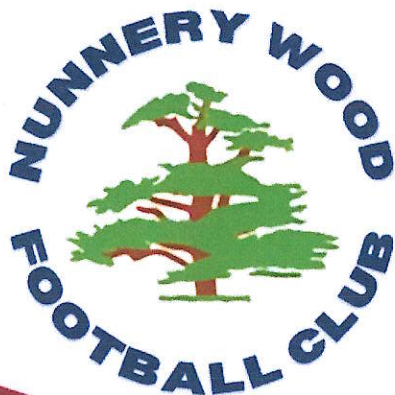




Nunnery Wood Football Club

Constitution

Version 2.0

Adopted: July 2026 | Review Date: July 2027

Adoption of the Constitution

This Constitution was adopted by the members of Nunnery Wood Football Club at the Annual General Meeting held on:

Date: 21st July 2026

and shall remain in force until amended in accordance with the provisions of this Constitution.

By signing below, the undersigned confirm that this Constitution was duly adopted by the members of Nunnery Wood Football Club.

Chairperson

Name: Tom Rimmer

Signature: 

Date: 21st July 2026

Club Secretary

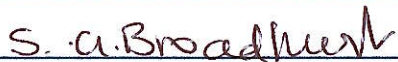
Name: Kerry Ward

Signature: 

Date: 21st July 2026

Treasurer

Name: Sarah Broadhurst

Signature: 

Date: 21st July 2026

Version Control

Version	Date Adopted	Approved By	Notes
1.0	14th June 2014	AGM	Constitution Adopted
2.0	21 th July 2026	AGM	Constitution Adopted

Annual Review

The Executive Committee shall review this Constitution annually to ensure it remains compliant with:

The Football Association Rules and Regulations

Worcestershire County FA requirements

England Football Accredited Club requirements

Current legislation and recognised best practice

Any amendments shall be approved in accordance with Section 7 – Annual General Meetings and Constitutional Amendments.



Affiliated to
Worcestershire County Football
Association



ACCREDITED
PART OF ENGLAND FOOTBALL



Nunnery Wood FC

Club Constitution



SECTION 1 – NAME

1.1 Club Name

The Club shall be known as Nunnery Wood Football Club (hereinafter referred to as "the Club").

The Club shall be affiliated to:

- Worcestershire County Football Association
- The Football Association (The FA)
- Any league or competition approved by the Executive Committee.
- The Club shall operate in accordance with:
 - FA Rules and Regulations
 - Worcestershire County FA Rules
 - League Rules
 - England Football Accreditation requirements.

1.2 Club Colours

The official playing colours of Nunnery Wood Football Club shall be determined by the Executive Committee.

No team shall change its registered colours without Committee approval.

1.3 Club Badge

The official Club badge shall remain the property of Nunnery Wood Football Club.

No person or team may reproduce or alter the Club badge without permission from the Executive Committee.

SECTION 2 – CLUB OBJECTIVES

The objectives of Nunnery Wood Football Club are to:

2.1 Promote participation in Association Football for boys, girls, young people and adults within Worcester and the surrounding communities.

2.2 Provide a safe, welcoming, enjoyable and inclusive environment where every player has the opportunity to develop regardless of ability.

2.3 Deliver football in accordance with the principles of:

- Respect
- Fair Play
- Equality
- Teamwork
- Sportsmanship
- Enjoyment

2.4 Develop players both on and off the pitch by encouraging:

- Confidence
- Discipline
- Leadership



Nunnery Wood FC **Club Constitution**



- Communication
- Personal responsibility

2.5 Support the education and development of coaches, managers and volunteers through ongoing learning and FA qualifications.

2.6 Maintain England Football Accredited Club status and comply with all safeguarding, welfare and governance requirements.

2.7 Provide a clear player pathway through:

- Development Centre
- Mini Soccer
- Youth Football
- Girls Football
- Adult Football (where applicable)

allowing players to progress throughout their football journey.

2.8 Work alongside schools, local authorities, community organisations and Worcestershire FA to increase participation in football.

2.9 Promote football for all regardless of:

- Gender
- Race
- Religion
- Disability
- Sexual orientation
- Age
- Ethnicity
- Socio-economic background

in accordance with the Equality Act 2010 and FA Equality Policy.

2.10 Operate as a not-for-profit community football club where all income is reinvested into improving facilities, coaching, equipment and opportunities for members.

SECTION 3 – CLUB VALUES

Nunnery Wood Football Club believes football should be played in the right way.

Every member of the Club is expected to demonstrate the following values:

1. Respect
2. We treat teammates, opponents, referees, volunteers and spectators with respect at all times.
3. Enjoyment
4. Football should be fun and provide positive experiences for every player.
5. Development
6. We encourage every player to become the best version of themselves, regardless of ability.
7. Inclusion
8. Everyone is welcome at our Club.
9. Teamwork



Nunnery Wood FC **Club Constitution**



10. Success comes through working together both on and off the pitch.
11. Commitment

We ask all players, parents, coaches and volunteers to give their best effort and positively represent the Club.

SECTION 4 – MEMBERSHIP

4.1 Eligibility

Membership of Nunnery Wood Football Club ("the Club") shall be open to all individuals who support the aims and objectives of the Club and agree to abide by this Constitution, The FA Rules and Regulations, Worcestershire County FA Rules, League Rules and the Club's Codes of Conduct.

The Club is committed to providing football opportunities in an inclusive environment and will not unlawfully discriminate on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

in accordance with the Equality Act 2010 and The FA Equality Policy.

4.2 Categories of Membership

The Club shall consist of the following membership categories:

- Executive Committee Members
- Playing Members
- Any player registered with the Club and affiliated to The FA through an approved league.
- Parent or Guardian Members
- The parent or legal guardian of every youth player shall automatically become a member of the Club whilst their child remains registered.
- Parents and guardians are expected to support the Club positively and comply with the Parent and Spectator Code of Conduct.
- Coaches and Managers
- All appointed Team Managers, Coaches and Assistant Coaches.
- Appointment is subject to approval by the Executive Committee.
- All coaching staff must maintain the qualifications required by The FA.
- Volunteers
- Individuals assisting the Club in any voluntary capacity including, but not limited to:
- Team Helpers
- First Aiders
- Match Day Volunteers



Nunnery Wood FC

Club Constitution



- Fundraising Volunteers
- Event Volunteers
- Committee Support Volunteers
- Members elected or appointed to serve on the Executive Committee.

4.3 Membership Acceptance

Membership shall commence upon:

- Completion of the Club registration process;
- Acceptance by the Club;
- Payment (or agreement to pay) the appropriate membership fees; and
- Compliance with the Club's safeguarding and registration requirements.
- The Executive Committee reserves the right to refuse membership where it considers acceptance not to be in the best interests of the Club.
- Reasons may include, but are not limited to:
 - Previous serious misconduct;
 - Failure to comply with FA sanctions;
 - Behaviour likely to bring the Club into disrepute;
 - Safeguarding concerns.

4.4 Membership Fees

Annual membership fees, subscriptions and monthly player contributions shall be determined each year by the Executive Committee and ratified at the Annual General Meeting.

Fees shall contribute towards:

- League affiliation
- FA affiliation
- Pitch hire
- Training facilities
- Equipment
- Coaching resources
- Insurance
- Club administration
- Player development
- The Committee may agree payment plans or financial assistance where appropriate.

4.5 Responsibilities of Members

Every member agrees to:

- Support the aims of the Club.
- Promote respect and sportsmanship.
- Follow all Club Policies.
- Comply with FA Rules.
- Respect referees and match officials.



Nunnery Wood FC **Club Constitution**



- Treat all players equally.
- Promote a safe football environment.
- Support safeguarding procedures.
- Maintain the good reputation of the Club.

4.6 Attendance

Players are expected to:

- Attend training regularly.
- Inform coaches if unavailable.
- Arrive punctually.
- Wear a suitable kit.
- Respect coaches and teammates.
- Repeated unexplained absence may affect squad selection.

4.7 Behaviour

Every member shall:

- Behave respectfully.
- Avoid abusive language.
- Avoid discrimination.
- Avoid bullying.
- Avoid intimidation.
- Promote positive behaviour both in person and online.
- This includes the use of social media.

4.8 Suspension of Membership

The Executive Committee may suspend any member where it believes immediate action is necessary to:

- Protect children or vulnerable adults.
- Protect the reputation of the Club.
- Comply with FA disciplinary action.
- Investigate allegations of misconduct.
- Suspension shall not be regarded as disciplinary action until an investigation has concluded.

4.9 Termination of Membership

Membership may end by:

- Written resignation.
- Failure to pay subscriptions after reasonable notice.
- Expulsion following disciplinary proceedings.
- FA suspension or disqualification.
- Removal by the Executive Committee.



Nunnery Wood FC **Club Constitution**



4.10 Appeals

Any member whose membership has been suspended or terminated shall have the right to appeal.

Appeals must:

- Be submitted in writing;
- Be received within 14 days of notification; and
- State the grounds of appeal.
- The appeal shall be heard by an Appeals Panel appointed by the Executive Committee.
- The decision of the Appeals Panel shall be final.

4.11 Data Held for Members

The Club shall maintain appropriate records for each member in accordance with UK GDPR and Data Protection legislation.

Information shall be used solely for legitimate Club purposes and handled securely.

SECTION 5 – EXECUTIVE COMMITTEE

5.1 Authority

The affairs of Nunnery Wood Football Club ("the Club") shall be managed by an Executive Committee ("the Committee"), which shall be responsible for the governance, administration and strategic direction of the Club.

The Committee shall ensure that the Club operates in accordance with:

- The Football Association Rules and Regulations.
- Worcestershire County Football Association Rules.
- League Rules and Regulations.
- This Constitution.
- All Club Policies and Procedures.
- The Committee shall always act in the best interests of the Club and its members.

5.2 Composition of the Executive Committee

The Executive Committee shall consist of the following elected Officers:

- Chairperson
- Vice-Chairperson
- Club Secretary
- Adult Secretary
- Treasurer
- Club Welfare Officer
- Fixture Secretary
- Women and Girls Football Lead
- Vice Women and Girls Football Lead
- Head of Football
- Facilities Manager



Nunnery Wood FC **Club Constitution**



- Respect and Disciplinary Officer
- Ordinary Committee Members (as required)

The Committee may appoint additional officers who are considered necessary for the efficient operation of the Club.

5.3 Election of Officers

All Officers shall be elected at the Annual General Meeting.

Each Officer shall normally serve for a period of one year and shall be eligible for re-election.

Where a position becomes vacant during the season, the Committee may appoint a replacement until the next Annual General Meeting.

5.4 Eligibility

To serve on the Executive Committee, an individual must:

- Be a current member of the Club.
- Support the objectives of the Club.
- Agree to abide by this Constitution.
- Meet any FA safeguarding or DBS requirements applicable to their role.
- Not be disqualified under FA Rules from holding office.

5.5 Duties of the Executive Committee

The Committee shall be responsible for:

- Governance
- Managing the affairs of the Club.
- Reviewing Club policies.
- Ensuring compliance with FA and League Regulations.
- Maintaining England Football Accredited Club status.
- Finance
- Approving the annual budget.
- Monitoring income and expenditure.
- Setting player subscriptions and membership fees.
- Ensuring financial sustainability.
- Safeguarding
- Supporting the Club Welfare Officer.
- Promoting safeguarding best practice.
- Ensuring compliance with FA safeguarding requirements.
- Football Development
- Supporting coaches and managers.
- Encouraging coach education.
- Developing player pathways.
- Growing girls' football.
- Supporting disability and inclusive football where possible.
- Club Development



Nunnery Wood FC **Club Constitution**



- Recruiting volunteers.
- Developing facilities.
- Supporting fundraising.
- Promoting the Club within the local community.

5.6 Committee Meetings

The Executive Committee shall normally meet once every 3 months.

Additional meetings may be called by:

- The Chairperson;
- The Secretary; or
- At the request of at least three Committee Members.

Committee meetings may take place in person or via an online meeting platform.

5.7 Quorum

No Committee business shall be conducted unless a minimum of five Committee Members are present. The quorum must include at least two of the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

5.8 Voting

Each Committee Member shall have one vote.

Decisions shall normally be made by a simple majority.

In the event of a tied vote, the Chairperson shall have a second and casting vote.

5.9 Conflicts of Interest

Committee Members shall declare any personal, financial or family interest in matters under discussion.

Any Committee Member with a conflict of interest may be required to withdraw from discussion and shall not vote on that matter.

Such declarations shall be recorded in the meeting minutes.

5.10 Powers of the Committee

The Committee may:

- Appoint sub-committees.
- Delegate responsibilities.
- Approve expenditure.
- Enter into agreements on behalf of the Club.
- Purchase equipment.



Nunnery Wood FC **Club Constitution**



- Apply for grants.
- Organise fundraising events.
- Appoint or remove Team Managers.
- Appoint Club Officials.
- Adopt Club Policies.

Provided that all actions remain consistent with this Constitution.

5.11 Removal of Committee Members

A Committee Member may be removed from office where they:

- Fail to attend three consecutive Committee meetings without reasonable explanation.
- Bring the Club into disrepute.
- Breach this Constitution.
- Breach FA Rules.
- Fail to fulfil the responsibilities of their position.
- Resign from office.
- Removal shall require a majority vote of the Executive Committee.

The individual shall have the opportunity to present their case before any decision is made.

5.12 Vacancies

Where a vacancy occurs during the season, the Executive Committee may appoint an interim Officer.

The appointment shall continue until the next Annual General Meeting.

5.13 Minutes

Accurate minutes shall be taken of every Committee meeting.

Minutes shall record:

- Attendance.
- Decisions made.
- Actions agreed.
- Financial approvals.
- Declarations of interest.

Minutes shall be approved at the next Committee meeting and retained as part of the Club's official records.

5.14 Confidentiality

Committee Members shall treat confidential information appropriately.

Information relating to:

- Safeguarding.
- Welfare.
- Personal data.
- Financial matters.
- Disciplinary proceedings.



Nunnery Wood FC

Club Constitution



shall not be disclosed outside the Committee unless authorised or required by law.

5.15 Standards of Conduct

Committee Members shall:

- Act with integrity.
- Promote the values of the Club.
- Treat all members fairly.
- Support volunteers.
- Make decisions in the best interests of the Club.
- Comply with The FA Codes of Conduct.
- Lead by example at all times.

SECTION 6 – OFFICERS OF THE CLUB

6.1 General Responsibilities

All Club Officers shall:

- Act in the best interests of Nunnery Wood Football Club.
- Promote the Club's Vision, Mission and Values.
- Comply with this Constitution.
- Follow all FA Rules and Regulations.
- Maintain confidentiality where appropriate.
- Support the development of football within the Club.
- Act with honesty, integrity and professionalism.
- Safeguard the welfare of every child and adult at risk.
- Support the principles of equality, diversity and inclusion.

Officers shall work collectively as the Executive Committee to ensure the effective governance and development of the Club.

6.2 Chairperson

The Chairperson shall:

- Provide leadership and strategic direction for the Club.
- Chair the Annual General Meeting, Extraordinary General Meetings and Committee Meetings.
- Ensure Committee meetings are conducted fairly and effectively.
- Represent the Club at County FA, League and external meetings.
- Support the work of all Club Officers.
- Ensure decisions are implemented.
- Promote good governance throughout the Club.
- Exercise a casting vote where necessary.

6.3 Vice-Chairperson

The Vice-Chairperson shall:

- Support the Chairperson in all aspects of Club management.
- Chair meetings in the absence of the Chairperson.
- Assist with Club development projects.



Nunnery Wood FC **Club Constitution**



- Support Committee Members in delivering their responsibilities.
- Undertake additional duties delegated by the Committee.

6.4 Club Secretary

The Secretary shall:

- Act as the principal administrator of the Club.
- Manage Club correspondence.
- Prepare agendas for Committee meetings.
- Record and distribute meeting minutes.
- Maintain Club records.
- Submit affiliation documentation.
- Liaise with County FA and League officials
- Ensure compliance with administrative deadlines.
- Promote the Club through its website and social media channels.
- Publish Club news.

6.5 Treasurer

The Treasurer shall:

- Maintain accurate financial records.
- Manage the Club's bank accounts.
- Prepare an annual financial report.
- Present financial information to the Committee.
- Monitor income and expenditure.
- Ensure appropriate financial controls are in place.
- Administer online banking and payments.
- Prepare budgets where required.

6.6 Club Welfare Officer

The Club Welfare Officer shall:

- Act as the Club's Designated Safeguarding Officer.
- Promote safeguarding best practice.
- Ensure all relevant volunteers hold current DBS checks.
- Monitor safeguarding qualifications.
- Manage safeguarding concerns in accordance with FA procedures.
- Maintain confidentiality.
- Liaise with Worcestershire County FA Safeguarding Team where appropriate.

The Welfare Officer shall have direct access to the Executive Committee at all times.

6.7 Fixture Secretary

The Fixture Secretary shall:

- Coordinate fixtures with leagues.
- Arrange friendly matches where appropriate.
- Manage pitch allocations.
- Liaise with opposition clubs.
- Ensure fixtures are communicated promptly.



Nunnery Wood FC **Club Constitution**



6.8 Head of Football

The Coach Development Officer shall:

- Support coaches in achieving FA qualifications.
- Monitor coaching compliance.
- Encourage Continuing Professional Development (CPD).
- Promote best practice in coaching.
- Support new coaches entering the Club.

6.9 Women and Girls Football Lead / Vice

The Girls' Football Lead shall:

- Promote girls' football across the Club.
- Support recruitment of players.
- Develop the girls' football pathway.
- Liaise with managers of girls' teams.
- Promote female participation in football.

6.10 Facilities Officer

The Facilities and Equipment Officer shall:

- Maintain Club equipment.
- Arrange replacement equipment where required.
- Monitor the condition of goals and nets.
- Ensure goalposts are maintained in accordance with FA safety guidance.
- Coordinate equipment distribution to teams.

6.11 Ordinary Committee Members

Ordinary Committee Members shall:

- Attend Committee meetings.
- Participate in decision-making.
- Support Club events.
- Assist with projects as required.
- Represent the interests of Club members.

6.12 Succession Planning

The Executive Committee shall actively encourage volunteers to undertake leadership roles and support succession planning to ensure the long-term sustainability of the Club.

Where possible, deputy roles should be identified to provide continuity and support the development of future Club Officers.

Chair's Note

This Constitution recognises that Nunnery Wood Football Club is a volunteer-led organisation. Every Officer, Manager, Coach and Volunteer contributes to the success of the Club, and the Executive Committee is committed to creating a positive, supportive and rewarding environment for all those who give their time to help develop football within our community.



Nunnery Wood FC Club Constitution



SECTION 7 – ANNUAL GENERAL MEETINGS (AGMs) AND EXTRAORDINARY GENERAL MEETINGS (EGMs)

7.1 Annual General Meeting (AGM)

The Club shall hold an Annual General Meeting (AGM) once in each calendar year, normally during the month of July, prior to the commencement of the new football season.

The AGM shall be the principal meeting of the Club and shall provide members with the opportunity to:

- Receive reports on the activities of the Club.
- Review the financial position of the Club.
- Elect Officers of the Executive Committee.
- Approve membership subscriptions and fees.
- Consider amendments to this Constitution.
- Discuss the future direction and development of the Club.

7.2 Notice of the AGM

The Club Secretary shall provide not less than 14 clear days' written notice of the AGM.

Notice may be given by:

- Email
- Club website
- Club social media platforms
- Club WhatsApp groups
- Any other official Club communication method

The notice shall include:

- Date
- Time
- Venue
- Agenda
- Details of any proposed constitutional amendments
- Nomination process for Committee positions

7.3 Attendance

Attendance at the Annual General Meeting (AGM) is **mandatory** for all Executive Committee Members and all registered teams within Nunnery Wood Football Club.

Each registered team **must** be represented by at least one of the following:

- Team Manager
- Assistant Manager
- Coach
- Parent

Where a team is unable to send a representative due to exceptional circumstances, apologies must be submitted in writing to the Club Secretary before the meeting.



Nunnery Wood FC Club Constitution



Failure to ensure team representation at the AGM, without prior approval from the Executive Committee, will result in an **administration charge of £50**, payable by the team within 28 days of the AGM.

The Executive Committee reserves the right to waive the administration charge where exceptional circumstances exist.

The AGM provides members with the opportunity to contribute to the governance, development and future direction of the Club. Attendance and participation are considered an important responsibility of every team within Nunnery Wood Football Club.

7.4 Voting Rights

The following members **present at the Annual General Meeting** shall be entitled to one vote:

- Executive Committee Members
- Team Managers
- Assistant Managers
- Coaches

Each eligible team shall be entitled to **one vote only**.

Voting rights may not be transferred to another individual, and **proxy votes shall not be permitted** unless expressly approved by the Executive Committee in exceptional circumstances.

Only those members **physically present at the meeting** at the time a vote is taken shall be entitled to vote.

In the event of an equality of votes, the **Chairperson shall have a second and casting vote**.

7.5 Quorum

No business shall be conducted unless a minimum of:

- Ten voting members, or
- 25% of eligible voting members (whichever is lower)

are present.

The quorum must include at least three Executive Committee Members, one of whom should normally be the Chairperson, Vice-Chairperson or Secretary.

Should the meeting fail to reach a quorum, it shall be adjourned and reconvened within twenty-eight days.

7.6 Business of the AGM

The order of business shall normally be:

- Welcome by the Chairperson
- Apologies for absence
- Approval of the previous AGM Minutes
- Matters arising
- Chairperson's Annual Report
- Secretary's Report



Nunnery Wood FC **Club Constitution**



- Treasurer's Financial Report
- Club Welfare Officer's Report
- Football Development Report
- Election of Officers
- Constitutional amendments
- Any Other Business (previously notified)
- Close of Meeting

7.7 Election of Officers

All Executive Committee positions shall become vacant at each AGM.

Existing Officers shall be eligible to stand for re-election.

Where more than one nomination is received for a position, election shall be by secret ballot unless those present agree otherwise.

Successful candidates shall take office immediately following the AGM.

7.8 Nominations

Nominations for Executive Committee positions shall:

Be submitted to the Club Secretary before the AGM where practicable.

Be proposed and seconded by current Club members.

Be accepted by the nominee before the election.

The Chairperson may accept nominations from the floor if a position remains vacant.

7.9 Voting Procedure

Unless otherwise stated within this Constitution:

- Decisions shall be made by a simple majority.
- Voting shall normally be by a show of hands.
- Secret ballots may be used where requested by the Chairperson or by at least five voting members.

In the event of an equal vote, the Chairperson shall exercise a second and casting vote.

7.10 Extraordinary General Meeting (EGM)

An Extraordinary General Meeting may be called:

- By the Executive Committee; or
- Upon receipt of a written request signed by at least ten voting members, stating the reason for the meeting.

The request shall be submitted to the Club Secretary.



Nunnery Wood FC **Club Constitution**



7.11 Notice of an EGM

At least seven clear days' notice shall be given.

The notice shall specify:

- Date
- Time
- Venue
- Purpose of the meeting
- Any resolutions to be considered
- Only the business specified within the notice may be discussed.

7.12 Constitutional Amendments

Any proposed amendment to this Constitution must:

- Be submitted in writing to the Club Secretary not less than 21 days before the AGM.
- Be circulated to members before the meeting.
- Receive the support of at least two-thirds of those voting at the meeting.
- No amendment shall conflict with the Rules and Regulations of The Football Association or Worcestershire County Football Association.

Where required, amendments shall be submitted to Worcestershire County FA for approval.

7.13 Minutes

The Club Secretary shall ensure accurate minutes are taken at all General Meetings.

Minutes shall include:

- Attendance
- Apologies
- Decisions made
- Voting outcomes
- Actions agreed

Approved minutes shall be retained as part of the Club's official records and made available to members upon request.

7.14 Member Participation

The Executive Committee encourages members to contribute positively to discussions at General Meetings.

Members shall:

- Respect the views of others.
- Speak through the Chairperson.
- Maintain appropriate standards of behaviour.
- Conduct themselves in accordance with the Club's Respect Code of Conduct.

Any member whose behaviour disrupts the orderly conduct of the meeting may be asked to leave by the Chairperson.



Nunnery Wood FC **Club Constitution**



SECTION 8 – FINANCE AND PROPERTY

8.1 Financial Responsibility

The Executive Committee shall be responsible for the proper financial management of Nunnery Wood Football Club ("the Club").

The Committee shall ensure that the Club remains financially sustainable and that all income and expenditure supports the aims and objectives of the Club.

The Club shall operate on a not-for-profit basis, and no surplus or assets shall be distributed to members except as permitted under this Constitution.

8.2 Financial Year

The Club's financial year shall run from 1 June to 31 May, unless otherwise determined by the Executive Committee.

The Treasurer shall prepare annual accounts for presentation at the Annual General Meeting.

8.3 Bank Accounts

The Club shall maintain one or more bank accounts in the name of Nunnery Wood Football Club.

All Club funds shall be paid into an account approved by the Executive Committee.

No personal bank account shall be used for the routine holding of Club funds.

8.4 Authorised Signatories

The Executive Committee shall appoint a minimum of two authorised signatories for the Club's bank account.

Payments shall normally require approval in accordance with the Club's financial procedures.

Authorised signatories should include:

- Chairperson
- Treasurer
- Secretary
- or other Committee Members approved by the Executive Committee.

No individual shall authorise a payment solely for their own benefit.

8.5 Treasurer's Responsibilities

The Treasurer shall:

- Maintain accurate accounting records.
- Record all income and expenditure.
- Reconcile bank accounts regularly.
- Monitor cash flow.



Nunnery Wood FC **Club Constitution**



- Present financial reports to Committee meetings.
- Prepare annual accounts.
- Ensure appropriate financial records are retained.

Financial records shall be retained for a minimum of six years.

8.6 Membership Fees and Subscriptions

The Executive Committee shall recommend:

- Annual membership fees.
- Monthly player subscriptions.
- Training fees.
- Development Centre fees.
- Any other Club charges.

These shall be approved annually at the Annual General Meeting.

The Committee may approve reduced fees or payment plans where financial hardship exists.

8.7 Club Charges and Penalties

The Executive Committee may introduce reasonable administration charges, approved at the Annual General Meeting, for failure to comply with Club administrative requirements, including:

- non-attendance at mandatory meetings,
- late submission of documentation,
- or other matters affecting the efficient operation of the Club.

Any such charges shall be communicated to members in advance and applied fairly and consistently.

8.8 Team Accounts

Where individual teams hold monies for football-related activities, those funds remain the property of Nunnery Wood Football Club.

Team Managers and Coaches shall:

- Keep accurate financial records.
- Account for monies collected.
- Provide information to the Treasurer when requested.
- Use Club funds solely for football purposes.

The Executive Committee reserves the right to inspect any team financial records.

8.9 Expenditure

Club expenditure shall support the objectives of the Club and may include:

- Pitch hire
- Training facilities
- League affiliation



Nunnery Wood FC **Club Constitution**



- County FA affiliation
- Equipment
- Coaching resources
- Safeguarding
- Referee fees
- Insurance
- Coach education
- Player development
- Club events
- Volunteer recognition
- Administration

All significant expenditure shall require Executive Committee approval.

8.10 Equipment and Club Property

All equipment purchased using Club funds shall remain the property of Nunnery Wood Football Club.

This includes but is not limited to:

- Goals
- Nets
- Footballs
- Respect barriers
- First aid equipment
- Training equipment
- Club kit
- Electronic devices
- Storage equipment

Club property shall not be sold or disposed of without Executive Committee approval.

8.11 Grants, Sponsorship and Fundraising

The Club actively encourages fundraising and sponsorship to support its activities.

All grant applications, sponsorship agreements and fundraising initiatives undertaken in the name of the Club must receive prior approval from the Executive Committee.

Income generated through sponsorship and fundraising shall be used for the benefit of the Club and its members.

8.12 Expenses

Committee Members and Volunteers may claim reimbursement for reasonable expenses incurred whilst undertaking authorised duties on behalf of the Club.

Claims should:

- Be submitted promptly.
- Be supported by receipts where possible.
- Be approved in accordance with the Club's financial procedures.



Nunnery Wood FC **Club Constitution**



8.13 Financial Controls

The Executive Committee shall ensure that appropriate financial controls are maintained, including:

- Regular bank reconciliation.
- Budget monitoring.
- Approval of significant expenditure.
- Secure storage of financial records.
- Annual review of financial procedures.

The Committee may appoint an Independent Examiner to review the annual accounts where considered appropriate.

8.14 Borrowing

The Club shall not enter into loans, overdrafts or significant financial commitments without prior approval from the Executive Committee.

Any borrowing that could materially affect the financial position of the Club should also be reported to members at the next General Meeting.

8.15 Insurance

The Executive Committee shall ensure that appropriate insurance cover is maintained, including:

- Public Liability Insurance
- Employers' Liability Insurance (where applicable)
- Personal Accident Insurance (where appropriate)
- Equipment Insurance (where appropriate)

Any insurance required by The FA, Worcestershire County FA or affiliated leagues

8.16 Financial Transparency

The Executive Committee is committed to openness and accountability in the management of Club finances.

An annual financial report shall be presented to members at the AGM.

Members may request clarification on the annual accounts through the Treasurer or Executive Committee.

SECTION 9 – FOOTBALL OPERATIONS AND TEAM MANAGEMENT

9.1 Football Operations

Nunnery Wood Football Club ("the Club") shall organise and manage football activities in accordance with the Rules and Regulations of:

- The Football Association (The FA)
- Worcestershire County Football Association
- Affiliated Leagues and Competitions
- England Football Accredited Club Programme

The Club shall strive to provide a positive football experience where player development, enjoyment, safety and respect are prioritised above match results.



Nunnery Wood FC **Club Constitution**



9.2 Team Registration

The Executive Committee shall approve the formation of all teams representing the Club.

Each team must:

- Be affiliated through the Club.
- Register with the appropriate League.
- Appoint an approved Team Manager.
- Appoint an Assistant Manager or Coach where possible.
- Have access to a qualified First Aider.
- Operate in accordance with Club policies.

9.3 Player Registration

All players must:

- Be registered with the Club.
- Be registered with the appropriate League and The FA where required.
- Complete all required consent and medical forms.
- Have emergency contact details recorded.
- Meet the age eligibility requirements of their league.
- No player shall participate in competitive football until their registration has been completed in accordance with league rules.

9.4 Team Managers and Coaches

Each team shall have a designated Team Manager who is responsible for the overall administration and operation of the team.

Managers shall be supported by Assistant Managers and Coaches where appropriate.

Appointments are subject to approval by the Executive Committee.

9.5 Manager Responsibilities

Team Managers are responsible for:

- Planning and delivering safe football activities.
- Promoting player development and enjoyment.
- Communicating effectively with parents and players.
- Ensuring compliance with Club and League Rules.
- Managing team administration.
- Supporting safeguarding procedures.
- Promoting The FA Respect Programme.
- Representing the Club professionally.

Managers are expected to act as positive role models at all times.

9.6 Coaching Qualifications

All Team Managers and Coaches shall work towards and maintain the coaching qualifications required by The Football Association.



Nunnery Wood FC **Club Constitution**



These include, where applicable:

- FA Introduction to Coaching Football (or current equivalent)
- FA Safeguarding Children Qualification
- FA Emergency First Aid Qualification
- Enhanced DBS Check

Managers are responsible for maintaining the validity of these qualifications.

The Club shall actively support coaches in obtaining and renewing required qualifications.

9.7 Temporary Non-Compliance

Where a Team Manager or Coach is temporarily unable to meet qualification requirements, the Executive Committee shall ensure appropriate support is provided.

This may include:

- Supervision by a qualified coach.
- Assistance from another Team Manager.
- Mentoring by a qualified Club Coach.
- Temporary appointment of an alternative qualified individual.

The Club is committed to ensuring every team remains compliant with FA requirements while supporting volunteer development.

9.8 Training Sessions

Training sessions shall:

- Be appropriately planned.
- Be suitable for the age and ability of players.
- Promote enjoyment and development.
- Encourage fair play and teamwork.
- Follow FA coaching principles.
- Managers must carry out an assessment of any hazards before commencing training.

9.9 Matchday Responsibilities

Before every fixture, the home team is responsible for ensuring the venue is safe and properly prepared.

This includes:

- Pitch Inspection
- Checking the playing surface for hazards.
- Removing debris where safe to do so.
- Reporting unsafe conditions.
- Goal Safety
- Goals correctly assembled.
- Nets securely attached.
- Goals anchored in accordance with FA guidance.
- Equipment checked before every match.
- Respect Barriers
- Where required by league rules or Club policy:



Nunnery Wood FC **Club Constitution**



- Respect barriers shall be erected before kick-off.
- Spectators shall remain behind the barriers throughout the match.
- Technical areas shall be respected.
- Equipment
- The home team shall ensure the availability of:
 - Match balls
 - Corner flags
 - First aid kit
 - Ice packs (where available)
- Respect barriers
- Bibs and training equipment where required

9.10 First Aid

Every team should have access to an appropriately qualified First Aider.

Managers shall:

- Carry a fully stocked first aid kit.
- Record injuries where appropriate.
- Report serious incidents to the Club Welfare Officer.
- Emergency procedures should be understood by all Team Officials.

9.11 Safeguarding During Football Activities

Managers and Coaches shall:

- Put player welfare first.
- Follow FA safeguarding guidance.
- Report concerns immediately.
- Never place winning above player welfare.
- Every player has the right to enjoy football in a safe environment.

9.12 Playing Time

The Club encourages Team Managers to provide meaningful playing opportunities for every player, recognising that football should support long-term development and enjoyment.

Whilst selection may vary according to competition rules and player availability, Managers are expected to:

- Encourage participation.
- Develop every player.
- Consider individual needs.
- Promote confidence and learning.

9.13 Respect Programme

The Club fully supports The FA Respect Programme.

Managers shall encourage:

- Respect for referees.
- Respect for opponents.
- Respect for teammates.



Nunnery Wood FC **Club Constitution**



- Respect for volunteers.
- Respect for spectators.
- Unsporting behaviour will not be tolerated.

9.14 Communication

Managers shall maintain effective communication with players and parents.

Information should include:

- Training arrangements.
- Match details.
- Fixture changes.
- Club events.
- Codes of Conduct.
- Communication should always remain respectful and appropriate.

9.15 Club Equipment

Managers are responsible for Club equipment issued to their team.

Equipment shall be:

- Used safely.
- Stored appropriately.
- Reported if damaged or lost.
- Returned upon request.

9.16 Team Conduct

All teams representing Nunnery Wood Football Club are expected to uphold the reputation of the Club.

Players, Coaches and Spectators shall demonstrate:

- Respect
- Fair Play
- Teamwork
- Positive behaviour
- Good sportsmanship

Any behaviour that brings the Club into disrepute may result in disciplinary action.

9.17 Volunteer Support

Nunnery Wood Football Club recognises that Team Managers and Coaches are volunteers.

The Club is committed to supporting volunteers through:

- Coach education.
- Mentoring.
- Committee support.
- Equipment provision.
- Safeguarding guidance.
- Continuing Professional Development opportunities.



Nunnery Wood FC

Club Constitution



The Club values the contribution made by every volunteer and is committed to creating a positive and supportive environment in which they can develop and succeed.

SECTION 10 – SAFEGUARDING, WELFARE, EQUALITY AND CODES OF CONDUCT

10.1 Commitment

Nunnery Wood Football Club ("the Club") is fully committed to providing a safe, positive, inclusive and enjoyable environment for every player, volunteer, official and visitor.

The welfare of children, young people and adults at risk is the Club's highest priority and shall always take precedence over competition or performance.

The Club shall adopt and implement the safeguarding, welfare and equality policies of:

- The Football Association (The FA)
- Worcestershire County Football Association
- England Football

All members are expected to support and uphold these policies.

10.2 Club Welfare Officer

The Club shall appoint a suitably qualified Club Welfare Officer (CWO), approved by Worcestershire County Football Association.

The Club Welfare Officer shall:

- Promote safeguarding throughout the Club.
- Be the first point of contact for safeguarding concerns.
- Ensure safeguarding concerns are dealt with promptly and confidentially.
- Maintain appropriate safeguarding records.
- Support Managers, Coaches and Volunteers.
- Liaise with Worcestershire County FA, The FA and statutory agencies where appropriate.

The Club Welfare Officer shall report directly to the Executive Committee while maintaining appropriate confidentiality.

10.3 Safeguarding Responsibilities

Every Club member has a responsibility to safeguard children and adults at risk.

Managers, Coaches, Committee Members and Volunteers shall:

- Put the welfare of players first.
- Promote a safe and enjoyable football environment.
- Report safeguarding concerns immediately.
- Follow FA safeguarding procedures.
- Complete safeguarding training where required.
- Maintain professional boundaries.
- Never place winning above player welfare.



Nunnery Wood FC **Club Constitution**



No person shall ignore or attempt to deal with safeguarding concerns without following the Club's reporting procedures.

10.4 DBS and Safer Recruitment

All individuals undertaking regulated activity shall comply with The FA's safer recruitment requirements.

Where applicable, individuals must:

- Hold a current FA accepted Enhanced DBS Check.
- Complete the required FA Safeguarding qualification.
- Complete Emergency First Aid training where required.
- Maintain any coaching qualifications appropriate to their role.
- No individual shall undertake regulated activity unless they meet current FA requirements.

The Club shall monitor compliance and support volunteers in maintaining their qualifications.

10.5 Equality, Diversity and Inclusion

Nunnery Wood Football Club welcomes everyone regardless of:

- Age
- Disability
- Race
- Ethnicity
- Nationality
- Religion or belief
- Sex
- Sexual orientation
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Socio-economic background

The Club is committed to creating an environment where everyone feels valued, respected and able to participate.

Discrimination, harassment, bullying or victimisation will not be tolerated.

10.6 Respect

The Club fully supports The FA Respect Programme.

Every member is expected to demonstrate respect towards:

- Players
- Coaches
- Match Officials
- Volunteers
- Parents
- Spectators
- Opposition Clubs
- The Club shall promote positive behaviour both on and off the pitch.
- The home team shall ensure Respect Barriers are erected where required and encourage spectators



Nunnery Wood FC **Club Constitution**



to remain behind them throughout the match.

10.7 Codes of Conduct

All members shall comply with the appropriate Club and FA Codes of Conduct.

Codes of Conduct apply to:

- Players
- Coaches
- Managers
- Committee Members
- Parents and Guardians
- Spectators
- Volunteers
- By joining the Club, members agree to uphold these standards.

Failure to do so may result in disciplinary action.

10.8 Anti-Bullying

The Club has a zero-tolerance approach to bullying.

- Bullying may include:
- Physical abuse
- Verbal abuse
- Emotional abuse
- Online abuse
- Social exclusion
- Discrimination
- Intimidation

Any allegation of bullying shall be investigated promptly and dealt with appropriately.

10.9 Social Media

Members are expected to use social media responsibly.

Posts, comments, photographs or videos must not:

- Bring the Club into disrepute.
- Bully or intimidate others.
- Discriminate against individuals.
- Criticise referees or opponents inappropriately.
- Breach safeguarding guidance.
- Share confidential information.

Managers and Coaches should use approved Club communication channels wherever possible when communicating with players and parents.

10.10 Photography and Filming

Photography and filming are permitted only in accordance with the Club's safeguarding procedures and The FA guidance.



Nunnery Wood FC **Club Constitution**



Images shall be used responsibly and only for legitimate Club purposes.

Parents and spectators must respect any restrictions relating to photography and filming.

10.11 Health and Safety

The Club shall take all reasonable steps to provide a safe environment for football activities.

- Managers shall ensure that:
- The playing area is safe.
- Goals are securely anchored.
- Equipment is in good condition.
- Respect Barriers are erected where appropriate.
- A First Aid Kit is available.
- Emergency contact details are accessible.
- Serious incidents are reported.

The Executive Committee shall regularly review Health and Safety arrangements.

10.12 Welfare During Football Activities

Managers and Coaches shall:

- Encourage enjoyment.
- Promote learning and development.
- Treat every player fairly.
- Encourage good sportsmanship.
- Consider the physical and emotional wellbeing of players.
- Support positive mental wellbeing.
- Provide appropriate encouragement regardless of ability.

The Club believes that every player should feel valued and supported.

10.13 Reporting Concerns

Any safeguarding, welfare or equality concern should be reported immediately to:

- The Club Welfare Officer; or
- A member of the Executive Committee; or
- Worcestershire County Football Association or The FA, where appropriate.

The Club shall support anyone who raises a genuine concern in good faith and will ensure concerns are handled confidentially and sensitively.

10.14 Confidentiality

Information relating to safeguarding, welfare, disciplinary matters or personal information shall be treated as confidential.

Such information shall only be shared:

- Where necessary to protect an individual.
- Where required by law.
- In accordance with FA procedures.



Nunnery Wood FC **Club Constitution**



- Under UK GDPR and Data Protection legislation.

10.15 Club Culture

Nunnery Wood Football Club is committed to fostering a culture where:

- Football is enjoyable.
- Everyone is treated with dignity and respect.
- Volunteers are valued.
- Diversity is celebrated.
- Player development comes before results.
- Families feel welcome.
- Positive behaviour is expected from everyone associated with the Club.

The Club believes that creating a safe, supportive and respectful environment is fundamental to achieving its objectives and ensuring the long-term success of the Club.

SECTION 11 – DISCIPLINE, COMPLAINTS AND APPEALS

11.1 General Principles

Nunnery Wood Football Club ("the Club") is committed to maintaining the highest standards of behaviour, conduct and sportsmanship.

All members are expected to:

- Act honestly and with integrity.
- Respect fellow members, opponents, match officials and volunteers.
- Promote the values of the Club.
- Comply with this Constitution.
- Observe The Football Association (The FA) Rules and Regulations.
- Follow the Club's Codes of Conduct.

The Club will deal with all disciplinary matters fairly, consistently and without prejudice.

11.2 Scope

This section applies to all members of the Club including:

- Players
- Parents and Guardians
- Coaches
- Managers
- Club Officials
- Committee Members
- Volunteers
- Spectators representing or associated with the Club

11.3 Standards of Conduct

Members must not engage in behaviour that:

- Brings the Club into disrepute.
- Damages the reputation of football.



Nunnery Wood FC **Club Constitution**



- Breaches FA Rules or League Rules.
- Harasses, bullies or intimidates others.
- Is discriminatory or abusive.
- Endangers the welfare of children or adults at risk.
- Damages Club property.
- Uses offensive, threatening or inappropriate language.
- Misuses social media.

Fails to comply with reasonable instructions issued by Club Officials.

The Club expects all members to lead by example and uphold the principles of Respect, Fair Play and Good Sportsmanship.

11.4 Match Day Conduct

Managers, Coaches, Players, Parents and Spectators shall:

- Respect the decisions of Match Officials.
- Support the FA Respect Programme.
- Remain behind Respect Barriers where provided.
- Encourage players positively.
- Avoid confrontation with opponents or officials.
- Maintain appropriate standards of behaviour throughout the event.

The Club operates a zero-tolerance policy towards abuse of Match Officials.

11.5 Reporting Complaints

Any complaint relating to the conduct of a member should be reported as soon as reasonably practicable.

- Complaints may be submitted:
- In writing to the Club Secretary;
- To the Chairperson;
- To the Club Welfare Officer (where safeguarding or welfare is involved); or
- Through another Executive Committee Member.
- Anonymous complaints will only be investigated where sufficient information is available.

11.6 Investigation

Upon receipt of a complaint, the Executive Committee shall appoint appropriate individuals to investigate the matter.

The investigation may include:

- Written statements.
- Interviews with relevant individuals.
- Review of correspondence or electronic communications.
- Match reports.
- Referee reports.
- League or County FA information.

The investigation shall be conducted fairly, impartially and confidentially.



Nunnery Wood FC **Club Constitution**



11.7 Interim Suspension

Where necessary to protect:

- Players,
- Volunteers,
- Club Members,
- The reputation of the Club, or
- The integrity of an investigation,
- the Executive Committee may impose an interim suspension pending the outcome of an investigation.
- An interim suspension shall not imply guilt.

11.8 Disciplinary Hearing

Where appropriate, the Executive Committee may convene a Disciplinary Panel.

The member concerned shall:

- Receive written notice of the hearing.
- Be informed of the allegations.
- Be given a reasonable opportunity to respond.
- Be permitted to submit evidence.
- Be accompanied by another person if they wish.

The Panel shall consider all available evidence before reaching a decision.

11.9 Disciplinary Sanctions

Following a disciplinary hearing, the Executive Committee may impose one or more of the following sanctions:

- Verbal warning.
- Written warning.
- Requirement to apologise.
- Mandatory attendance at relevant training or education.
- Suspension from football activities.
- Removal from a volunteer or coaching position.
- Removal from the Executive Committee.
- Temporary suspension of Club membership.
- Termination of Club membership.
- Any other sanction considered appropriate and proportionate.
- Where FA or League Rules apply, the Club may also refer matters to the relevant governing body.

11.10 Safeguarding Matters

Safeguarding concerns shall not normally be dealt with solely under the Club's disciplinary procedures.

Such matters shall be referred immediately to:

- The Club Welfare Officer;
- Worcestershire County Football Association; and/or
- The Football Association,



Nunnery Wood FC **Club Constitution**



In accordance with current safeguarding procedures.

The welfare of children and adults at risk shall always take precedence.

11.11 Equality and Discrimination

The Club operates a zero-tolerance approach towards:

- Racism.
- Sexism.
- Homophobia.
- Transphobia.
- Disability discrimination.
- Religious discrimination.
- Harassment.
- Victimisation.

Any proven breach may result in immediate disciplinary action and referral to Worcestershire County FA and/or The FA.

11.12 Appeals

Any member subject to disciplinary action has the right to appeal.

Appeals must:

- Be submitted in writing to the Club Secretary.
- Be received within 14 days of the decision.
- Clearly state the grounds for appeal.
- Grounds for appeal may include:
 - New evidence becoming available.
 - Procedural error.
 - Disproportionate sanction.
 - Incorrect interpretation of the evidence.

11.13 Appeal Panel

Appeals shall be heard by an Appeal Panel appointed by the Executive Committee.

Where possible, Panel Members shall not have been involved in the original investigation or disciplinary hearing.

The Appeal Panel may:

- Uphold the original decision.
- Reduce the sanction.
- Increase the sanction (where appropriate).
- Refer the matter back for further investigation.
- Overturn the original decision.

The decision of the Appeal Panel shall be final within the Club.

11.14 FA and League Jurisdiction



Nunnery Wood FC Club Constitution



Nothing within this Constitution prevents:

- Worcestershire County Football Association,
- The Football Association, or
- Any Affiliated League

from investigating misconduct under their own disciplinary procedures.

Members remain responsible for complying with all FA disciplinary regulations.

11.15 Confidentiality

All disciplinary matters shall be treated confidentially.

Information shall only be shared:

- Where necessary to administer the disciplinary process.
- To comply with FA Rules.
- To comply with safeguarding procedures.
- Where required by law.

Committee Members involved in disciplinary proceedings shall maintain strict confidentiality.

11.16 Learning and Improvement

The Club believes that discipline should support education and positive behaviour wherever possible.

Where appropriate, the Club will work with individuals to:

- Improve behaviour.
- Promote understanding.
- Restore positive relationships.
- Encourage continued participation in football.

The Club recognises that many of its members are volunteers and seeks to resolve issues constructively whenever possible, while always protecting the welfare of participants and the reputation of the Club.