Enfield Town Youth FC

Club rules Policy.
Season 2025/26

DEFINITIONS –
"The Club" – Enfield Town FC (ETFC) and/or Enfield Town Youth FC (ETYFC)
"The Board" – Chairperson, Vice-Chairperson and The Secretary.
"The Management Committee" – All managers currently running a team.

POWERS OF THE BOARD
The property and/or assets of the club shall be vested in The Board. The Board shall have the power to enforce the rules of the club and shall suspend or expel any member deemed guilty of conduct prejudicial to the good name of the club. The Board will have the power to fill any vacancies arising in its membership between AGMs. The Board shall have the jurisdiction over any matter not provided for in the rules.

THE MANAGEMENT COMMITTEE AND DISCIPLINARY PANEL
The committee shall be formed by all current youth team managers and is a democratic body with each member entitled to one vote (regardless of the number of positions held by an individual). A majority is required for any decision to be carried and in the event of a tied vote the Chairperson will have the casting vote. If the Chair is absent then the Vice-Chair will have the casting vote. If neither are present then a nominee will be elected on the day to act as Chair
A quorum is deemed to be any 10 members of the management committee.
The committee shall be responsible for voting on decisions that will impact on the whole youth section where the Chairperson has asked for a vote to be cast.
The Chairperson may ask members of the committee to form a disciplinary panel as required and make impartial, informed decisions following matters brought to the attention of the board by one of the clubs' members. Their decision will be final with no right of appeal.

DEFINITION OF MEMEBERSHIP TO ENFIELD TOWN YOUTH FC
A member is "a fully paid up player, or a player that has made arrangements for payment of monies due to the club. Also, an individual who is not a player but represents the club in an official capacity having been duly elected at the AGM or by The Board"

PERSONAL DETAILS AND REPONSIBILITIES

Players are responsible for ensuring the club holds the correct personal details for them. Changes to details should be submitted to their team manager. All team managers should provide the Secretary with a list of players and their details and update any changes as soon as notified. Please see the policy document for how the club will protect your data.

All players, officials, supporters or anyone attending matches with one of the members are expected to behave in a way that does not bring the Club into disrepute. It should be noted that such actions could lead to a 'whole Club' Suspension by the Football Authorities. Any person found to be breaching the above rule will be dealt with by The Board or Disciplinary Committee. Punishments could include expulsion form the club. In the case of a parent being in breach of this rule their son/daughter may be asked to leave the club.

ANNUAL GENERAL MEETING (AGM)

There is an expectation that all members or a representative for them will attend the AGM. A meeting will be deemed official when there are 10 or more participants. Any nominations for office must be sent to the secretary at least 5 days before the meeting with a proposer and seconder named

FINANCE.

The rates for annual subscription will be advised by your team manager. These vary dependent upon age, number of training sessions per week and all costs to run the team for the year. A home kit is provided in this fee along with all equipment to train and play.

All subscriptions are payable upon registration in a separate link. Should it not be possible to pay in full then you must speak with you team manager and gain agreement from the board to schedule payments.

All subs must be fully paid by the end of September 2025.

Failure to comply with this rule will make the player ineligible for selection or training and the player will not be deemed a member of the club until paid.

Exceptionally, where a member is having difficulty raising the fees, a different arrangement can be made. These will be on a case by case basis and will need to be approved by The Board.

All payments should be made directly to the clubs' bank account and not paid in cash. Should this not be possible please advise your manager who will consult with the board to find an alternative payment method.

KIT AND EQUIPMENT.

All kit items bearing the Enfield Town Badge and any equipment provided, remain the property of the club. These items will need to be returned should the player or manager decide to leave or be asked to leave. Failure to return these items will result in further action, as deemed fair by the committee, to recover any costs incurred in its replacement. Any intentional damage to equipment provided will be chargeable for replacement.

SPONSORSHIP.

Any sponsorship monies raised by a team or individual, on behalf of a team, will entitle that team to the whole amount donated by the sponsor. This money is to be used only on football related equipment, kit or activities. These funds must be paid into the club account where a separate tally will be kept for the team concerned. No funds are to be used to purchase items directly, without approval from the Board and no cash is to be collected or held by any team. Any parent paying monies into a personal account do so at their own risk.

INSURANCE

The club is legally required to purchase insurance cover for all its members. It should be noted that if players require more substantial insurance it is their responsibility to purchase it, this is strongly advised. Copies of our policy are held by the Secretary and can be made available if required.

GRIEVANCE PROCEDURE

If any player/member of the Committee feels they are treated unfairly or has a complaint to make about any Club official/member, they should in the first instance, contact the Chair, Vice Chair or Secretary. If they feel the issue is still unresolved they are entitled to take their case to the Management Committee. They will need to provide the Secretary with written details of their complaint at least one week prior to the next Management Committee meeting to enable copies to be distributed to all interested parties. If they wish they may attend this meeting. If it is found that the person against whom the grievance is made is acting in a way that is counter to club policy, sanctions might include being asked to leave the club.

POLICIES.

ETYFC EQUALITY POLICY.

ETYFC's commitment is to eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, age, ethnic origin, colour, religion or belief, ability or disability. ETYFC is also committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community.

ETYFC, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, gender re-assignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. ETYFC will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, it's activities. ETYFC will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. ETYFC will work to ensure that such behaviour is met with appropriate action in whatever context it occurs

ETYFC is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010 as amended from time to time. ETYFC commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

DATA PROTECTION POLICY.

ETYFC holds and processes information about participants, volunteers and other data subjects for a variety of legislative and administrative purposes. When handling such data, ETYFC will comply with the eight data protection principles which are that personal data shall:

1. Be obtained and processed fairly and lawfully and shall not be processed in any manner incompatible with those purposes
2. Be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with those purposes
3. Be adequate, relevant and not excessive for those purposes
4. Be accurate and where necessary kept up to date
5. Not be kept for longer than is necessary for those purposes
6. Be processed in accordance with the data subject's rights under The Act
7. Be kept safe from unauthorised access, accidental loss or destruction.
8. Not be transferred to a country outside the EEA unless that country has equivalent levels of protection for personal data.

Individuals have the right of access to information about them. Personal data will be made available to the data subject provided the data subject satisfies the request requirements of the Act. ETYFC will make a charge of £10 for each Subject Data Access Request.

ETYFC will not make data available to third parties for commercial or marketing purposes. However ETYFC may share with organizations that have a legal requirement to access such data in order to fulfil their statutory requirements or public functions. In such circumstances, the external organization requesting access to personal or sensitive personal data will have to justify their request in writing.

Responsibilities

All volunteers who handle or have access to personal data have a general responsibility for making themselves aware of the requirements of the Act and the responsibilities it places on them individually in the handling of personal data.

Rights

1. All staff and volunteers shall ensure that personal data is never disclosed verbally or in writing to a third party without the permission of the data subject or without legal grounds as defined in The Act
2. All volunteers shall endeavour to ensure that they only process data in line with the Club's legal obligations and administrative needs and that they comply with the eight data protection principles in The Act

SAFEGUARDING POLICY.

Every child or young person, defined as any person under the age of 18 and vulnerable adult who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

ETYFC recognises its responsibility to safeguard the welfare of all young people and vulnerable adults by protecting them from physical, sexual or emotional harm and from neglect or bullying. ETYFC is therefore committed to working to provide a safe environment for all young people and vulnerable adults to participate in the sport to the best of their abilities for as long as they choose to do so.

Key Principles:

1. The child's or vulnerable adult's welfare is, and must always be, the paramount consideration

2.All young people and vulnerable adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation

3. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

4. Working in partnership with other organisations, children and vulnerable adults and their parents and carers is essential.

ETYFC is committed to working in partnership with the Police, Social Services Departments, and local Safeguarding Children's Boards (LSCB) Committees (ACPC) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all young people and vulnerable adults.

HEALTH AND SAFETY POLICY.

ETYFC is committed to excellence in all aspects of our business. This includes ensuring the health, safety and welfare of our volunteers. We also fully accept our responsibility for other persons who may be affected by our activities.

We will take steps to ensure that our statutory duties are met at all times. We regard legislation and this policy as minimum standards, which should be improved upon wherever it is reasonably practicable to do so. We will continuously strive for improvement in our safety performance and standards.

We consider Health and Safety to be intrinsic to the successful management of the business. We recognise that accidents cause injury and suffering to people and resource loss to the club. Most accidents are preventable, and we will do our best to prevent them from occurring.

We will provide and ensure a safe and healthy working environment with appropriate information, instruction and supervision.

We believe that safe management is good management. Safety will be monitored alongside other management performance criteria. This will include regular inspections by the Health and Safety Officer. The information generated will be used as part of the continuous improvement process and will help formulate action plans for the following year.

The successful implementation of this policy requires total commitment from everyone at the club. The Club and every one of its staff have a legal obligation to take reasonable care for his or her own health and safety and for the safety of others who may be affected by his or her acts or omissions.

In adopting this policy, ETYFC commits to the provision of the requisite resources, priorities and training to fulfil its obligations.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be formally reviewed on an annual basis and revised in the light of legislation, experience and organisational changes and informally updated to accommodate any identified improvements. Any revision or additions will be brought to the notice of those who are affected by it.

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CODE OF CONDUCT AND PARENTS RESPONSIBILITIES 22/23

- Ensure subs are paid on time when being paid in instalments.
- Respect the mangers and referees decisions at matches.
- No swearing or shouting abuse at matches.
- To stay behind the respect barrier at matches.
- Get your child to and from matches/training on time.
- Where possible to help the managers set up on match days.
- Respect Coaches, Managers and Committee members decision making, assisting wherever possible.

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CODE OF CONDUCT AND PLAYERS RESPONSIBILITIES 22/23

It is important that everyone behaves themselves when playing football.
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 do my best, even if we are losing or the other team is stronger.
- Play fairly – I won't cheat, complain or waste time.
- Never be rude to my team-mates, the other team, the referee, spectators or my coach/team manager.
- Do what the referee tells me.
- Shake hands with the other team and referee at the end of the game.
- Listen to my coach/manager and respect what he/she says.
- Talk to someone I trust, for example my parents or the club Welfare Officer if I am unhappy about anything at my club.

I understand that if I do not follow the code, action may be taken.
TheFA.com/Respect