

# CODE OF CONDUCT

CLUB NAME: \_\_\_\_\_

- 1: All players and officials will conduct themselves in a manner that is sporting and gentlemanly at all times, both on and off the field of play.
- 2: Any player or official, who brings Nuneaton & District Sunday Football League or their team into disrepute, will be dealt with by the clubs disciplinary committee.
- 3: Any player or official who is sent off, for "**Serious Misconduct**", which includes assault on or threats to a referee, assistant referee, opposition player or official, shall be suspended immediately, until a club disciplinary meeting is held.

*At this disciplinary meeting, it will be determined by the club, if any punishment shall be given to the player or official, charged with "**Serious Misconduct**", after all available evidence is heard.*

The NDSFL General Secretary must be informed of any decision taken, within seven days of the incident taking place.

- 4: All players and officials shall read the clubs "**Code of Conduct**" before signing a registration form.
- 5: This "Code of Conduct" shall be ratified by clubs members at their Annual General Meeting and signed by the elected Chairperson, Secretary and Treasurer.

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## CLUB MEMBERS DECLARATION

The above "**Code of Conduct**", has been duly confirmed and adopted by the club members, at our Annual General Meeting.

Signed: \_\_\_\_\_ (Chairperson).

Signed: \_\_\_\_\_ (Secretary).

Signed: \_\_\_\_\_ (Treasurer).

Date of A.G.M: \_\_\_\_\_

*THIS DOCUMENT MUST BE SENT TO THE N&DSFL  
**GENERAL SECRETARY BY AUGUST 15<sup>th</sup> OF EACH SEASON***

# TYPICAL BALANCE SHEET

THE BALANCE SHEET MUST BE SENT TO THE LEAGUES  
GENERAL SECRETARY BY AUGUST 15<sup>th</sup> OF EACH SEASON

\_\_\_\_\_ Football Club

Annual Statement of Accounts for Season 20\_\_\_\_/20\_\_\_\_\_

Period Commencement: \_\_\_\_\_

Period Close: \_\_\_\_\_

## INCOME

(£'s)

## EXPENDITURE

(£'s)

Player subscriptions-  
Player subscriptions-  
Fund Raising-  
Fund Raising-  
Sponsorship  
Entertainment-

Entertainment-

Entertainment-

Interest on Current Account

Miscellaneous

**TOTAL**

NDSLF Fees  
NDSFL Fines  
Pitch Hire  
BCFA Fees  
BCFA Fines  
Insurance Premium  
Referee's Fees  
Linesman's Fees  
Player Reg. Cards  
Player Transfer Fees  
Equipment-Kit  
Equipment-Footballs  
Equipment-Misc.  
Kit Laundry  
First Aid Equipment  
Secretary Expenses-Tel.  
Secretary Expenses-Post  
Secretary Expenses Misc  
Entertainment Budget  
Trophies  
Miscellaneous  
Bank Charges

**TOTAL**

## Profit/Loss Account

Cash in hand at Commencement

Income / Expenditure

Cash in hand Close

Distribution of Money: (Cash in Hand)

Signed on behalf of: \_\_\_\_\_ F.C.

Club Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

# Personal Accident Insurance Scheme in association with Needham Insurance

Season 2007/08

## Claims Procedure

- ❑ In the event of a claim, the claimant should contact the Football Claims Department on **0870 9503700** to request a claim form (*please note that all claims should be notified to us within 30 days of the occurrence of the injury*).
- ❑ A claim form will be sent within 1 day of the claim being notified to us.
- ❑ Complete the claim form and return with the following supporting documentation, - see below:
  - a) Weekly Benefit Claims - please supply a SSP Certificate (the Medical Certificate section on the claim form must be completed regardless of whether a SSP Certificate is provided)
  - b) Dental claims - please provide a copy of the invoice from the Dentist
  - c) Physiotherapy claims - please provide a copy of the invoice from the Physiotherapist
- ❑ *We will acknowledge receipt of the claim form with 5 working days and then pass the claim form to AXA Insurance for payment.*
- ❑ Providing that the claim is valid and all details on the form are correct, payment can be expected within the following timescales:
  - a) Weekly Benefit Claims - 4 weeks in arrears
  - b) Dental claims - within 14 days of AXA receiving the correct details
  - c) Physiotherapy claims - within 14 days of AXA receiving the correct details

**If you have any questions, the contact details are as follows:**

Football Claims Department  
Truman Lincoln Limited  
Quadrant House, Croydon Road,  
Caterham, Surrey, CR3 6TR

Telephone: 0870 9503700      Facsimile: 0870 9503737  
Email: [mhunter@truman-lincoln.com](mailto:mhunter@truman-lincoln.com)      Website: [www.truman-lincoln.com](http://www.truman-lincoln.com)

Key Contacts:

- ⇒ Marc Hunter - Assistant Claims Manager.
- ⇒ Sarah Close - Claims Executive.
- ⇒ Nicky Woods - Claims Executive.

## RECOMMENDED "FIRST AID KIT"

- 1: Minimum of two pairs Latex Surgical Gloves
- 2: 20 Adhesive Dressings (Plasters Assorted Sizes)
- 3: 3 Medium Non Adhesive Dressings.
- 4: 3 Large Non Adhesive Dressings.
- 5: 3 Extra Large Non Adhesive Dressings.
- 6: 4 Tri-Angular Bandages.
- 7: 1 Pkt of 5 Sterile Eye Pads.
- 8: 2 Pkts 10cm x 10cm Melolin Dressings / Gauze Pads.
- 9: 2 Crepe Roller Bandage (7.5cm)
- 10: 1 Eye Wash & Solution.
- 11: 2 Rolls Micro-Pore Tape.
- 12: 1 Pair Bandage Scissors.
- 13: 1 Pkt Safety Pins.
- 14: Hot / Cold Compress  
(A Freezer Ice Cube Pack will Suffice.

### **Hartshill Sports FC**

Sponsors of the

### **Chairman's Award**



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