.

### **Community**

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

### **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.

### **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.

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## **Respect Code of Conduct for Managers /Coaches and Club Officials**

Managers/Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

We all have a responsibility to promote high standards of behaviour in the game.

In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over-competitive parents, spectators and coaches on the sideline.

Play your part and observe the Football Association's Respect Code of Conduct in everything you do.

### **On and off the field, I will:**

- Show respect to others involved in the game including match officials opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

### **When working with players, I will:**

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me

- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA.

**I maybe:**

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- FACA membership withdrawn
- Required to leave or be sacked by the club. In addition:
- My FACA (FA Coaches Association) membership may be withdrawn.



## Respect Code of Conduct for Team Officials

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game - both on the pitch and on the

We all have a responsibility to promote high standards of behaviour in the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game - both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct for match officials at all time.

### I will:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA.

**I may be:**

- Required to meet with The FA/County FA Refereeing Official
  - Required to meet with The FA/County FA Refereeing Committee
  - Obligated to attend or re-attend The FA Respect training or other FA education course
  - Issued with a written warning
  - Fined by the County FA
  - Offered less senior appointments
  - Suspended from all appointments for a defined period
  - Excluded from affiliating as a FA Referee.
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## Respect Code of conduct for Youth players

Fair play and respect for all others in the game is fundamentally important.

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

### When playing football, I will:

- Always play to the best of my ability
- Play fairly - I won't cheat, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or the FA.

### I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

**In addition:**

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
  - The FA/County FA could impose a fine and suspension against my club
-



## Respect Code of conduct for Adult players

Fair play and respect for all others in the game is fundamentally important.

We all have a responsibility to promote high standards of behaviour in the game.

Players tell us they want a referee for every match, yet 7,000 match officials drop out each season because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.

Play your part and observe The FA's Respect Code of Conduct for players at all times.

### On and off the field, I will:

- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match official's decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect.
- Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA.

**I may:**

- Be required to apologise to team-mates, the other team, referee or team Manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend a FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

**In addition:**

- The FA/County FA could impose a fine and/or suspension on the club
-



## Code of conduct for Parents/Carers and Spectators

Ensure that parents/spectators within  
your club are always positive and  
encouraging towards all of the children  
not just their own.

We all have a responsibility to promote high standards of behaviour in the game.

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment. Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

### **I will:**

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake - mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA.

**I may be:**

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

**In addition:**

- The FA/County FA could impose a fine and/or suspension on the club
-



## Anti-Discrimination Policy

Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

As the governing body of the game, The Football Association is responsible to setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities. The following policies should be at the heart of your club's activities.

### Anti-Discrimination Policy

The Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at:

The Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers
- The selection of candidates for volunteers
- Courses
- External coaching and education activities and awards
- Football development activities
- Selection for teams
- Appointments to honorary positions

The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Club is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.

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## Equal Opportunities Policy

The Club is committed to a policy of equal treatment of all members and requires all Members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

### General

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically, discrimination is prohibited in:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientated or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different to the requirements for others.
- Imposing on an individual requirements which are in effect more onerous on that individual than are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members or a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual
- Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the

above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters etc.- in other words all instances where those in control of members are required to make judgements between them - it is essential that merit, experience, skills and temperament are considered as objectively as possible.

The Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Club commits itself to the disable person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members, the difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

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## Hamble United FC Complaints Procedure

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

1. They should report the matter in writing to the Club Secretary or another member of the Committee.
2. Your report should include:
  - (i) Details of what, when and where the occurrence took place.
  - (ii) Any witness statement and names.
  - (iii) Names of any others who have been treated in a similar way.
  - (iv) Details of any former complaints made about the incident, date, when and to whom made.
  - (v) A preference for a solution to the incident.
4. Management Committee will sit for any hearings that are requested.
5. The Club's Management Committee will have the power to:
  - (i) Warn as to future conduct
  - (ii) Suspend from membership
  - (iii) Remove from membership

Any person found to have broken the Club's Policies or Codes or Conduct.

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## Hamble United FC Safeguarding Children Policy & Procedures

Hamble United football club acknowledges its responsibility to safeguarding the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any football activity. We subscribe to the Football association's Safeguarding Children -Policy and Procedure and endorse and adopt the Policy Statement contained in that document.

The key principles of the Safeguarding children policy are that:

- The child welfare is and must always be the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practise and abuse. Hamble United football club recognises that this is the responsibility of every adult involved in our club.

Hamble United football club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the football Association's safeguarding children Regulations applies to everyone in football whether in a paid or voluntary capacity. This means

whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- Ask for and follow up with 2 references before appointing someone
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current HAMBLE UNITED Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of HAMBLE UNITED Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

HAMBLE UNITED Football Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA or alternatively by going direct to the Police, Children's Services or the NSPCC. HAMBLE UNITED Football Club encourages everyone to know about it and utilise it if necessary.

HAMBLE UNITED Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the

Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer Training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

**Respect** codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by HAMBLE UNITED Football Club. In order to validate these **Respect** codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns - no action is not an option.**

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
  - deal with the matter themselves or
  - seek advice from the CFA Welfare Officer
- iii. If the concern is more serious - possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection

concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.

- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
- contact your CFA Welfare Officer directly
  - contact the Police or Children's Services
  - call The FA/NSPCC 24 hour Helpline for advice on 0808 800 5000 or Deaf users text phone 0800 056 0566

NB-The FA's Safeguarding Children Policy and Procedures are available via [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes) - click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

Further advice on Safeguarding Children matters can be obtained

From: Nadina Curtis

T: 02381944282 / 07761980169

E: [garycurtis1960@sky.com](mailto:garycurtis1960@sky.com)

County Football Association's Welfare Officer:

From: Ian Binks

T: 01256853000

E: [ian.binks@HampshireFA.com](mailto:ian.binks@HampshireFA.com)

- [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)
  - Emailing - [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)
  - The FA Safeguarding Children general enquiry line 0845 210 8080
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## Amendments to Club Constitution.

### Amendment 1 (14/3/05)

Rule 8: new rule I All money raised through sponsorship, donations, fund raising and subs paid by players are to go through the club account. (Managers of each team will hold a float of £25 which can be used for items they feel are necessary to support their team; all items purchased will be submitted to the club treasurer on the appropriate expense form with receipt attached so that this can be reimbursed.)

### Amendment 2 (10/5/05)

Rule 2: new rule E The Club committee have the right to refuse membership to any applicant, with no right of appeal.

### Amendment 3 (10/5/05)

Rule 5: new rule H No member of the club can be elected to the club committee if they hold any post or sit on a committee of any other Football club.

### Amendment 4 (3/11/05)

Rule 8: new rule J An individual wishing to attend a course funded by the club must sign the club retention contract before the course is booked. For Club retention contract see appendix 1.

### Amendment 5 (29/5/09)

codes of conduct Adoption of the Hampshire FA Safeguarding children policy and procedures.



### Club Retention Contract

This contract is to be used for every individual that has attended or intends to attend a course funded by the Club and must be signed before said course is booked.

Following the sponsorship of my course by Hamble United FC, I agree to use this qualification solely for Hamble United FC for the next three years, unless given permission by the Hamble United committee to do otherwise.

Should my personal circumstances dictate otherwise, I agree to give Hamble United as much notice as possible of my intention to leave the club. I agree that should I fail to attend the course or choose to leave the club for any reason or be asked to leave the club, that I may be required to reimburse Hamble United FC the full cost of the course funded.

I agree to abide by the rules of the club as set out in the constitution and ensure that I am aware of the clubs codes of conduct.

Course to Be attended:.....

Cost of Course:.....

Signature Of attendee:.....

Print Name:.....

Date:.....

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Signed on behalf of Hamble United FC

Date

