



FC Kilmarnock Ladies

Club Rules, Regulations and Codes of Conduct

2016



All Players, Coaches, Volunteers and Parents/Guardians are required to abide by the following rules and regulations of FC Kilmarnock Ladies.

These rules govern:

- (a) The payment by Players for registration, match & training fees
- (b) The attendance and behaviour of Players, Parents/Guardians, Coaches and Club Volunteers at matches & training
- (c) The high standard of conduct expected by everyone connected with the Club
- (d) The Club's published Child Protection Policy.

1. Players' Membership

To become a playing member of the club you must:

- (a) Complete a Club registration form to the satisfaction of the Club Secretary.
- (b) Pay the Club annual registration fee. N/A
- (c) Pay monthly direct debit training fees and associated fees in relation to match games.

2. Club Fees

(a) Registration fee

(i) An annual registration fee is payable by all players. A player shall not be eligible to play for any of the teams within the Club until such time as the registration fee has been paid (unless otherwise agreed by the Management Committee).

(ii) The registration fee for 2016 is **£....0.....** and is payable by **....N/A.....** every year or, if later, the date of admission to the Club.

Payment must be made:

- (i) In full, no later than the end of **...N/A.....** at the start of the season by cheque or direct debit **OR**
- (ii) In 3 instalments of **£....N/A.....** by cheque or direct debit
- (iii) Alternative arrangements may only be agreed with the Treasurer who in turn shall have them ratified by the Management Committee.
- (iv) Cheques should be made payable to FC Kilmarnock Ladies & given to the Team Coach with their registration pack.

(b) Training & Match Fees

(i) Juniors: U13-17

For season 2016, the training & match fee is **£20.00 per month**, payable on the 1st day training of the month. All players are responsible for paying, *without demand*, their training & match fees which they shall pay either by cash, cheque or direct debit.

(ii) Senior Squad

For season 2016, the training & match fee is **£25.00 per month**, payable on the 1st day training of the month. All players are responsible for paying, *without demand*, their training & match fees which they shall pay by direct debit.

Coaches or Admin will provide the Club's bank details for direct debits.

If any part of the training & match fees remain unpaid more than one month after the due date (unless by prior arrangement with the Treasurer) the Management Committee will give immediate consideration to suspending a player from all matches.

3. Players Code of Conduct

(a) Matches

As a player member you should:

1. Always play to the best of your ability and within the spirit and laws of the game.
2. Avoid all forms of gamesmanship and time wasting.
3. Avoid all violent and dangerous play.
4. Never use inappropriate, foul or abusive language whether it is directed at match officials, opposition players, team-mates, coaches, parents, spectators or anyone in particular while you are representing the Club.
5. Always accept the referee's/officials' decisions without any adverse comment and without showing any form of dissent.
6. Treat everyone with respect at all times including: match officials, opposition players, team-mates, coaches, parents, spectators or anyone in particular while you are representing the Club.
7. Always abide by the instructions of your Team Coach provided they do not contradict the spirit of this code.
8. Abide by the team playing policy.
9. Inform your Team Coach as far as possible in advance that you are unavailable for selection for a match.
10. Arrive at match venues no later than 30 minutes before kick-off (unless by prior arrangement with your Team Coach).
11. Be appropriately dressed for a match in the team shirt, shorts and socks provided by the Club.
12. Always wear shin pads. If you do not, your Team Coach is instructed to exclude you from a match.

(b) Training

For training sessions you are expected to:

1. Attend all sessions unless you have advised your Team Coach in advance that you are unable to do so.
2. Turn up appropriately dressed and in good time for the start of a session.
3. Always wear shin pads. If you do not your Coach is instructed to exclude you from any contact sessions during training.
4. Pay attention to the Coach whilst they are giving instructions.
5. Be prepared to learn and to concentrate fully during training.
6. Treat your team-mates, Coaches and Club Volunteers with respect.

Any player who persistently breaches ANY of the rules outlined shall be liable to suspension from matches or exclusion from the Club by the Management

Committee.

4. Coaches Code of Conduct

Team Coaches shall be appointed each season by the Management Committee of FC Kilmarnock Ladies. They are bound by the Club Rules, Club Constitution, Codes of Conduct & Club Policies.

These rules are set out in the documents '**Coaches Code of Conduct**' the '**Constitution**' the '**Child Protection Policy**', the '**Health and Safety Policy**' and '**Ethics Policy**' which are available on request.

5. Parents, Guardians & Supporters Code of Conduct

Parents/spectators have a great influence on a child's enjoyment in football. They also have a huge influence on a child's behaviour and their attitude towards other players, officials and the Team Coaches.

The Club therefore expects parents/spectators to:

1. Be positive role models in terms of language, attitude & sportsmanship. Parents should ALWAYS encourage rather than discourage and this includes opposition teams.
2. Show respect to Match Officials, Coaches, Club Volunteers and the opposition.
3. Respect the Coaches decisions at all times & give the Coaches & players your full support.
4. Never enter the field of play.
5. Never use inappropriate, foul or abusive language or shout at any children, Coaches, Match Officials or the opposition in an aggressive manner.
6. When necessary, be responsible for transporting players to & from training & matches.
7. Fully support and enable your child and the Coach to comply with the Club's Players and Coaches Codes of Conduct.

Team Coaches are instructed to report persistent non-compliance with these rules to the Management Committee who shall have the power to advise parents, guardians and supporters that they are no longer welcome to attend matches and in extreme circumstances to suspend the playing member from matches, or exclude them from the Club.

6. Internal Discipline Procedure

(a) Players

1. The Club fully expects all players to set and maintain a high level of good conduct and behaviour at all times, **BOTH ON AND OFF THE FIELD OF PLAY**. The Club will run its own internal disciplinary procedure, in addition to those set by the National Governing Body.

2. On receipt of notification of any caution or sending off either reported by the Team Coach to the Club Secretary or by the relevant football association, the Management Committee will discuss any caution or sending off at the earliest opportunity, and will decide whether or not to implement the Club's Internal Disciplinary Procedure. They will take into account the referee's report, the version of the events reported by the player, the parent/guardian, Team Coach and also the Coach's desired response regarding a formal appeal.

3. If a Team Coach, player or parent/guardian wish to appeal against a caution or sending off they must notify the Club Secretary within 7 days of the offence taking place. Then, provided the Management Committee support their request, the Club Secretary will lodge an appeal on behalf of the player.

4. The Club's own disciplinary policy is to impose the following sanctions which, at the Management Committees discretion, can be imposed to run concurrently or in addition to any other impositions:

Cautions (Yellow Card) - Foul Play or Dissent

(i) 2nd Caution - 2 match suspension

(ii) 3rd Caution - A further 2 match suspension

(iii) 4th and subsequent cautions - player will be suspended until he and a parent/guardian appears before the Management Committee, who shall decide any further appropriate punishment, which may include terminating the player's membership.

Sending Off (Red Card)

(i) 1st Sending off - 3 match suspension

(ii) 2nd Sending off - A further 5 match suspension or termination of membership depending upon nature of the offence, which would be decided by the Management Committee.

5. The Management Committee will discuss any caution or sending off at the earliest opportunity, and will then decide whether or not to implement the Club's Internal Disciplinary Procedure, taking into account the player's intention regarding formal appeal. The player, their parent/guardian and Team Coach will be asked to offer their version of the events.

(b) Coaches

1. Failure by any Team Coach to respond within 7 days to a request or an instruction of the Management Committee will leave that party liable to automatic suspension by the Club until such time as the instruction or request is complied with or the Committee has met with that party to resolve the issue. The Management Committee reserves the right to suspend any player or Coach who fails to comply with the instructions of the

Committee in so far as they relate to a breach of Club Rules & Regulations, its Constitution, Codes of Conduct or Club Policies.

2. The Management Committee reserves the ultimate sanction of permanently suspending any Team Coach who consistently breaches the Clubs Rules & Regulations, Constitution, Codes of Conduct or Policies.

7. PVG Scheme

Disclosure Scotland is an Executive Agency of the Scottish Government operating on behalf of Scottish Ministers.

Under the Scottish Ladies Football and FC Kilmarnock Ladies Child Protection Regulations, any coach, manager, assistant, referee or anyone undertaking an official role within the Club or with a team, will be required to have undergone a Disclosure Scotland PVG check before the start of the season to enable them to carry on or take up that role. This is in the form of a Disclosure document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers/organisations to make safer recruitment decisions. The applicant then becomes a PVG Scheme member in respect of regulated work with children and vulnerable groups. A copy of their disclosure record is sent to the applicant as well as registered body who countersigned the application.

The Club has appointed **Sean Kerrigan** as the Child Protection Officer and she will arrange for anyone who falls into the above category to be PVG checked.

Further information can be found at <http://www.disclosurescotland.co.uk/>

Without a valid SWF approved PVG check, no-one will be able to continue at the Club in an official capacity.