

TN Stars FC Policies and Standard Operating Procedures



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Table of contents

Contents

Table of contents	2
Glossary	4
1.0 Purpose of Policies & Procedures	5
2.0 TN Stars FC Overview	5
2.1 TN Stars FC Philosophy and Approach	5
2.2 Club and Team Structure	6
3.0 Board of Directors (BoD)	6
4.0 Executive Committee (ExCo)	7
5.0 Management	7
5.1 Operations Manager (OM).....	7
5.2 Technical Director (TD)	7
5.3 Coaches, Trainers, and Team Management	8
5.4 General Secretary	9
6.0 Coach, Trainer, and Team Manager Selection	9
6.1 Coach and Trainer Criteria	9
7.0 Players, Commitment and Expectations	9
7.1 Team Selection Process	10
7.2 Age Divisions	10
7.3 Guest Playing.....	10
7.4 Player Recruiting	11
7.5 Players Leaving a Team	11
7.6 Player agency	11
8.0 Season Length	11
8.1 Off-Season Training.....	11
8.2 Tournaments and Games.....	11
9.0 Supporter and Parental Involvement & Conduct	12
10.0 Paperwork and Administrative Requirements	12
11.0 Facilities and Playing Fields	12
12.0 Practice Sessions	12
13.0 Team Names, Team Uniforms, Team Colours	13
14.0 Finances and controls	13
14.1 Team Sponsorships and Fund Raising.....	13
14.2 Financial Reporting and Record keeping	14

15.0 Supporters Work Days	14
16.0 Grievance and Complaint Process	14
17.0 Disciplinary Process	14
18.0 Web Site Management	15
19.0 Guideline Changes and Updates	15
20.0 Bad Standing	15
21.0 Supporters Club	16
22.0 Annual General Meetings (AGM)	16
23.0 Annexes	17
Annex 1: Constitution of TN Stars Football Club (2018 version)	17
Annex 2: TN Stars Player selection scoring sheet – 2018 season	20
Annex 3: Sample nutritional supplement monitoring form (TN Stars FC)	21

Glossary

AGM	Annual General Meeting
BoD	Board of Directors
ExCo	Executive Committee
FAM	Football Association of Malawi
FIFA	Federation of International Football Associations
GS	General Secretary
OM	Operations Manager
PO	Publicity Officer
SULOM	Super League on Malawi
TD	Technical Director
TM	Team Manager
TN Stars FC	Thomas Nyirenda Stars Football Club (also herein "Club")

1.0 Purpose of Policies & Procedures

The purpose of these Policies & Procedures are to provide the leadership, coaches, trainers, players, supporters, club members and everyone involved with the TN STARS FC program, a set of procedures to operate by in growing and managing our club. In addition to these Policies & Procedures, the club and all its participants are expected to abide by TN Stars FC Constitution (**Annex1**), the laws of FIFA, FAM, SULOM tournament sponsors in which TN STARS FC is included as official participant. In the event of a potential contradiction with the Policies & Procedures contained herein, the Policies & Procedures of these organizations take precedence. Such contradictions should be brought to the attention of the TN Stars FC Directors and ExCo to be remedied at the earliest possible opportunity.

Different groups affiliated to TN Stars FC may choose to have additional procedures and guidelines over and above the minimum requirements contained herein, but these must be approved by the Board of Directors and the ExCo.

It should be noted that the Policies and Procedures of TN STARS FC may be changed, but will be communicated to the club membership.

2.0 TN Stars FC Overview

TN STARS FC, a Kasungu based soccer club, is a member of the Super League Teams registered in Malawi under FAM and SULOM competition statutes. TN STARS FC has its own distinct bylaws and governing body. The governing body consists of a Board of Directors, ExCo and Management. All these organs will be operated per its bylaws and constitution of TN STARS FC.

2.1 TN Stars FC Philosophy and Approach

The idea emerged out of a request from young boys from and around Kasungu boma to help them realise their potential in society. The history is long and winding but the long and short of it is that after struggling and working hard in the lower league, TN Stars was finally promoted into the elite super league of 16 teams in 2017.

TN STARS FC will focus more on the process of development than anything else, especially in the U23 and under age groups. The senior and junior teams are formed and organized to provide an opportunity for boys to develop their skills to the greatest degree possible. Such a process will eventually allow its players to play soccer at the highest competitive levels. The long-term goal is to produce both quality players and people who can use soccer as a stepping-stone for higher sportsmanship and lifestyle in general. Winning will eventually come as a natural result of a well-executed process on behalf of the players, coaches and the club's philosophy. The TN STARS FC philosophy will be accomplished by:

- Putting the overall development of the player first while balancing the needs of the overall program.
- Encouragement and support of the players by the club, team and parents
- Providing the best possible coaching and top-level training to facilitate players toward individual development and the team toward achieving its greatest potential
- Organizing the fairest and best possible teams through annual trials
- Seeking out top-level competition with other players of the same or higher calibre

- Basing playing time on merit earned by a player through skills and
- Conditioning, development, ability, attendance, performance, attitude, teamwork and adhering to the expectations listed herein
- Playing competition in “classic” games, scrimmages, league play and a minimum of tournaments allocated by organisers in Malawi per season
- Receiving strong financial support to pave the way for achieving the above goals through corporate sponsorships, team fund raising, individual donations, parental support, tournaments and sale of players to elite teams in and outside Malawi.

2.2 Club and Team Structure

TN STARS FC has sole responsibility for and authority over each itself. Any dues or fees paid by sponsors, donors, fundraisers, gate collections or other funds that accrue to the team immediately become the property of the club, as are any other goods purchased for or donated to the team.

The BoD, will appoint management staff which comprise office managers, accounting officer, coaches/trainers etc., all of whom report to the club’s BoD. Likewise, the BoD will appoint a team manager who will work under the direction of the team’s head coach (Technical Director - TD). The management staff, coaches, trainers and team manager are not elected positions voted on AGM attendees.

Parental involvement and support are obviously vital to the success of any selected team with under 18 players and the coach, trainer and team manager should encourage that involvement and support whenever possible.

All decisions involving division of play, competition level and the scheduling of games and tournaments will be made by the coaches with input from the Technical director and Team manager. All decisions involving training sessions will be made by the coaches/ trainers with input from the Technical Director. All decisions involving line-ups, playing time, positions and addressing the players will be made by the coaches with input from TD. Such decisions are not at the discretion of the parents, supporters, team manager or the players.

All decisions in participation in other team- or club-related activities (including associated dates and times), team publicity and image, travel arrangements, and the calculation of expenditure of funds required for participation at tournaments and games will be made by the team manager and are ultimately subject to the authority of the TD, and the TN STARS FC board. Any of the above areas of responsibility may be delegated, from time to time, by the individuals responsible, but none of the decisions require a vote of the parents, supporters or players. TN STARS FC greatly desires a harmonious and cooperative atmosphere between parents, supporters and team management.

3.0 Board of Directors (BoD)

From 2009 to 2018 TN STARS FC had one director who is currently a major shareholder. The investment base of TN by end of 2018 is in excess of 100 million Kwacha of which approximately 32.3 million of current players’ value is not included. In 2019 upon release of audited account shares will be floated to interested holders among whom 5 majority shareholders will constitute a Board of Directors. The newly formed BoD will continue to ensure the Club's prosperity by collectively directing its affairs, whilst meeting the appropriate interests of its shareholders and stakeholders. The new Board will elect its chairperson and meet monthly.

4.0 Executive Committee (ExCo)

The Executive Committee is responsible for providing strategic leadership for the club by working with the BoD and the Operations Manager to establish long-range goals, strategies plans and policies. This will include development and implementation of a strategic plan to advance the club's vision, mission, strategies and objectives and to promote goals, sustainability and growth for the club. The ExCo Chairman also in coordination with the Operations Manager, establishes, develops, maintains and oversees all internal and external fundraising and sponsorship opportunities while also establishing and maintaining external business and soccer partnerships and relationships. The ExCo accomplishes this through a respectful, constructive and energetic style, guided by the objectives of TN STARS FC.

The following positions form the ExCo:

1. Chairperson
2. Vice Chairperson
3. Secretary General
4. Vice Secretary General
5. Treasurer
6. Vice Treasurer
7. Four Committee members

Forming a ten person strong ExCo.

ExCo will meet monthly and its minutes will be shared with BoD through the General Secretary (GS).

The Chairman of ExCo is non-voting member at the BoD meeting. The term of each ExCo is 1 year.

5.0 Management

5.1 Operations Manager (OM)

Running an efficient office for the Club is critical. The Operations Manager who is a salaried staff provides the leadership, management and vision necessary to ensure that the Management Office for the Club has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the Club and to ensure financial strength and operating efficiency. As the Management office of the club provides support to the ExCo (who are volunteers) to do their work properly, the Operations Manager of the Club also, in coordination with the Executive Committee Chairman, establishes, develops, maintains and oversees all internal and external fundraising and sponsorship opportunities while also establishing and maintaining external business and soccer partnerships and relationships. The position accomplishes this through a respectful, constructive and energetic style, guided by the objectives of TN STARS FC.

5.2 Technical Director (TD)

The club, through the TN STARS FC BoD, will enlist the services of a TD (salaried staff) to provide guidance, counsel and leadership for the purposes of developing the TN STARS FC program and its players in accordance with the clubs Policies & Procedures and promotion of its philosophy.

Expectations and requirements of the TD include but are not limited to:

- Work closely with the TN STARS FC BoD and associated committees in the organization and management of the program
- Advisement to the TN STARS FC recreational programs in developing programs for recreational and developing players.
- Solicit, interview, screen, background check other coaches and trainers for each team category

- Participate in monthly TN STARS FC BoD and ExCo meetings and meet the administrative requirements associated with providing the services outlined herein
- Oversee the overall development and training of the players, trainers and coaches
- Make available foot skills and player development training to the teams within the program
- Continually seek education and training in order to ensure the continuous improvement of the club
- Serve as a positive example and role model to the players and coaches within the program
- Conduct business in an ethical and professional manner
- Promote the club in local schools and organizations
- Produce match reports after every game and technical plans for the following games.

5.3 Coaches, Trainers, and Team Management

The TN STARS FC board, with input from the TD is ultimately responsible for approving team leadership for all soccer teams under it. Coaches of each team are expected to conduct themselves with professionalism and dignity at all times and is to refrain from abusive or foul language, smoking or drinking in front of players, and is to be role models for the players of the Club. The club expects likewise of the club's leadership and from each individual team's leadership. Coaches, trainers and team managers can be removed at the discretion of the BoD and all positions are for no more than a one year term, although the appointment can be renewed for subsequent years. The classifications and job descriptions of each category of salaried staff will include at a minimum:

- **Senior Coach** — Responsible for the overall development and success of the team and its players; will adhere to the goals and objectives of the team at all times; will be at practice and games before scheduled time; will guide and prepare the players both mentally and physically for games; will determine line-ups, playing times and positions of players; must adhere to the Policies & Procedures established by the TN STARS FC board, including those contained herein. Senior coaches are usually appointed for the duration of one year (2 seasons). The TD with the approval of the BoD may reassign or remove a coach at any time in order to accommodate the best interests of the club and age group individual teams
- **Assistant Coach** — The decision to obtain an assistant coach is the responsibility and decision of the TD. The assistant coach will work under the authority of the TD and will assist as directed. The position of Assistant Coach must be approved by the BoD in advance.
- **Trainer** — In addition to or in conjunction with TD, the team may have a BoD approved trainer to conduct practice sessions for the team. Such a trainer may be solicited from within or from outside Malawi.
- **Team Manager** — In accordance to FAM requirements TM is required to have CAF C coaching licence minimum. Responsible for the overall administrative aspects of the team, including rostering of players, scheduling tournaments and games under the direction of the TD, planning lodging, team communication for the coach, and other duties assigned by the TD and club leadership. The team manager is not a coach (and should not be on the side lines during a game except in those instances when requested by TD or other coaches), and is to work under the leadership of the TD and club Policies & Procedures. They are to present the decisions of the BoD and TD in relation to club policies and procedures to parents, supporters and players in a positive and supportive manner. In the absence of a team treasurer, the team manager may also be responsible for the role of managing the finances of the team as outlined herein.
- **Team Treasurer** — **Team Treasurer is the only member of ExCo that is part of Management Team.** Responsible for the overall financial aspects of the team; will provide financial reports as requested to the team manager, and TN STARS FC ExCo Chairman, and Operations Manager. Treasurer will properly and ethically manage the team's finances; will be

responsible for collecting and distributing money for the team. The Operations Manager and the Treasurer are the two authorised signatories to the bank account of the club.

- **Publicity Officer** – Responsible for external communications with stakeholders such as SULOM, FAM, Referees Association and the media. The PO is a channel through which referrals of communication will be made. He or she is not allowed to make a statement on behalf of TN STARS FC without approval or greenlight from the BoD, Chairman of ExCo or the TD
- **Kit Master** – Responsible for maintenance of the kits, balls, boots and other training equipment in Club's physical asset register as maintained by the Treasurer. He or she is also responsible in maintaining food supplement register (**Annex 3**) and direct observed feeding of such supplements as per nutritionist prescription
- **Team Doctor** – Responsible for the health and hygiene of players on and off the pitch. Custodian of first aid box
- **Physiotherapist** – Responsible for rehabilitation of injured players in line with Team Doctor's recommendation.

5.4 General Secretary

GS will ensure that departments mentioned in TN STARS FC Policies & Procedures have necessary documentation and office tool to produce their jobs efficiently. Such documentation includes player contracts, player rosters used by Team Managers, accounting documents etc. All documents from the BoD, Management and ExCo need to be properly archived by the GS. The GS works closely with the PO to ensure all communications are well received and responded too. The GS is also secretary to the BoD during their meetings. The GS is responsible for maintain the Club's Calendar outside league or cup game fixtures which is maintained by the Team Manager.

6.0 Coach, Trainer, and Team Manager Selection

The TN STARS FC board, with the advice, direction, and recommendation of the TD, will approve and assign all coaches, trainers, and team managers. TN STARS FC board will be responsible for appointing coaches and trainers.

6.1 Coach and Trainer Criteria

Individuals requesting an interview for a coaching position must submit a written request to the TD who will present the applications to the Operations Manager (OM). All coaches are expected to be qualified per Malawian standards at a minimum, although the program desires coaches and trainers to possess qualifications that are over and above the minimum requirements. The CAF structure of Class C to A coaching qualifications is most desirable.

7.0 Players, Commitment and Expectations

Super League and Chipiku League divisions requires a much greater level of commitment than a recreational division in Academy and social soccer teams. Each player, and parent (in case of under 17 players), is expected to dedicate the time and effort necessary to continually improve his or her individual skills, contribute to the team's success and do what is best for the team as a whole.

Players that are not dedicated to becoming the best soccer player possible are not suited for the select soccer team concept. It is completely understandable that some players may not feel such a commitment and may need to consider other options in fairness to those teammates that have made such a commitment. A few of the commitments and expectations include:

- Representing the team and club in positive manner at all times
- Being on time for practice and pre-game warm-ups
- Notifying a coach in advance, to the greatest extent possible, of an absence or tardiness
- Attending, to the greatest extent possible, all practices and games
- Coming to each game prepared and dressed to play with shin guards, in uniforms, socks, cleats, water bottles, etc.
- Maintaining a positive mental attitude toward both games and practice
- Continually developing skills on non-practice days
- Dedicating themselves to off-season conditioning and training
- Refraining from illegal drugs, smoking and alcoholic beverages
- Paying attention and respecting coaches and trainers during club activities, practices and games
- Displaying good sportsmanship at all times toward the team, opponents and referees
- Maintaining a healthy diet and getting plenty of rest.

Despite these priorities, each player must understand that the team will require a strong commitment compared to most other outside activities. It should be understood that missing games, practices and team meetings, regardless of the reason, could have an impact on playing time and starting positions. Ultimately such absences or tardiness, as well as violating any of the above expectations, could impact a player's ability to make or remain on the team in the future if these policies are abused or habitual. The coach will determine whether an absence is excusable and/or will impact a player's playing time or status on the team. In some cases, a player may be removed from the team for violating the above rules, with or without notice, and would be subject to the Policies & Procedures in the section "Players Leaving a Team."

7.1 Team Selection Process

As trials incur a cost to the club the player selection process must be approved to start by the BoD. TN STARS FC will host trials in Kasungu or other predetermined location for the purposes of evaluating and selecting the team's players on at least an annual basis. A prospective player must attend these trials events to be considered for selection. In some cases the coaches, with prior approval, may conduct a special trial after the original trial if additional players and/or teams are being sought. Special circumstances regarding a potential player missing a trial will be evaluated on a case-by-case basis by the coaches or the TD. A coach or the Director of Coaching may grant an ill, injured, or player missing for an excusable reason (which is at the TD or Head Coach's discretion) a roster position based on past performance. Past performance, skills and experience may also be used in addition to trials evaluations as criteria with which coaches formulate an opinion and pick their teams. Ultimately the selection of players should be based on a scoring system developed at TN STARS FC containing four criteria: Discipline, Technical ability, Level of understanding of the philosophy of the club and Fitness. See **Annex 2** as an example. The BoD may launch a special Screening Committee to interview selected players to verify that they meet the right criteria.

7.2 Age Divisions

Ultimately it is at the discretion of the TN STARS FC board with input from the DOC to determine if a team should be formed to represent a specific age group. The current age groups being developed at the club below the senior super league team are U23, U17 and U13 teams.

7.3 Guest Playing

No guest players not registered in the TN STARS FC structures are allowed. The only exception is players brought to the club on loan from other clubs.

7.4 Player Recruiting

All request for new players to join TN STARS FC program should be through the TD and Team Manager who will forward legitimate requests to BoD for approval. Inviting players without procedures is not allowed and the club will not reimburse any costs involved when procedures are not rightly followed. It shall be deemed unethical behaviour to contact a player directly or indirectly, encourage or otherwise entice a player to transfer from one team to another during the team's seasonal year without first referring such requests the TD or Team Manager. TN STARS FC coaches or its followers that suspect other clubs are recruiting their current players are to contact the TD for appropriate action to be followed.

7.5 Players Leaving a Team

In the event that a player quits, is expelled from the team, is not chosen during trials for the next season or will not return to the team for any reason, items which are purchased for the players through fundraising or sponsorships — including warm-ups, bags, sweats, balls, jackets, boots or any other items — must also be returned to the team when it is determined that a player will not be returning to the team for any reason.

7.6 Player agency

The BoD have the power and rights to appoint or recommend a player agent who they see fit to handle sales and transfers of the Club players to other teams in line with FAM and FIFA rules. The agent will work with the FAM trained transfers officer at the Club. Any person found negotiating player transfers without approval of the BoD will be in bad standing with the club and liable of legal action against him or her.

8.0 Season Length

Typically, the fall season will officially begin in Early April to End of December. All TN STARS FC teams are expected to practice and play at least until the middle of November.

8.1 Off-Season Training

It is very important for players to participate in some form of training during Off-season. Failure to train in the off-season will result in a team that is out of shape and not ready for demanding tournament play. Training during the off-season will be increasingly important as the players mature and increase their level of competition. Coaches should discuss formal training program length, duration and content with the TD in order to maintain standards of technique and fitness while allowing players, parents and coaches an adequate period of rest to recuperate from the prior season. The TD should submit such plans timely to the Operations Manager and Chairman of ExCo for presentation and approval to the BoD.

8.2 Tournaments and Games

Games are typically played on Saturdays and/or Sundays, and in some instances will be played on mid-week. The Team Manager is responsible for preparations for league and cup games. The coaches, with input from the TD, are responsible for developing the schedule and determining tournaments appropriate for the different teams under TN STARS FC.

9.0 Supporter and Parental Involvement & Conduct

The team would obviously not exist without the involvement of player's parents and supporters. However, in no circumstance are parents or supporters to approach the coach after a game to discuss performance of the team, playing time, etc. Playing time and selection will be based on merit earned by a player. If a problem does arise, the concerned parent or supporter needs to address Club in writing not on the side lines.

10.0 Paperwork and Administrative Requirements

The Team Manager of each team Affiliated to the Club will be expected to provide the TN STARS FC board, Chairman of ExCo, Operations Manager and the TD copies of all lists of registered players by the club, rosters of play plus training by registered players and paper work submitted to national soccer organizations. In addition, the following information will be compiled by the TN STARS FC Operations Manager as received from each team manager and forwarded to the appropriate persons one month prior to the beginning of season:

- Updated roster of each team
- List of names, addresses and phone numbers for all players
- Waiver forms
- Requested date of first practice during upcoming season
- Requested days of the week and times for practices
- Anticipated schedule of dates and times for tournaments, scrimmages and league games
- Each team should be aware that any changes of schedules, practice/game times or fields, could result in the accounting and administrative problems.

11.0 Facilities and Playing Fields

The Ntchalachala Stadium is assigned to TN STARS FC as its home ground by FAM and SULOM. It should also be noted that on occasion, the fields may be off limits to teams because of field maintenance issues, sodding/sowing, mowing or other reasons intended to improve the complex. In the event the fields are closed by the park system, under no circumstances are teams to practice and/or play on the fields until reopened and approved for play.

Kavunguti Primary School field where the Club invested in football grounds development is under 4 year contractual agreement as TN Stars FC academy grounds; where 15% of the proceeds from the grounds go to the School Committee. Coaches and trainers are encouraged to liaise with the school authority when opting to use the field.

12.0 Practice Sessions

Practice sessions will be well organized, last approximately 1.5 hours, and will focus primarily on improving both the technical and tactical aspects of each individual player and team. Practice sessions may also be utilized to improve the players' fitness although ideally this will be done with a ball utilizing "economical" training methods. The TD will provide guidance with the creation of a suitable curriculum but each coach should be aware of, and teach age appropriate skills and tactics utilizing a written lesson plan for each training session. Teams will have scheduled practices an average of 6 times per week. The decision to make up a practice is at the coach's discretion.

Each player is to attend practices wearing the team-provided practice t-shirt/sweatshirt, not game uniforms. The purpose of this guideline is to promote the select program while displaying team unity and conformity. Players should note that individual practices and conditioning is just as important as scheduled team practices, and doing so will play a huge role in the overall development of a player and the team.

13.0 Team Names, Team Uniforms, Team Colours

The official name of the club is TN STARS FC. The name of the select program and the name of each team under its establishments and applicable in tournament applications and other team listings, teams will be listed as TN STARS. All uniforms must have the club-approved TN STARS FC logo approved by the TN STARS FC board. The club may approve kits of uniforms for teams to choose from. All teams are required to wear the club approved uniform in all tournament games. Team sponsors may have their name silk screened on bags, shelter tents, warm-ups, etc. Sponsor names are allowed on game jerseys with size and positioning approved by the TN STARS FC board, but not allowed on game shorts or game socks.

The official home colour of the Club is RED while away colour is GREEN.

On hot or rainy days, the players may need to change for comfort. In addition, during tournaments, both the primary and secondary jerseys will likely be worn. Coaches are asked to wear club-approved shirts and/or warm-ups to all games and are, in all situations, to be dressed professionally.

14.0 Finances and controls

14.1 Team Sponsorships and Fund Raising

In order to offset the majority of costs associated with growing and maintaining a top-level soccer team, it is necessary for many teams to seek outside funding and sponsorships. The ExCo will enlist a number of sponsors and facilitate a number of fund raising events. It is possible that the team sponsors fund a portion of annual the costs while the rest will be covered by funds raised through several activities. As a way of generating revenue directly by the club, a club house is being proposed. This place will be house (rented on otherwise) which will have the following amenities:

- Sports bar: The idea is to have a bar which will be able to attract both executives and supporters as a way of generating income. This bar will be wholly run by the club. The club will also run a menu of snacks. The bar will have to have enough TV sets to provide entertainment to guests. A survey of Kasungu, reveals that such a facility is not currently available at the boma. Membership to the Club house if planned to be tiered according to a subscription fee into four categories: Platinum, Gold, Silver and Bronze. The fees will be published once the club house is ready.
- Local dishes restaurant: While the team would love to run this wholly, it may be cumbersome. As such, the idea is to partner with individuals or company experienced in catering services. However, the team will, to a large extent input into the menu because we have the vision. The idea is to run a restaurant that will have a variety of meals on the menu that the traditional chicken a chips type of restaurants. Again, a survey around Kasungu shows that such a service is not available currently, creating a good business opportunity. The team will agree with the partner on a fixed fee to pay to the club, apart from sharing water and electricity costs.

The TN STARS FC board reserves the right to deny sponsorship or affiliation with the program or any team to any company or organization which it feels does not serve as a good example to sports development. Funds raised via sponsorships and/or fund raising are to be managed by the club management and the team treasurer. Such funds are to be reported to the TN STARS FC treasurer as part of the team's financial reporting procedure.

14.2 Financial Reporting and Record keeping

TN STARS FC has a designated local area banking account where funds collected from fees, sponsorships, fund raising and other revenue sources must be deposited. The account will also serve as a means to pay team fees and expenses such as tournament registrations, uniform expenses, coach/trainer fees, players' wages and other team-related expenses. Two club-approved persons (the TN STARS FC ExCo treasurer and OM) are to be authorized to sign checks and their signatures are to be on file at the banking institution. The team treasurer will be responsible for collecting all sources of team revenue and paying all team-related expenses and fees from the team account. The team treasurer will provide at least two financial statements each season. The TN STARS FC Treasurer and will also provide a full financial disclosure at the conclusion of each season to the BoD. The financial statements/disclosures are to include a detailed activity/transaction summary, balance sheet, operating statements and copies of bank statements for the previous six months.

15.0 Supporters Work Days

It may be necessary for Supporters Club to occasionally help in preparing for club events (tournaments, events, etc.). The Chairman of the Supporters Club should write the Chairman of ExCo and the Operations Manager of their intentions in advance so that such unscheduled activities are fitted into the Club's calendar.

16.0 Grievance and Complaint Process

In the event of a player or parent of a junior player having a problem, grievance or complaint, the immediate first step should be to attempt resolution with the team manager if concerning administrative issues and for all on field issues resolution should be attempted with the respective coach. In the event a resolution is not reached at this point, the TD may be contacted to intercede. If no resolution is forthcoming a formal written complaint should be forwarded to the attention of the TD, and ultimately the TN STARS FC Chairman of ExCo for review with the full BoD if not resolved. To be accepted for review, the written complaint must include the submitters name, address, phone number, the player's team age group and coach's name, a detailed outline of the issue, and a recommendation for resolving the issue. The TN STARS FC board will review the formal written complaint and respond in writing within 10 days. The TN STARS FC board may or may not refer the matter to the Disciplinary Committee.

17.0 Disciplinary Process

The Disciplinary Committee is an independent arm of the TN STARS FC Board. The chairman of the committee, which is a board member, plus the members of the committee which are selected, by the Disciplinary Committee chairman. The Disciplinary Committee's findings and determination of proper disciplinary action are reported to the TN STARS FC BoD which has the option, with a secret ballot vote, of rejecting the committee's findings and the option of returning the matter to the Disciplinary Committee with any new or additional information. The purpose of the Disciplinary Committee is not to be a "police force," but rather to ensure that TN STARS FC soccer is fun and a pleasant experience for all involved. In most instances, discipline of players will be left to the sole discretion of the coaches, Team Manager and TD. This does not preclude the Disciplinary Committee

or TN STARS FC board from recommending or imposing alternate or additional discipline should the situation warrant. When the subject of a review is a parent or a supporter or other non-player, it is the TN STARS FC's desire to do everything reasonably possible to avoid penalizing the associated player. Following are the general steps the Disciplinary Committee will employ. Depending on the severity of the infraction, the Committee may choose to start at Step 2 or even Step 3.

1. Probation — The terms of the probation are put in writing and the person on probation will receive a copy. This document will spell out, in clear language, what is expected of the person on probation, not the least of which will be the cessation of the offensive activity, and make it clear that, since that person is on probation, they will be held to an even higher standard of conduct than other people. Probation lasts for the balance of the then-current season. If probation is violated
2. Partial Suspension — The person is excluded from all team activities — meetings, practices, informal scrimmages, etc. — but the person is allowed to attend games where paid referees are used (such as “classic” and tournament games) provided the person remains at least one field's width away from the field on which the game is played. After a period of one month, the person goes back to step one (probation). Attendance at ANY excluded function violates this partial suspension. If partial suspension is violated then step 3.
3. Full Suspension — The person is excluded from all team activities and games for the rest of the then-current season. After that season, the person goes back to step one (probation) for the next season. Attendance at any function violates this full suspension. Additionally the player associated with the person on suspension cannot participate in any game, training or practice during the time the person on full suspension is present. If full suspension is violated then step 4.
4. Player Suspension — The player associated with the person on suspension is suspended for a period of time determined by the Disciplinary Committee.

18.0 Web Site Management

The TN STARS FC board will be responsible for the overview and information sections of the site www.tnstarsfc.net and its Facebook <https://www.facebook.com/TN-Stars-FC-Malawi-292671294437758/>. In some cases, team managers and coaches are required to provide input and information applicable to their specific team sections. Questions regarding the site can be forwarded to the web site representative who is made known to management. The TN STARS FC board reserves the right to change the website when deemed necessary.

19.0 Guideline Changes and Updates

Any changes or updates to the Policies & Procedures contained herein are to be made only by the TN STARS FC board and may be made at any time by them. Copies of the Policies & Procedures will be forwarded to all members of the TN STARS FC board, its committees, coaches and managers and will be made available on the club website. The chairman of the board and the TN STARS FC GS will maintain original copies of these Policies & Procedures and will be responsible for distribution upon revisions and updates. Questions about these Policies & Procedures should be directed to Chairman of the BoD.

20.0 Bad Standing

Any player, coach, manager, referee, officer, volunteer, supporter or parent may be placed in Bad Standing by the Board of Directors of TN STARS FC for reasons that harm the club, its members or its reputation. The reasons for being placed in Bad Standing may include, but are not limited to, any violation of club or team rules, non-payment of fees, not returning or damage to club or team

property, not turning in club or teams funds, violation of disciplinary codes or misconduct unbecoming a TN STARS FC member.

“Any person deemed in Bad Standing by TN STARS FC will not receive permission from TN STARS FC to transfer, participate in Club’s activities, register, etc. until the cause for the ruling of Bad Standing has been remedied and the status of Bad Standing has been removed by TN STARS FC.”

“It will be TN STARS FC’s policy to not accept the registration and participation of any person who is currently in “Bad Standing” with any other association until a review of the circumstances leading to the determination of “Bad Standing” and TN STARS FC is satisfied with the situation.”

21.0 Supporters Club

The TN STARS FC Supporters Club is not a section of the club and therefore will organise and manage itself but its constitution will have to be approved by BoD and the Executive Committee of the Club. The approval is not to rule of supporters but to ensure that their mission and values align with Policies & Procedures of TN STARS FC. In the event that the Board and ExCo does not approve the constitution of the Supporters Club its leadership will detach itself from the dealings and consequences of the actions of the supporters during and after competitions in which their members pose as club supporters.

22.0 Annual General Meetings (AGM)

Every third week of January the Club will hold an AGM of the members, shareholders and interested parties of the club at venue that will be announced and the end of every year. In 2019 the event is planned to be held I Kasungu, at Chikho Hotel on 19 January. The composition of invited participants is subject to change but in 2019 the following categories of potential stakeholders have been invited:

1. Supporters committee members (10)
2. Current ExCo (16)
3. Technical panel (5)
4. Current management members (5)
5. Anyone willing to contest (not more than 30 people) to be registered on first come first served basis
6. SULOM and FAM representatives (2)
7. Media (5)
8. Service and former Captains (4)

Part of the agenda for AGM is to elect new members of ExCo. The new 2019 ExCo is among other things, expected:

1. Amend the attached (Annex 1) Constitution for approval of the BoD expected to be in office in early 2019
2. Draw up the team strategic plan
3. Draw up various policies (not covered in this Policies and Procedures for various sections)
4. Draw a fundraising strategy for the team.

23.0 Annexes

Annex 1: Constitution of TN Stars Football Club (2018 version)

1. INTRODUCTION

- 1.1 The name of the Private Football Club shall be: TN STARS FOOTBALL CLUB (“TN STARS FC”).
- 1.2 TN STARS FC is and shall continue to be a separate legal body distinct from its players with the capacity to acquire rights and obligations and having perpetual succession.
- 1.3 TN STARS FC shall be conducted on an entirely private ownership basis. The proprietor is Dr Thomas Nyirenda of Mnthembwe Village, TA. Kaomba, Kasungu.
- 1.4 The address of TN STARS FC is P.O. Box 258, Kasungu, Malawi.
- 1.5 The structure of TN STARS FC will comprise: (a) Proprietor – Dr Thomas Nyirenda, (b) Office bearers (Head Coach – Meck Mwase, Office Manager – Mr Khumbo Chipeta; Coach – Monke Chirwa; and Players) and The Executive Committee comprising Chairman, Secretary, Treasurer and other members electable by the three main members of the Executive.

2. AIMS AND OBJECTIVES

The aims of TN STARS FC are:

- 2.1 to promote youth soccer development from grass root level in Kasungu;
- 2.2 to promote formation of youth team capable of competing in major tournaments and a calling at national team level;
- 2.3 to promote of the health, security and happiness among junior football players in Malawi;
- 2.4 to promote a relationship between TN STARS FC and educational institutions that is mutually beneficial between players and the Club;

3. POWERS AND RESTRICTIONS

For the attainment and promotion of its aims and objectives TN STARS FC shall have power:

- 3.1 to scout for talent and sign young players onto its team register
- 3.2 to develop, sell, donate or exchange young players with other registered teams in Malawi and abroad;
- 3.3 to join local leagues and tournaments in Malawi and African continent
- 3.4 to institute, defend, compound or abandon any legal proceedings in the name of TN STARS FC;
- 3.5 to borrow money on bank overdraft or otherwise;
- 3.6 to collect, canvass for and to accept donations, bequests, endowments and benefits of any nature for TN STARS FC from any person or body or estate and from any source whatsoever;
- 3.7 to invest the funds and assets of TN STARS FC in securities approved by the proprietor whose power shall include the realisation of investments and reinvestments;
- 3.8 to acquire movable property by purchase, lease, donation, bequest or any other mode of acquisition;
- 3.9 to generally do all such things as may be conducive to the attainment of all or any of the aims and objectives of TN STARS FC;
- 3.8 no funds will be distributed to any person other than in the course of furthering the aims and objectives of TN STARS FC;

4. PLAYERSHIP

The people who shall be eligible for playership as follows:

- 4.1 Youth Player – any male person who is under the age of 17 and whose ability to play soccer enables the Coach to enlist him
- 4.2 Senior Player – any male person who is over the age of 17 and whose ability to play soccer enables the Coach to enlist him

- 4.3 Registration – any person who fits the criteria in 4.1/4.2 and has signed the TN STARS FC registration form;
- 4.4 Duration – Playership status shall be subject to renewal on the first day of the year unless specifically condoned by the Proprietor;
- 4.5 Termination – The Proprietor may, at its sole discretion, terminate any playership without having to provide any reason for its decision;
- 4.6 Fees – There are no Playership fees except for allowances spelt in Players’ contracts;
- 4.7 Team – The Proprietor’s office shall keep a current register of players with their last known addresses. The onus is on the player to advise TN STARS FC of his / her address and any change thereof;

5. LIMITATION OF RIGHTS AND LIABILITIES OF PLAYERS

- 5.1 Playership of TN STARS FC does not and shall not give any Player, proprietary right, title or claim nor any interest in the property or assets of TN STARS FC;
- 5.2 Players shall have no rights in the property or other assets of TN STARS FC solely by virtue of their being players or office bearers;
- 5.3 Players shall not become liable for any of the obligations and liabilities of TN STARS FC solely by virtue of their status as players or office bearers of TN STARS FC;
- 5.4 Office Bearers and the Executive Committee shall not be personally liable for any loss suffered by any person as a result of an act or omission, which occurs in good faith while the office bearer or committee member is performing functions for or on behalf of TN STARS FC.

6. GENERAL MEETING

- 6.1 A general meeting, to be known as the Annual General Meeting, shall be held each year within a period of 60 days either before or after the end of the year, as defined in clause 7, on a date and at a time and place fixed by the Proprietor and his Officers.
- 6.2 A general meeting, to be known as a Special General Meeting, may be called at any time by the Proprietor.
- 6.3 The quorum at general meetings shall be 4 Officer Bearers, 4 Executive Committee members and The Players’ Captain or his deputy.

7. BUSINESS AT THE ANNUAL GENERAL MEETING

- 7.1 The Proprietor aided by Office Bearers shall submit for the consideration of the Annual General Meeting the Technical Reports and an Annual Report of the affairs and activities of TN STARS FC.
- 7.2 The Annual General Meeting shall consider any business of which notice has been given, such notice to reach TN STARS FC not later than 10 days before the relevant Annual General Meeting.

8. POWERS AND DUTIES OF THE PROPRIETOR

- 8.1 The Proprietor shall be charged with the responsibility of carrying out the aims and objectives of TN STARS FC in accordance with the Constitution and, without detracting in any way from the generality of this provision, may exercise the following powers:
- 8.1.1 to authorise opening of bank accounts and deposit any funds with such bank;
- 8.1.2 to ensure that proper books and records of the affairs of TN STARS FC are kept, and to cause accounts for the financial year to be prepared;
- 8.1.3 to appoint such other Proprietors or Sub Proprietors, as it may consider necessary for the efficient carrying out of the aims and objectives of TN STARS FC, and to delegate to such Proprietors all or any of the powers of the Proprietor;
- 8.1.4 to collect and disseminate information which, in the opinion of the Proprietor, is calculated to promote any aims and objectives of TN STARS FC and to assist or co-operate with any other organisation having aims and objectives similar to its own;

- 8.1.5 to fill any vacancy on TN STARS FC;
- 8.1.7 to acquire property or an interest in movable property, by means of purchase, exchange, donation, legacy, lease, listing on stock exchange, hire or otherwise;

9. MEETINGS OF THE PROPRIETOR, OFFICE BEARERS AND EXECUTIVE COMMITTEE

- 9.1 The Proprietor, Office Bearers and Executive Committee shall meet at least once a month at a place and time to be notified by the Office Manager of TN STARS FC;
- 9.2 Players representatives must attend in person or if unavailable, can send one nominee;
- 9.3 The Team/Office Manager shall cause minutes to be kept of the proceedings at all meetings and share them as soon as reasonably possible after the meeting.

10. FINANCIAL YEAR END

The financial year of TN STARS FC shall end on the 31st day of December in each year.

11. SIGNING POWERS

Payments shall be effected by cheque or electronic bank transfers to actions executed in relation to the affairs of TN STARS FC, shall be authorised by the Proprietor and signed by authorised signatories submitted to the bank.

12. AMENDMENT OF CONSTITUTION

This Constitution may be amended by resolution passed at any General Meeting of TN STARS FC of which not less than twenty one (21) days notice in writing shall be given to all affected by changes in the resolution.

13. DISSOLUTION

13.1 TN STARS FC may be dissolved by a resolution passed at a General Meeting of TN STARS FC of which not less than twenty one (21) days notice in writing, to Officer Bearers, The Executive Committee and Players.

13.2 If upon dissolution of TN STARS FC and after satisfaction of all its debts and liabilities, there remains any assets whatsoever, such assets shall remain the property of the Proprietor and the Shareholders on the register of TN STARS FC.

We hereby certify that this Constitution was adopted on 31 December 2017



31/12/2017

.....
 PROPRIETOR

DATE

31/12/2017

.....
 OFFICE MANAGER

DATE

Annex 2: TN Stars Player selection scoring sheet – 2018 season

No	Name of player	*Commitment to TN Stars goals (out of 5)	**Discipline (out of 5)	Physical fitness (out of 5)	Technical ability (out of 5)	***Total score	Comments (if applicable)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							

Notes:

* Commitment to TN stars means a player (a) understands director’s goals and objectives and verbally confirms he will follow TN Stars FC goals, (b) is youthful and trainable (c) does not express lack of money as only reason for joining our club

** Discipline means (a) has no previous bad record at TN stars or reports from other teams, (b) has had outstanding discipline during trials

***Total score can be 0 to 20. Players selected should have Discipline score of more than 3 and a total of more than 15

Annex 3: Sample nutritional supplement monitoring form (TN Stars FC)

Name of Player	
Type of supplement (Mark with X)	MX CX CoX

Date started: _____

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Week 1							
Week 2							
Week 3							
Week 4							