



CLUB CONSTITUTION AND RULES

Worcester Knights YFC

(Effective immediately – applies to all players, parents/carers, volunteers and officials)

1. Name

The Club shall be called **Worcester Knights YFC** ("the Club").

2. Purpose & Values

The Club exists to:

- Provide safe, inclusive grassroots football for children.
- Promote enjoyment, wellbeing, teamwork, and player development.
- Maintain the highest standards of safeguarding, conduct and welfare.
- Ensure transparent governance, financial integrity, and compliance with all FA rules.

3. Status of These Rules

These Club Rules form a binding agreement between the Club, its officials, players, parents/carers, and volunteers.

All members agree to comply with:

- The Football Association (FA) Rules and Regulations
- Worcestershire FA Rules
- Relevant League Rules
- FA Safeguarding Policy, Codes of Conduct, and Equality Policy

No changes to these rules are valid without written approval from the Parent County FA.

MEMBERSHIP

4. Membership Eligibility

A member of the Club is:

- Any registered player
- Their parent/carer
- Any volunteer, coach, or committee member listed in the official Membership Register maintained by the Club Secretary.

5. Joining the Club

Membership becomes active when:

- A parent completes all registration and consent forms
- The Club approves registration
- Payment arrangements (if any) are confirmed
- The Member agrees to follow all Club and FA Codes of Conduct

Membership may be refused where necessary to protect safety, welfare or Club integrity. Appeals follow the Complaints Procedure.

6. Resignation or Removal

Members may leave at any time by notifying the Club Secretary.

The Club Committee may remove a member if their actions:

- Breach safeguarding standards,
- Endanger the welfare of children,
- Undermine the Club, its volunteers, or its reputation,
- Breach Codes of Conduct or these Rules.

Members removed or resigned have no claim on club funds or property.

CLUB COMMITTEE & GOVERNANCE

7. Club Committee

Worcester Knights YFC is a small, volunteer-led club, run by:

- **Chairperson & Head Coach – Jez Parkes**
- **Club Secretary & Welfare Officer – Vanessa Parkes**

Additional volunteers may be co-opted as required.

The Committee:

- Manages all club affairs

- Ensures all policies are followed
- Makes decisions by majority vote
- Must act in line with all FA safeguarding rules

All decisions are recorded in committee minutes.

A Committee Member must step down if suspended by the FA.

8. Meetings

Committee meetings are held as required and at least twice per year.

Parents may request a meeting via email to raise concerns.

FINANCE & CLUB PROPERTY

9. Club Finances

- The Club maintains a dedicated bank account.
- All club funds must only be used for the benefit of the players and football activity.
- Financial records must be clear, accurate, and available for audit.
- Payments must be made in a timely and transparent manner.

Misuse of club funds, delayed payments or opaque transactions are treated seriously due to safeguarding and governance responsibilities.

10. Club Property

All equipment purchased **by the Club** belongs to the Club.

Sponsored or donated equipment is considered **club property** unless a written agreement states otherwise.

Custodians may be appointed to hold property on behalf of the Club.

TEAMS & FOOTBALL OPERATIONS

11. Club Teams

Head Coach Jez Parkes manages the team's football operations, including:

- Selection
- Playing time decisions
- Player development
- Behaviour standards

All decisions are made in line with FA safeguarding principles and with fairness across the squad.

12. Matchday Rules

- All players receive fair opportunities over the course of the season.
- Playing time per match is at the coach's discretion, influenced by effort, attitude, fitness, development needs, and welfare.
- The coach's judgement must be respected.
- Parents must not question decisions during matches or training.

SAFEGUARDING

13. Safeguarding Commitment

The Club adopts:

- FA Safeguarding Children Policy
- FA Equality Policy
- FA Codes of Conduct
- FA Safeguarding Operating Standards

All concerns are handled in line with FA procedures.

The Club's designated safeguarding lead is:

Vanessa Parkes – Welfare Officer

safeguardingworcesterknights@outlook.com

The Club maintains:

- Incident reporting logs
- Consent forms
- Photography & filming permissions
- Verbal and written communication records

14. DBS & Training Compliance

All coaches and welfare staff must hold:

- Valid Enhanced DBS
- FA Safeguarding Children certification
- FA Safeguarding for Committee Members (where relevant)

This is updated and recorded on the Club website.

CONDUCT & EXPECTATIONS

15. Codes of Conduct

All players, parents and coaches must comply with:

- FA Respect Code of Conduct
 - Club Behaviour Expectations
 - League Codes (where relevant)
- Breaches may result in suspension or removal.

16. Zero Tolerance of Abuse

Abusive, intimidating or retaliatory behaviour toward:

- children
 - parents
 - officials
 - volunteers
- will result in immediate safeguarding action.

This includes vexatious complaints, malicious allegations, and attempts to intimidate club officials.

COMPLAINTS & DISPUTES

17. Complaints

Complaints must be raised via:

safeguardingworcesterknights@outlook.com

The Club will:

1. Acknowledge receipt
2. Assess whether it is football-related, safeguarding-related, or conduct-related
3. Escalate to Worcestershire FA if required
4. Record all actions
5. Respond professionally and transparently

The Club will not engage in:

- Retaliatory disputes
- Harassing or repeated correspondence
- Attempts to bypass safeguarding processes

Frivolous or malicious complaints may lead to action under Rule 6.

AFFILIATION & FA COMPLIANCE

18. Adoption of FA Policies

The Club formally adopts:

- FA Football Leadership Diversity Code
- FA Safeguarding Children Policy
- FA Safeguarding for U18s in Adult Teams
- FA Equality Policy
- FA Grassroots Code
- FA Club Rules (as incorporated here)

These standards guide all club decision-making and are available in full on our website.

DISSOLUTION

19. Club Closure

If the Club closes, all remaining funds and property must be transferred to:

- Another grassroots club,
 - The League,
 - Worcestershire FA,
 - or The FA
- for grassroots football purposes.