



SANDBACH UNITED FOOTBALL CLUB – CHARITABLE INCORPORATED ORGANISATION

RULES & REGULATIONS

2024

SUFC CIO will be governed by the CIO Associated Model Constitution which can be found at www.sandbachunitedfc.co.uk. This “Rules and Regulations” document complements the governing document and provides details of the specific rules and regulations in relation to the operation of the Club, the facility and its members.

1. NAME

- 1.1 The Name of the Club shall be Sandbach United Football Club a Charitable Incorporated Organisation (CIO) and encompass the facilities known as the Sandbach Community Football Centre located at Hind Heath Road, Sandbach CW11 3LZ.

2. PURPOSE

- 2.1 To adhere to the specific objects as detailed within the CIO Associated Model Constitution, which can be found on our website.
- 2.2 **The SUFC Charitable Objects** are: *For the public benefit, the advancement of amateur sport, namely all aspects of football to promote physical and mental health and wellbeing by involving exertion, mental skill and social interaction in the town of Sandbach and surrounding neighbourhoods to all members of the community regardless of their age, gender, race, religion, ability and any other characteristics by the provision of a sports venue and facility and associated activities.*
- 2.3 **SUFC Vision – “To be One Club United Together by engaging with people, connecting to our community and taking pride in our achievements”**

We will do this by:

Engaging and providing opportunities and enjoyment for all

Connecting and bringing people together

Achieving and Celebrating Success

- 2.4 Our Aim is to provide facilities for and promote participation in Football for All in the local community. Ultimately the Club aims to have teams competing at regional, county and local levels. At junior and youth level the Club’s ethos is to place equal importance on the

development of the individual player as it does on the outcome of competitive matches - this will see our players develop to be independent and knowledgeable about the game and well placed to achieve their own potential and play a part in the Clubs success as they develop into adult football.

3. AFFILIATIONS

- 3.1 The club shall be affiliated to the Cheshire County Football Association whose rules, regulations and standing orders shall be observed at all times.
- 3.2 Leagues in which the Club will participate will be advised annually at the AGM, whose rules, regulations and standing orders shall be observed at all times.

4. MANAGEMENT COMMITTEE

- 4.1 Overall Strategic Management of the Club will be the responsibility of the CIO Trustees namely, the Chairman, the Treasurer, the CIO Secretary, the Club Secretary, the Head of Football, the Business Manager, the Club Welfare Officer, the Disability & Inclusion Officer and the 2 Project Managers. Trustees will be appointed as per the CIO Governing Document.
- 4.2 Other key roles such as the Girls Football Rep; First Team Rep; Coaching Rep; Parent Rep; Young Persons Rep and any other representatives as determined by the Trustees who will be required to represent a specific remit within the club, will be invited to be part of the Management Committee as determined by the Chairman as and when relevant and required.
- 4.3 There will be five sub-committees which shall be the Football Development Sub Committee, the Facilities Sub Committee, the Projects Sub Committee, the CIO Sub Committee and the Finance Sub Committee which will be led by the relevant Executive Committee member.
- 4.4 The Management Committee will set the strategy for the club and the Sub Committees and may at times ask individual Executive members to form a working party when required to work on specific tasks where recommendations must be approved by the Management Committee before application.
- 4.5 The Management Committee shall meet once a month where a quorum shall consist of at least 4 members of the Committee.
- 4.6 All members of the Executive Committee shall hold ordinary membership of the Club and shall agree to uphold the rules of the Club.
- 4.7 All Management Committee Meetings will have minutes recorded, which will be approved, at the next meeting by the Executive Committee members, as being a true and accurate record. All minutes shall be gathered and filed by the CIO Secretary.
- 4.8 On the Management Committee; in the absence of the Chairman at a review meeting, the Treasurer, then the CIO Secretary shall take the chair.
- 4.9 At any meeting, each member of the Management Committee shall cast one vote per proposal or amendment thereof, with no abstentions permissible. In the event of equal votes, the Club

Chairman should have a second and deciding vote. All voting shall be via a show of hands unless the Chair or two members of the Committee request a secret ballot.

- 4.10 The Management Committee can appoint a working party for any projects that are incorporated into the Club Strategy and Development Plan. The members of these working parties must be Club members or advisors that have been approved by the Management Committee.
- 4.11 All working party meetings must record clear actions and issues and these should be available on request to the Management Committee at all times.
- 4.10 Appointment to the Management Committee and key roles shall be for a fixed term, of 3 years. Re-elections will be staggered over 3 years, to avoid the need to re-elect entire Committees at once. All Management Committee appointments and key roles shall be reviewed as follows

| Executive Committee Member | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 |
|-----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Chairman | | X | | | X | | |
| Treasurer | | X | | | X | | |
| Club Welfare Officer | | X | | | X | | |
| Diversity and Inclusion Officer | | X | | | X | | |
| Disciplinary Officer | | X | | | X | | |
| CIO Secretary | X | | | X | | | X |
| Project Manager (1) | X | | | X | | | X |
| Project Manager (2) | X | | | X | | | X |
| Head of Football | | | X | | | X | |
| Business Manager | | | X | | | X | |
| Club Secretary | | | X | | | X | |

- 4.11 If a vacancy for any position arises at any time, the Management Committee shall fill the position at its discretion for a maximum of 3 years or for the remaining term of the position held (whichever is the smaller), via a selection committee comprising of Chairman and two other elected members of the committee.
- 4.12 The Committee may employ any full or part-time staff and enter into on behalf of Sandbach United FC CIO any leases, contracts, supply of goods or service agreements it deems necessary to run the Club or Sandbach Community Football Centre. All staff are to be paid by bank transfer, agreed in advance by the Treasurer.

5. MEMBERSHIP & SUBSCRIPTIONS

- 5.1 The annual membership charge is non-refundable. Membership of the Club is valid for the period from 1st July until 30th June. Membership of the club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 5.2 The club may have different classes of membership on a non-discriminatory and fair basis. The club will endeavour to keep membership at levels that will not pose a significant obstacle to people participating.
- 5.3 The scale of Membership fees shall be reviewed annually by the Committee and communicated at the Club A.G.M. At the same time Membership fee details will be displayed on the Club website. The scale of charges will account for the number of players in a family, whether training facilities are provided and whether a person is playing or non-playing. Any player that has not paid any due fees, has not setup and agreed a payment plan or has defaulted on agreed payments can be suspended from training and playing at the discretion of the committee until any arrears have been cleared.
- 5.4 Membership Fees for 2025/2026 shall be as follows:

| Category | Amount | Detail | To be paid by |
|--------------------------------------|---------------|---------------|--|
| One Member (Full) | £330 | | Payable over 6 months commencing July. If not up to date in September, member cannot play. |
| Each additional family member (Full) | £150 | | As above |
| Train Only | £150 | | |

- 5.4 Membership fees should be paid before the start of the season.
- 5.5 Player League registrations will not be processed until membership payments have been received in full or have a fixe payment plan in place.
- 5.6 Additionally, any outstanding payments, including personal fines, must be paid in full before the Player's League Registration is submitted. Those who have not paid for membership will not be deemed as members and therefore will not be insured and cannot play. Membership is available after this date for those registering after the beginning of the Season.
- 5.7 Membership payments will be pro-rata related to the date of joining. Payments can be made in full or split over five payments, members choice should be clearly marked on the club's membership form at the beginning of each season. Memberships paid by instalments should commence in July and be paid in full by November. If the payment plan is not up to date in September, the member will not be permitted to play.
- 5.8 Other payment requests should be put to the Treasurer via the membership form with contact Treasurer as the nominated option. Acceptance of this payment method is at the discretion of the Treasurer and where necessary, in consultation with the Club Welfare Officer.
- 5.9 The Club Secretary shall accept or reject applications for membership and shall ensure the Club holds a register of membership. The Treasurer/Club Secretary may refuse membership,

or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made by the members in writing to the Club Secretary. The decision of the Club Secretary is final.

- 5.10 Playing members will play according to the age groups of the leagues in which the Club will participate. Where league rules permit, players may play up a maximum of one age group subject to the team manager receiving the approval of the Club Welfare Officer, Head of Football and child's parent(s)
- 5.11 Benefits to members is approved on a case-by-case basis by the Treasurer of the club to cover:
- use of the sporting facilities and equipment along with suitable coaching
 - medical treatment and insurance cover
 - some reasonable costs for travelling
 - some reasonable post-match refreshments
 - sale of refreshments such as food and drink
 - buy goods or services from members
 - employ and pay staff who are also members
- 5.12 Membership shall automatically cease if any Member does not renew their membership by the 1 September start of the season in any year. If for any reason somebody is unable to make a payment by this date, this player or parent of the player if under 18, must contact the Club Treasurer at the earliest opportunity to discuss the matter. The decision of the Treasurer in relation to matters of non-payment is final.
- 5.13 The Disciplinary Committee may take away or suspend ordinary membership from a Member for a breach of Club, Sandbach Community Football Centre and/or nominated league and/or Cheshire County FA (CCFA) rules. The Club Secretary shall notify the member of this action within 14 days whereupon the Member shall have the right of appeal. The full disciplinary, grievance and appeals procedure is laid out in Section 11 of the document.
- 5.14 Family Membership consists of all immediate family as designated on the membership application form and held by the Club Secretary. Family Membership provides voting rights for family members over the age of 18; each family has a maximum of two votes at an AGM or EGM, subject to both family members being present at the AGM or EGM. Proxy votes are accepted if received by the Club Chairman up to 3 days before an AGM or EGM.
- 5.15 All fines incurred by players or parents are to be paid within 30 days of receipt by the player and/or parent. If an appeal is to be lodged against a fine, the Disciplinary Committee will treat each case separately with regard to payment of fine/appeal. Failure to pay fines will result in suspension from playing, leading to possible expulsion if the fine remains unpaid.
- 5.16 Anyone connected with Sandbach United, including but not limited to; Team Managers, nominated Assistants, Coaches, Supporters, Parents or Executive Committee members who have contributed to the overall development of the Club and have done so for more than 10 years is eligible for nomination for Honorary Lifetime Membership entitling the member to free lifetime membership. All honours awarded will be presented at the AGM. Nominations must be made in writing to the Secretary, at least 30 days prior to the AGM, for consideration by the Full Committee.
- 5.17 For those people who regularly commit their time over and above normal expectations over the course of a season, we offer an Honorary Membership. This membership offers full voting rights and access to the club and is offered by the Chairman following a proposal and vote by the full committee.

- 5.18 The Manager of each Team plus one Assistant Manager will only pay the membership fee for their child provided and no subscription given that have fulfilled the following criteria:
- Recruited through the official manager recruitment and induction process (see 6.1)
 - Annual membership fee paid in full
 - Manager: FA Level 1 Introduction to Coaching Football (see 6.2)
 - Assistant: FA Play Maker Course (must be Level 1 in second year)
 - Both Manager & Assistant: Relevant, valid and up-to-date DBS, Emergency aid and Child Safeguarding certificates (see 6.2)
 - No breach of the club constitution during the previous season.
- 5.19 In cases where the team has more than one assistant manager who fulfils all the above criteria, the Team Manager will decide if he/she wants to share the discount among their assistants; provided the Treasurer is informed in writing before August 30th. In every case, if the Manager or Assistant leaves during or at the end of the season, the discount no longer applies. This full discount also applies to the children of staff members.

6. TEAM MANAGEMENT

- 6.1 Team Managers and Assistants Managers will be appointed by the Head of Football, subject to completing the induction and fulfilling the criteria laid down in 6.2 and following a selection panel.
- 6.2 For senior adult open aged teams, the selection panel must advertise a vacancy for 30 days and then hold interviews with interested parties. A written record of these interviews must be made, and all parties informed of the outcome in writing. The criteria for the interviews will be noted in the job description for the role applied for.
- 6.3 All Team Managers and assistants will be reviewed every year. The Head of Football can ask any Manager or assistant to stand down, subject to Executive Committee approval on a case-by-case basis.
- 6.4 Team Managers and Assistant Team Managers must notify the Secretary in writing if they are relinquishing their position for the following season.
- 6.5 All Team Managers and Assistants (after one year) must hold a minimum Level 1 certificate or equivalent, plus a current disclosure and barring service (DBS) registration number, Emergency Aid certificate and Child Safeguarding certificate. DBS and Emergency Aid must be renewed every 3 years. Child Safeguarding certificates must be renewed at least every 2 years. It is the responsibility of the Managers and Assistants to ensure that they hold the relevant, valid and up-to-date Level 1, DBS, Emergency aid and Child Protection certificates. Failure to maintain certification or achieve the standard may result in removal from the position.
- 6.6 The Club will subsidise the costs of attaining a Level 1 certificate for all Team Managers, plus one nominated Assistant or Coach unless otherwise agreed by Head of Football. The Club will reimburse the full cost of any higher coaching certificate over 2 equal instalments for each completed year of coaching following the award of the certificate. Any reimbursement for higher coaching certificates must be agreed by the Head of Football and the Committee prior to the course being undertaken. It will be expected that anyone being funded for a higher coaching qualification will become an FDO and contribute to the development of less experienced coaches. All applications for funds for this purpose must be made in writing to the Head of Football and are subject to approval. However, if the Team Manager, Assistant or

Coach leaves the Club within 2 years the club reserves the right to ask them to repay any training costs incurred by the club.

- 6.7 The Club will reimburse fees for Referees courses for Sandbach United members in the following manner: 50% refund when the qualification is obtained and the remaining 50% will be refunded when the member has refereed one day at the Annual Tournament at no cost to the Club.
- 6.8 The Club Secretary and the Head of Football shall notify all Team Managers and Assistants of the terms of their appointment detailing playing, administrative and various other responsibilities, as agreed by the Executive Committee. This will also apply to coaches at Soccer School.

These responsibilities include:

- Following the appropriate codes of conduct
- Promoting and adhering to the RESPECT campaign.
- Purchase and use of the correct kit through the club web site.
- Completing attendance sheets for training and match day.
- Completing Player Assessments 3 times per season.
- Reporting Welfare issues.
- Upholding the Club's rules and constitution.
- Collection of team memberships and subscriptions.
- Ensuring players who are suspended for non-payment of fines do not play.
- Ensuring players who are not signed on with the respective League do not play
- Ensuring that players can attend least one coaching session per week during the season (or providing an alternative during holidays/half-term).
- Adherence to all club policies.

- 6.9 It is critical that these rules are understood and adhered to. Failure to complete these responsibilities will be investigated by the Head of Football, or relevant FDO in their absence, and if necessary, referred to the Club Disciplinary Committee.

~~6.10 The Club Chairman shall confirm Team Manager appointments at the AGM for the coming season.~~

- 6.11 Team Managers in accepting their appointment agree to abide by the rules, regulations and standing orders of the CCFA and the Leagues in which the team participate, and to hold a current DBS registration, Level 1 certificate, Emergency Aid certificate and Child Safeguarding certificate. All Team Managers and Assistant Managers will be inducted by Head of Football or a FDO and a signed copy of the induction sign off sheet will be held on record.

- 6.12 The Committee may terminate a Team or Assistant Managers appointment with immediate effect for a breach of CCFA, their participating leagues or the Clubs' rules, regulations, codes of conduct and standards or standing orders. The Club Secretary shall notify the Team or Assistant Manager of this action, whereupon the Team or Assistant Manager shall have 7 days to appeal, such an appeal to be made in writing to the Club Secretary, whereupon an appeal meeting will be convened within one month of the written appeal being received or recognised. The appeal panel will consist of at least 3 members of the Full Committee – see Section 11 for disciplinary, grievance and appeals process.

- 6.13 All matches and training must be supervised by a registered team official of the Club. Duplicate attendance registers must be taken at both training and on match days where copies should be retained by the Manager available for inspection at any time.

- 6.14 Unless debarred for any reason relating to conduct, non-payment of fees or any other substantial reason, players shall be entitled to be registered in the following season. Managers of age groups moving from small sided to 11 a side competition are required to register with the nominated league a minimum of 16 players from the previous year's squad and may decline to register more players than shall be necessary.
- 6.15 Any team's wishing to undertake a tour (either in the UK or abroad) must advise the Secretary in writing at least 60 days in advance of the tour and complete the Tour Guidelines Checklist and all necessary returns as required by Cheshire FA and in accordance with the club policy in force and approved by the Executive Committee and displayed on the Club's website. Failure to do this may result in your tour being cancelled, as you will NOT be covered by the Club's insurance.
- 6.16 Any team wishing to enter a Tournament must contact the Secretary prior to attendance to ensure the tournament is affiliated to the FA. Failure to do this may result in your attendance being cancelled as you will NOT be covered by the Club's insurance if you take part in an unaffiliated tournament.
- 6.17 Managers must ensure they only play matches against teams affiliated to the FA. Failure to do so could result in a fine being levied against the Team's Age Group Funds and mean that players are not covered by the Club's insurance policy. If you are in any doubt as to the status of your opposition, contact the Secretary to confirm at least 7 days prior to the fixture.

7. FINANCE

- 7.1 The financial year shall commence on 1st July and end on the 30th June. All surplus income is to be reinvested (sink fund) in the facilities of the Sandbach Community Football Centre. No surplus assets will be distributed to members or third parties.
- 7.2 Suitable bank accounts shall be opened at a suitable institution approved by the Executive Committee in the name of the Club. No other accounts, of any type or description, shall be used to hold any monies related in any manner to Sandbach United Football Club without the explicit permission of the Executive Committee.
- 7.3 The Club Treasurer shall pay all monies received into the Club accounts whilst maintaining a petty cash float of £1000 (One thousand Pounds) maximum covering the main club and facilities accounts.
- 7.4 Any payment of £1000 or above must be signed off by two members of the Executive Committee. All petty cash arrangements must be pre-agreed with the Treasurer and receipt of these sums must be signed for at the time the monies are handed over. The Executive Committee must approve all transfers of funds over £5,000, between club accounts. It is recognised that internet banking is vested with the Treasurer where he has the authority to make suitable transfers and Bacs payments where applicable and practical. Age Group Fund accounts are held centrally by the Treasurer for each age group. All expenditure and income for a team must pass through this account, including tournaments, tours and team fundraising; the Commercial Manager Treasurer must approve all fundraising as notified in Section 12. If a team does not follow this procedure it is considered a breach of Club rules and subject to disciplinary action. The Treasurer will inform the Club Secretary who will invoke the Disciplinary Committee within 21 days as detailed in Section 11.
- 7.5 The balance sheet and income expenditure account shall be made up to the 30th June each year and audited independently. The account and auditors report will be published annually

and presented by the Club Treasurer in the form of a financial report at the AGM. The Treasurer will provide on a monthly basis an overview of key expenditure and copies of the bank balances from both the membership accounts and the facilities.

- 7.6 Committee Members/Team Managers and Assistants may agree an allowance for services rendered or expenses in the correct pursuit of their services and authorised in advance by the Executive Committee.
- 7.7 All subscription and membership charges for playing and non-playing members must be paid in full by the start of the season every year. The scale of charges for the forthcoming season will be set by the Committee, displayed on the Club Website and communicated to all players in advance of the season. Payment in stages is available to anyone experiencing financial hardship who cannot pay the membership and/or subscription in full. Requests should be put in writing to the Treasurer in writing before July 31st before the start of the season.
- 7.7 Open age and veterans match fees will be a fixed amount per match with different fees levied against the starting 11 and substitutes. Match fees will be set annually by the Football Committee and notification of the forthcoming season's fees will be displayed on the Club Website. Match and training fees (if applicable) are to be collected by the Team Manager and he or she is responsible for them. The fees are to be reviewed and amended if costs are exceeding income. Any match-day deficit must be recovered by the end of the season. Teams with end of season deficits may not be registered with their respective leagues until such deficits are cleared in full.
- 7.8 Soccer School weekly fees will be set annually by the Executive Committee and notification of the forthcoming season's charges will be made at the Club AGM and displayed on the Club Website. Soccer School should also keep a weekly attendance register and records of monies collected. All monies should be transferred to the soccer school AGF via the Treasurer.
- 7.9 Aside from Membership fees Players, Managers and spectators are also liable to pay their own personal fines for bookings, dismissals and violation of League and CCFA rules and codes of conduct. Payment of personal fines must be made within 30 days of receipt of notification.. Should there be any default in payment of the membership and subscription fees or personal fines the Treasurer will issue a notice of arrears. If the arrears are not paid within 30 days the Treasurer will inform the Executive Committee. This may result in a player being barred from all club activities until due monies are paid up to date. Team fines will be deducted from Age Group Funds. It is the responsibility of the manager to ensure that Age Group Funds balances remain positive and should fund raise to ensure their Age Group Fund positive balance is maintained. All fund-raising MUST be done in conjunction with and with the full sign off from the Business Manager – See Section 12. Individuals experiencing financial hardship should contact the Club Treasurer; relaxed payment terms for those players and parents in financial difficulties can be implemented. Acceptance of this payment method is at the discretion of the Treasurer. It is not the intention of the Club to exclude any potential members for financial reasons.
- 7.10 It is recognised that the Sandbach Community Football Centre will have to employ paid staff full and part time under the direction of the Trustees. All PAYE staff will have salaries and taxation administered by an independent organisation. Salaries and incentives are based around performance objectives and appraised by the Operations Manager.
- 7.11 HMRC payments are organised by the Treasurer in conjunction with the calculations of the PAYE scheme. Payments are made every quarter.

- 7.12 The Treasurer will be paid administration time and suitable expenses to professionally cover all the accounts covered by the constitution. These costs will be represented in the audited accounts and levels set by the committee.
- 7.13 Insurance: The trustees are empowered to have in place suitable public liability and buildings insurance to cover both the players, spectators and the facilities on Hind Heath Road.

8. GENERAL MEETINGS – SUMMARY *(Full details can be found in the CIO Governing document)*

Annual General Meetings

- 8.1 The AGM of ordinary members shall be held by the end of October each year and the Club Chairman shall preside.
- 8.2 The CIO Secretary shall notify all current ordinary members of the AGM date and agenda giving at least 14 days' notice. Such Notice will be given by an announcement on the club website.
- 8.3 Nominations for election as a member of any Committee shall be made in writing to the Club Secretary by any ordinary member or by recommendation of the Committee and will be subject to a recruitment process. All proposals should include a short profile of the candidate to inform voters of their credentials and must be received 21 days before the AGM, to enable the candidate(s) to be interviewed by a panel of at least 2 Management Committee members. The Management Committee will publish nominations for election at least 14 days before the AGM.
- 8.4 All alterations or amendments of rules may only be made at the AGM or at an Extraordinary General Meeting (EGM) of ordinary members called for that specific purpose. In both cases notice of any proposed alterations must be submitted to the Club Secretary giving at least 14 days before the general meeting. Notice will be given by an announcement on the club website.
- 8.5 Any Member can raise AOB for discussion at the AGM and must do so by raising the issue, in writing, at least 14 days in advance of the date of the AGM to the Club Secretary.

Extraordinary General Meetings

- 8.6 An EGM may be called by the Committee or if at least 50 ordinary members give notice to the CIO Secretary in writing, specifying the purpose of the meeting.
- 8.7 The EGM shall be convened within one calendar month of notification and the CIO Secretary shall notify all current ordinary members of the purpose and arrangement for the EGM on the Club Web Site giving at least 14 days' notice.
- 8.8 Only ordinary Members may attend and vote at an AGM and EGM, each ordinary member may cast one vote per proposal (subject to clause 5.14) or amendment thereof. If an ordinary member is under 16 years old, a parent may vote on behalf of the child. All voting shall be via a show of hands unless a secret ballot is requested by Club Chairman or half of the ordinary members present. These votes can be added to proxy votes received by the Chairman up to 3 days prior to either an EGM or AGM. These votes will be verified by the CIO Secretary.
- 8.9 Should the Committee consider a vote does not fairly represent a true majority of the current ordinary members, they have the power to order a ballot of all current ordinary members of the Club eligible to vote, such ballot to be held within 28 days of the initial vote.

9. CLUB PROPERTY

- 9.1 Any member allocated Club property shall be responsible for its control and safekeeping. Where the Executive Committee believes there is neglect; the member of the Club must pay for loss or damage of such property in full.
- 9.2 No item of Club property shall be used for private use by anyone without prior consent by the Facilities Management team for hire of the Sandbach Community Football Centre.
- 9.3 A separate register will be held for assets owned and controlled, over the value of £1,000, under the management agreement for Sandbach Community Football Centre and maintained by the Operations Manager.

10. GENERAL

- 10.1 The Committee or a recognised official of the Club, shall not be personally liable for any loss or damage to property of ordinary members engaged in the purpose of the Club. The Committee shall affect such insurances as thought necessary to cover any liability, which the club or the Committee may have in law.
- 10.2 Any matters arising not covered by these rules or any interpretation thereof, shall be dealt with by the Executive Committee.

11. DISCIPLINARY AND GRIEVANCE PROCEDURE

- 11.1 If any member has a grievance about an issue relating to the running of the Club or their treatment by it, then they may make a complaint. All complaints/grievances must be made in writing to the Secretary or Chairman and must be dated and signed by the member/members making the complaint/grievance. The Secretary or Chairman, as appropriate, will acknowledge receipt within 7 days. Employed staff at club can follow the grievance and discipline procedure in writing to their line Manager at first instance.
- 11.2 The Disciplinary Committee exists to hear all issues of disciplinary nature or grievances arising between club members and officials independently, recommending outcomes against the Club's constitution. Once a grievance has been raised in writing, the Club Secretary will invite the Independent Chair of the Disciplinary Committee to convene an investigation prior to a hearing. This will be established within 21 days wherever possible. In whichever case, the Independent Chair of the Disciplinary Committee will respond in writing to the parties outlining the process and steps to be taken.
- 11.3 The Independent Chair may appoint an appropriate impartial Committee member to investigate, gathering facts and initial statements from all relevant parties. Where it is possible to resolve the issue during the investigation through conversation/dialogue, this route will be pursued first. If this is not possible, once an initial investigation is completed, the disciplinary committee will convene to hear the issue, take official statements and depositions from relevant parties or witnesses, and make an appropriate decision including any resolution or sanction. The panel will consist of a minimum of 3 members of the Executive Committee (excluding the Chairman), overseen by the Independent Chairman. This process should be concluded within a month wherever it is possible to do so. If it is not, then all concerned parties

will be notified in writing as to the reasons and when the Disciplinary Committee will sit to hear the issue.

- 11.4 Issues of a disciplinary nature for breaking the Club's rules or the constitution should be reported by detailing the issue in writing to the Club Chair or Secretary who will invite the Independent Chair of the Disciplinary Committee to convene an investigation prior to a hearing. This will be established within 21 days wherever possible. In whichever case, the Independent Chair of the Disciplinary Committee will respond in writing to the parties outlining the process and steps to be taken. The Independent Chair may appoint an appropriate impartial Committee member to conduct an investigation, gathering facts and statements from all relevant parties or sources (e.g. CCTV). Where it is possible to resolve the issue during the investigation through conversation/dialogue, this route will be pursued first. If this is not possible, once an initial investigation is completed, the disciplinary committee will convene to hear the issue, take official statements and depositions from relevant parties or witnesses, and make an appropriate decision including any resolution or sanction. The panel will consist of a minimum of 3 members of the Executive Committee (excluding the Chairman), overseen by The Independent Chairman. This process should be concluded within a month wherever it is possible to do so. If it is not, then all concerned parties will be notified in writing as to the reasons and when the Disciplinary Committee will sit to hear the issue.
- 11.5 Once the panel has met and taken relevant statements from individuals or parties concerned, they will announce their findings in writing to the individuals concerned within 48 hours unless previously notified. Sanctions include but are not limited to fines and expulsion from Club activities. Dates are subject to any League or CCFA hearings taking place.
- 11.6 In any event, those sanctioned by the Disciplinary Panel have the right to appeal. Such an appeal is to be made in writing to the Club Secretary within 14 days of the notification, whereupon an appeal meeting, consisting of three entirely different members of Executive will be convened within one month of the written appeal being received by the Club Secretary. The findings of the Appeals Disciplinary Panel will be taken as final.

12. COMMERCIAL

Fundraising

- 12.1 All fund raising must be notified and agreed in advance by the Business Manager.

Kit and Equipment

- 12.2 All kit and equipment remain the property of the club and cannot be used for any other reason without express permission from the Facilities Committee and the Head of Operations where the Sandbach Community Football Centre is applicable. All purchases of football kit and equipment must be authorised by and made through suppliers recommended by the Committee. No orders for kit or equipment shall be made without the permission of the Committee. No football kit, training gear or equipment, shall be ordered, badged or branded as SUFC unless sanctioned by the Secretary and Chairman Business Manager.

Responsibilities of Officers

- 12.3 As officers of the Club, Team and Assistant Managers are fully responsible and accountable for all their actions performed in the name of Sandbach United and not as age groups or individuals. Team and Assistant Managers first duty is to promote the aims and ideals of the

Club. If, in the opinion of the Committee, a conflict of interest arises, the individual may be asked to account for their actions and that disciplinary action could result.

13. BEHAVIOUR

13.1 All Club officials; Team Management, players and their families are expected to behave in a manner consistent with the good name and reputation of the Club and in accordance with the policies and codes of conduct issued by the Club, CCFA and the Leagues in which we participate.

13.2 Anyone who brings the name of the Club into disrepute by their conduct may be expelled from the Club or requested to attend an internal Disciplinary meeting. In the event of a written statement being received by the Secretary from a Manager, Assistant Manager, Committee member, FA or League official detailing serious misconduct or contravention of Club, CCFA and League policies, codes of conduct or local rules and laws in place at the time, the Club will convene the Disciplinary Committee within one month to investigate the issues and facts (See Section 11).

13.3 All members must abide by the Club rules when using the facility. It is considered breaking such rules and therefore a matter for the Disciplinary Committee, if any person:

- Attempts to access any part of the Hind Heath Road facility (including the 3G) outside the normal advertised opening hours.
- Attempts to use the 3G (other than for their team's training session) for any purpose without permission from the facility staff/member of the Committee without paying for their time
- Abuses, either physically or verbally, the staff at the Facility.
- Wears inappropriate footwear on the 3G.
- Takes any food, other than soft drinks or unapproved equipment on the 3G
- Drinks alcohol outside the designated areas
- Smokes on site outside the designated areas
- Breaks any licencing law on the premises
- Wilfully damages or attempts to remove any club property from the Hind Heath Road facility.
- Plays for SUFC wearing anything other than approved kit purchased through the Club
- When wearing Club kit, members should be aware that they are representing the Club and act accordingly.
- Breaks any of the constitution, rules, policies and/or codes of conduct of SUFC
- Failure to report any of the above issues or transgression of club rule
- Non-adherence to SUFC social media Policy
- Does not respect the disabled parking spaces

13.4 If such transgressions come to light or are reported in writing, the Club will where necessary appropriate and proportionate convene the Disciplinary Committee within 21 days to investigate the issues and facts arising as per Section 11. This could result in suspension of membership or expulsion from the club. The disciplinary committee will make the final decision regarding any such issues.

14. DISSOLUTION (Please see the CIO Governing Document for further information)

14.1 Upon Dissolution of Sandbach United Football Club, the amount that remains after such dissolution shall be given or transferred to a registered CASC, charity or the sport's governing body for use by them in related community sports.

14.2 If the Sandbach Community Football centre is wound up, the trustees and members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

15 SANDBACH COMMUNITY FOOTBALL CENTRE (THE FACILITY).

15.1 The facility is managed by SUFC based on a 99-year lease from Cheshire East Council (CEC) and was funded from CEC, the Football Foundation, the FA All Sport grant, and Sandbach United F.C. The resultant high level of funding from the two main parties CEC and the Football Foundation is conditional SUFC agreeing to certain stipulations that must be adhered to. CEC requires SUFC to manage, meet all required financial demands for the sustainability of the complex, and run the facility in a manner that does not contradict CEC corporate aims.

15.2 The Football Foundation requires the Club commitment to deliver their Football Development Plan. Failure to deliver any of the aforementioned clauses may result in action against SUFC and the curtailment of the management of the site and potential claw back of part of the capital funding.

15.3 SUFC Facilities Specific Objectives:

- To improve and maintain site facilities
- To improve and maintain 3G
- To improve and maintain grass pitches
- To improve and maintain the First Team Facilities
- The development of the Club site
- To improve and maintain access to the site facilities
- To upskill and support ground staff and volunteers
- To improve the recreational facility offers

We will do this by:

- a) Managing in a sustainable (not for profit) manner, the Community Football Centre for the benefit of the community of Sandbach, Cheshire and its surrounding areas.
- b) Promoting health and wellbeing through active sport and community participation
- c) Providing facilities to community teams and groups regardless of age, gender, ability, religion or personal preference
- d) Being fully inclusive and build social and community networks through site-based activity, where practicable provide free access to the facility to special needs groups and other charitable organisations, while considering the need to remain financially viable and sustainable.

15.4 The Site Manager and the Groundsman are full time paid positions which have no voting rights, unless the person holds another Executive Committee role.

- 15.5 The Facility Management will control the up keep and maintenance of the Community Football Centre which will include fund raising, sponsorship and general day to day running of the complex. A sink fund in order for refurbishment of the premises will be generated from general fund raising within the Club.
- 15.6 The Facility Finance will be set up as a separate cost centre for management accounts and budget control but remains part of the SUFC accounts and will form part of the audited accounts of SUFC.
- 15.7 The Facility Management will be responsible for the selection of services and contracts for the site operations, and the selection of support staff if/when required. The appointment of Staff will require sanction by the Executive Committee.
- 15.8 The placing of any contract greater than £1,000 will require sanction by the Executive Committee. Contracts less than £1,000 will be limited to no more than two between Executive Meetings. Should there be an urgent requirement to place a contract of a higher value or above the set maximum level in a timescale shorter than the Executive Committee meeting schedule, an e-mail ballot approval can be sought in exceptional circumstance.

16. VOLUNTEERS

- 16.1 Volunteers will be DBS checked, if deemed appropriate by the Club Welfare Officer or Charter Standard Manager and must comply with the Club's constitution and policies