

VERWOOD TOWN FOOTBALL CLUB

Code of Conduct: Committee Members

Standards of conduct for those who govern and run Verwood Town FC

Version	Version 3.0 – April 2026
Date of issue	April 2026
Review due	Annually, or following any significant incident or change in FA guidance
Policy owner	Club Welfare Officer / Club Secretary (as applicable)

1. PURPOSE

This Code of Conduct sets out the standards of behaviour, governance and responsibility expected from all committee members at Verwood Town Football Club. Committee members are the guardians of the club's values, reputation and legal compliance. This Code reflects those responsibilities and the trust placed in committee members by players, parents and volunteers across all 38 teams.

2. SCOPE — WHO THIS APPLIES TO

This Code applies to all individuals serving on the VTFC committee, including:

- All elected Executive Officers — Chairperson, Vice-Chairperson, Club Secretary, Treasurer, Club Welfare Officer(s)
- All additional Club Officers elected at the AGM
- Co-opted members appointed between AGMs
- Sub-committee members of the Adults and Youth sections

This Code applies from the date of election or co-option and remains in effect until the individual leaves their role.

3. GENERAL CONDUCT

As a committee member at Verwood Town FC, I will:

- Uphold the club ethos and constitution at all times
- Act with integrity, honesty and professionalism in all club matters
- Encourage and promote best practice across the club
- Support and sustain the professional image of the club in the community and with the FA
- Attend and actively contribute to committee meetings; where unable to attend, provide a written update to the Chairperson and Secretary in advance
- Dedicate appropriate time to my committee duties, being aware of the legal responsibilities attaching to my role
- Ask for help if I am struggling with my duties — it is always better to ask than to let something lapse
- Support committee decisions and address any areas of concern with discretion, within the committee rather than publicly
- Treat all members, coaches, volunteers, players and parents with respect

4. SPECIFIC OBLIGATIONS

Confidentiality

Committee members have access to sensitive information about members, finances, safeguarding matters and club operations. All such information must be treated as strictly confidential and must not be shared outside the committee except on a need-to-know basis or as required by law. This obligation continues after leaving the committee.

Conflicts of Interest

I will declare any personal, financial or other material interest in any matter being considered by the committee before discussion begins, and will withdraw from the vote on that matter. This includes, but is not limited to, any discussion or decision relating to teams in the same age group as a team I manage, coach or have a child participating in, where my personal involvement could reasonably be seen to influence my judgement. The Club Secretary maintains a register of declared interests.

Financial Responsibilities

I will not make financial commitments on behalf of the club without appropriate authorisation from the committee or Treasurer. I will not use club funds for personal purposes. I will actively support the club's financial transparency, annual reporting and any transition toward a Company Limited by Guarantee or equivalent structure.

FA Rules and the Club Constitution

I will act in accordance with the club constitution, The FA's rules and regulations, and the rules of any competition in which the club participates. I will keep my knowledge of FA rules and governance requirements current.

Safeguarding Training

All committee members are required to complete The FA's **Safeguarding for Committee Members** online course, available free via England Football Learning (learn.EnglandFootball.com). This course is mandatory for any club affiliated with youth teams and must be kept current (renewed every two years). Proof of completion must be provided to the Club Secretary within 30 days of joining the committee.

5. SUPPORTING COACHES AND VOLUNTEERS

The club's 38 teams are managed and coached by dedicated volunteers. Committee members are expected to:

- Support and enable coaches and team managers to do their roles effectively
- Communicate clearly and promptly with coaches on matters that affect their teams
- Not undermine, override or publicly criticise the decisions of coaches and managers
- Recognise and acknowledge the contribution of all volunteers to the club's success
- Raise performance or conduct concerns about a coach through the appropriate process — not informally or publicly

6. AUTHORITY AND DECISION-MAKING

Committee decisions are made collectively, by majority vote. Once a decision has been reached through the proper process, all committee members are expected to support it — even where they personally disagreed. Individual committee members do not have authority to commit the club to any course of action outside their delegated responsibility without committee approval.

7. IF THIS CODE IS NOT FOLLOWED

Where a committee member is found to have breached this Code, the following actions may be taken:

- A discussion with senior committee members to explore support or capacity
- A formal request to stand down from a specific responsibility
- A request to resign from the committee
- Removal from the committee by resolution at a General Meeting (as provided for in the club constitution)

Serious concerns — including safeguarding, financial misconduct or behaviour that brings the club into disrepute — will be dealt with under the club's Disciplinary & Complaints Policy and may be referred to Dorset FA or relevant statutory bodies.

8. ACCEPTANCE

By signing below, the committee member confirms they have read and understood this Code of Conduct, agree to abide by it throughout their time on the committee, and acknowledge the responsibilities it sets out. A signed copy must be returned to the Club Secretary before taking up the role.

Acceptance	
Full name	
Role / position	
Signature	
Date	

Key Contacts	
Club Chairperson	youth_chairman@vtyfc.co.uk
Club Secretary	youth_secretary@vtyfc.co.uk
Club Welfare Officer	Clare Nixon – welfare@vtyfc.co.uk / 07758 246452
Dorset FA Safeguarding	safeguarding@dorsetfa.com / 01202 688270