



# WORPLESDON RANGERS FC TEAM WINDING DOWN POLICY

## 1. Introduction

1.1 This policy is applicable to all situations in which a WRFC team needs to be wound down, either during the playing or close season

1.2 Reasons for winding down a team may vary and can include:

- ❖ Too few players, rendering the team non-viable
- ❖ Manager/Coach may not wish to continue in their role (and no replacement can be found)
- ❖ The team wishes to transfer wholesale to another club
- ❖ An older team expresses a preference to disband rather than progress to adult football
- ❖ A desire to merge teams within the same age group.

1.3 This winding down policy outlines the various steps that need to be taken and the responsibilities of all parties involved: Committee, Manager/Coach/Team Rep, players and parents alike.

## 2. Communication of Intention to Wind Down a Team

2.1 Any decision taken by a team to discontinue should be communicated to the Club Secretary by the Manager (or, in the absence of the Manager, the Coach or Team Rep) in writing at the earliest opportunity, briefly stating the reason for the team needing to be wound down and, where applicable, the steps that have already been taken to prevent this.



### **3. Consultation Phase**

3.1 In the interest of maintaining as many viable teams as possible within the Club, the Management Committee has a duty to investigate alternatives to winding down a team. For this reason, a nominated member of the Management Committee will initially work with team representatives to explore alternatives to disbanding, where it is appropriate to do so. This may include (but is not restricted to):

- ❖ Consulting with parents/players/volunteers about a suitable way forward for the team
- ❖ Assisting with volunteer recruitment
- ❖ Assisting with player recruitment
- ❖ Advising on alternative options to winding down the team
- ❖ Mediating a conflict that appears to be contributing to the team's demise

3.2 In the event that a satisfactory alternative cannot be found, the Club Secretary will confirm in writing the Club's intention to wind down the team to all those parties affected by its decision, referring to this policy for guidance.

### **4. De-Registering From the League**

4.1 If a League-registered team disbands during the playing season, the Club Secretary will notify the appropriate League to de-register the team

4.2 Once League de-registration has been undertaken, there can be no reversal of the decision to wind down the team. Any alternatives to winding down the team must be identified during the consultation phase (see 2.1, above)

4.3 The Club may sanction the continuation of a team that has been deregistered from a League on the basis that its fixtures may comprise only friendly games for the remainder of the season. For example, this may be prudent if it gives the team 'breathing space' to rebuild for the following season.



## **5. Return of League Registration Cards**

- 5.1 League registration cards remain the property of the Club and should be returned to the Club Secretary as soon as the team has been de-registered from the League
- 5.2 Registration cards should not, under any circumstances, be allocated by the Manager/Coach/Team Rep to players planning to leave the Club
- 5.3 It is the Club's responsibility to return registration cards to the League for record-keeping purposes and, where appropriate, redistribution.

## **6. Settlement of Outstanding Club Monies**

- 6.1 As part of the winding-down process, the Manager/Team Rep must collect and forward any outstanding monies owed by the team to the WRFC Treasurer (or any other member of the Management Committee). These may include (but are not restricted to) net match fees, outstanding disciplinary fines and registration payments
- 6.2 The Management Committee has a duty to Club members and to the football authorities to ensure financial good housekeeping involving teams that are winding down and/or transferring to a different club. Transfer arrangements and the release of League registration cards will only be undertaken once the Club is satisfied that a departing team/player owes no money to WRFC. It is therefore the responsibility of the Manager (or other registered volunteer) to ensure that the team's closing financial status is satisfactory as part of the winding-down process.

## **7. Return of Playing Kit**

- 7.1 The winding-down process cannot be concluded until all playing kit (home and away) that is the rightful property of WRFC has been returned to a nominated member of the Management Committee



- 7.2 Playing kit (both home and away strips and including goalkeeper's jersey) remain the property of the Club and their collection from players/parents should be coordinated by the Manager/Team Rep and returned to a nominated member of the Management Committee. This applies to all kits, including those which are sponsored (sponsorship is agreed from the outset as a form of 'gifting' to the Club).

## **8. Return of Training and Match-Day Equipment**

- 8.1 To be concluded satisfactorily, the winding down process must also include the timely return of all training and match day equipment that has been issued to the team and for which the Club has records

- 8.2 Reasonable wear and tear on such items is acceptable but the Club reserves the right to charge for recently allocated items that have been lost or damaged

- 8.3 Items that require collection and return by the Manager/Team Rep to a nominated member of the Club's Management Committee include (but are not restricted to):

- ❖ Manager/Coach waterproof training jackets
- ❖ First aid kit
- ❖ Cones
- ❖ Bibs
- ❖ Match balls
- ❖ Training balls
- ❖ Ball bag
- ❖ Stirrup pump
- ❖ Manager's holdall/bag
- ❖ Poles/carrying bag
- ❖ Other equipment items purchased by the Club e.g. rope ladders, pop-up goals, drink bottle holders etc.

- 8.4 The Club does not require the return of any items associated with a Manager or Coach's FA Level 1 training.



## **9. Return of County/League Cups, Shields and Plates**

9.1 Prior to the conclusion of the winding-down process, the Manager must return to a nominated Management Committee member any County/League cups, shields or plates that have been won by the team and which are effectively on loan to WRFC until the end of the season, when they have to be returned to the appropriate authority.

## **10. Concluding the Winding Down Process**

10.1 The Management Committee shall be responsible for organising the final steps involved in the winding down of the team i.e.

- ❖ Removal and archiving of the appropriate Team Page from [www.wrfc.club](http://www.wrfc.club)
- ❖ Cancelling forthcoming fixtures and referee bookings as required
- ❖ Reallocation of training pitch space as required
- ❖ Redistribution of kit and equipment as required
- ❖ Redistribution of League registration cards as required
- ❖ Update membership records
- ❖ Reimbursement of Registration Fees as required (see 10.2, below)

10.2 Annual Registration Fees are non-refundable. However, in exceptional cases, the Management Committee may approve the whole or partial reimbursement of a team's Registration Fees if a team is wound down within six weeks from the commencement of a new playing season. Any such reimbursement is wholly contingent upon satisfactory completion of all the steps outlined in this policy.