

CHISLEHURST GLEBE FC CLUB RULES 2025/26

1. Status of These Rules

These by-laws form the official rules of Chislehurst Glebe Football Club ("the Club") and apply to all officials, volunteers, players, parents and guardians involved with the Club.

2. Alteration of Rules

These by-laws may only be amended at the Club's Annual General Meeting (AGM) or, in exceptional circumstances, at an Extraordinary General Meeting (EGM) convened specifically for that purpose.

3. Club Officers

3.1 Appointment of Officers

- Club Officers shall be elected at the AGM.
- Applications for officer positions must be submitted in writing to the Club Secretary at least seven (7) days prior to the AGM.
- Only Club members may hold officer positions unless otherwise agreed by the Executive Committee (for example, where specialist skills are required or where no suitable volunteer is available from within the Club).

3.2 Roles and Responsibilities

- All officer roles and responsibilities shall be agreed by the Executive Committee and documented and circulated annually.
- Details of vacancies, together with role descriptions, will be communicated to parents/guardians of members in advance of the AGM or at appropriate intervals during the season as vacancies arise.
- Additional officers may be nominated and elected as required.

4. Committees

4.1 Structure

The Club shall be governed by two central committees:

- The Executive Committee
- The General Management Committee

4.2 Decision Making

- Committee decisions shall be made by a simple majority vote of those present.
- Each individual is entitled to one vote.
- In the event of a tied vote, the Chairman shall have the casting vote.

4.3 Executive Committee – Terms of Reference

The responsibilities of the Executive Committee include, but are not limited to:

- Club strategy and long-term direction
- Financial management and administration
- Funding and grant applications
- Oversight and updates relating to the 3G facility
- Recruitment and evaluation of coaches and managers
- Discipline and responsibility for Club complaints procedures

The Executive Committee may also act as a Disciplinary Committee or form specialist sub-committees as required.

4.4 Extraordinary Meetings

Requests for an extraordinary meeting of either committee, to be held within 7 days, may be made by any Club Officer to the Chairman or Secretary where special issues or circumstances arise.

5. Accredited Football Club and Codes of Conduct

The Club operates in accordance with FA standards and Codes of Conduct, as detailed in Appendix I. These apply to all officials, coaches, players, parents and spectators.

All individuals associated with the Club are expected to adhere to these Codes of Conduct at all times.

Breaches of the Codes of Conduct may result in disciplinary action, including suspension or expulsion from the Club, as determined by the appropriate committee.

6. Finance

- All Club accounts shall be operated in the name of Chislehurst Glebe Football Club.
- Financial records shall be maintained by the Treasurer and prepared with the support of an external accountant.
- Accounting records must be retained for a minimum of ten (10) years.
- Official receipts for all monies received shall be signed by the Treasurer or a nominated officer.
- The Club shall operate in line with FA guidance on financial transparency and accountability.

7. Child Welfare and Safeguarding

The Club is fully committed to safeguarding and promoting the welfare of children and young people and adopts and implements The FA Safeguarding Children Policy and Procedures.

- Every child or young person has the right to participate in football in a safe, positive and enjoyable environment.
- All Club officials, coaches, volunteers and helpers have a responsibility to safeguard children and young people.
- The Club follows FA safeguarding policies and procedures as set out in the FA Safeguarding Children Policy and Handbook.
- The Club Child Welfare Officer (CWO) is the first point of contact for all safeguarding concerns.
- All volunteers and officials will be appropriately screened, including DBS checks where required, prior to taking up their role.
- Any individual found to be in breach of FA safeguarding rules may be subject to disciplinary action under these by-laws and, where appropriate, referral to statutory authorities.

8. Equality, Inclusion and Anti-Discrimination

The Club is committed to ensuring equality of opportunity and inclusion for all members and participants.

Discrimination will not be tolerated on the grounds of age, sex, gender reassignment, sexual orientation, marital or civil partnership status, pregnancy or maternity, race, nationality, ethnic origin, colour, religion or belief, or disability, in line with FA Equality Policy.

9. Teams

- The structure and number of teams shall be determined each season by the Club's management committees, in line with FA guidelines
- Applications for new teams to join the Club must be approved by the Management Committee or at the AGM.
- All officers must be screened and approved by the Management Committee prior to appointment.

10. Insurance and Indemnity

- The Club shall maintain appropriate public liability insurance and any other insurance required by The FA, County FA or affiliated leagues.
- Evidence of insurance shall be made available to members upon request.

11. Misconduct

Misconduct is defined as any action that breaches Club rules or Codes of Conduct, or which brings the Club into disrepute.

Any official, player, parent or supporter found guilty of misconduct may be subject to

suspension or expulsion, as determined by the Disciplinary Committee. All sanctions shall be recorded and monitored by the Executive Committee.

12. Disciplinary Committees

12.1 General

Where a breach of Club rules or Codes of Conduct is alleged, the individual concerned may be required to attend a Disciplinary Committee hearing.

12.2 Player Disciplinary Committees

- Ad-hoc committees comprising at least three members of the General Management Committee, one of whom must be an Executive Committee member.
- The player's manager must attend.
- A parent or guardian must attend on behalf of the player.

12.3 Official Disciplinary Committees

- Comprised of three members of the Executive Committee.
- Officials may appoint one representative to attend on their behalf.

12.4 Timescales and Appeals

- Disciplinary Committees must be convened within twenty-eight (28) days of notification of the incident.
- Decisions may be deferred to allow additional evidence to be heard, but no later than twenty-eight (28) days from the initial meeting.
- All members have the right of appeal. Appeals must be submitted in writing to the Chairman or Secretary within seven (7) days of the decision being announced.

13. Reporting Procedures

Any alleged breach of Club rules, Codes of Conduct or policies should be reported as follows:

- Incidents should be reported to the Chairman, Secretary or an Executive Committee member.
- Reports should include full details of the incident, including dates, locations, witness statements and relevant names.
- Safeguarding concerns must be reported immediately to the Club Child Welfare Officer.

The relevant committee may:

- Issue warnings regarding future conduct
- Suspend membership
- Expel individuals from the Club

Any individual expelled due to serious misconduct must:

- Pay all outstanding monies owed to the Club
- Return all Club kit and equipment

The Club will not release a player to another club until all outstanding matters are resolved. Unresolved cases may be reported to relevant leagues and the London FA.

14. Complaints Procedure

- Verbal complaints should, where possible, be resolved informally at local level.
- Complaints that cannot be resolved informally must be submitted in writing to an appropriate Executive Committee member.
- Written complaints will normally be acknowledged within forty-eight (48) hours.
- A written response will normally be provided within twenty (20) days of acknowledgement, unless otherwise agreed.
- Where delays occur, interim updates will be provided.

Complaints may be escalated to a Disciplinary Committee where appropriate.

15. Social Activities

The Club organises social and fundraising activities to support its financial sustainability and community engagement.

Parents and members may be asked to assist with the planning and delivery of such activities. By joining the Club, parents accept a responsibility to support Club activities where reasonably possible.

16. Data Protection and Confidentiality

- The Club shall comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Personal data relating to players, parents, volunteers and officials shall be processed lawfully, fairly and securely.
- Data shall only be used for legitimate Club purposes and shared with The FA, County FA or leagues where required.
- All Club officials must respect confidentiality and data protection obligations.

17. Health and Safety

- The Club recognises its duty of care to provide a safe environment for all participants.
- Risk assessments shall be undertaken where appropriate for facilities, activities and events.
- All accidents and incidents must be reported to the appropriate Club official.

18. Dissolution of the Club

In the event of the dissolution of the Club, any remaining assets, after the satisfaction of all

debts and liabilities, shall be transferred to another FA-affiliated football club or to the County FA, as determined at a General Meeting, and shall not be distributed among members.

16. Key Roles and Responsibilities

Chairman

- Acts as the head of the Club.
- Makes urgent decisions affecting the Club, in conjunction with an Executive Committee member.
- Keeps the Committee informed of significant developments.

Secretary

Responsibilities include:

- Liaison with the County FA and affiliated leagues
- Maintaining registers of officials and players
- Managing Club correspondence and records
- Issuing minutes and notices
- Notifying leagues and County FA of personnel changes
- Sharing major decisions and disciplinary matters
- Pitch bookings and venue notifications
- Kit and equipment coordination
- Referee and results notifications

Treasurer

- Responsible for all income and expenditure
- Maintains accurate financial records
- Presents financial updates at Committee meetings
- Produces annual accounts at the end of the season

Registrations Secretary

- Responsible for the registration of all players and officials

Child Welfare Officer

- Acts as the main point of contact for safeguarding concerns
- Manages DBS checks
- Implements FA safeguarding policies
- Educates Club personnel on their duty of care
- Reports safeguarding issues to the County FA where required

Junior, Youth and Girls Sections

- Oversees all activities within section
- Attends league meetings or sends representative
- Acts as the Club's main contact for section matters

Fixtures Secretary

(This role may be divided by league, age group or format of football)

Purpose of the Role:

To ensure the effective organisation, communication and administration of fixtures in line with league and FA requirements.

Key Responsibilities:

- Arrange and confirm pitch bookings in conjunction with the Club Secretary and relevant facility providers
- Coordinate fixtures with leagues and opposition clubs
- Notify Club managers and opposition of match venues, dates and kick-off times
- Appoint and notify referees where required
- Submit match results to leagues within required deadlines
- Maintain accurate fixture records and respond promptly to fixture changes or postponements
- Ensure compliance with league and FA regulations relating to fixtures

Club Founder

Purpose of the Role:

To act as a guardian of the Club's values, history and long-term vision, sits on the Executive Committee with experience, continuity and strategic guidance.

Key Responsibilities:

- Uphold and promote the founding principles, culture and ethos of the Club
- Provide advice and guidance to the Executive Committee and senior officers when requested
- Act as an ambassador for the Club within the local community, FA and wider football network
- Support long-term strategic planning and sustainability of the Club
- Lead and assist, where appropriate, with major initiatives such as facility development, funding, partnerships and legacy projects
- Offer historical context to support sound decision-making

