

F.C. Tutor

House Rules



Version January 2020

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In case of any differences between the Dutch and English versions, the Dutch version is leading.

General

Art . 1 . REGULATIONS . Every member of F.C. Tutor is expected to be aware of the House Rules, which derive their validity from article 20 of the Statutes, kept by the Secretary.

Art . 2 . CHANGING OF REGULATIONS . Every member of F.C. Tutor can propose a change of the house rules, that shall be discussed during the next General Members Meeting. A decision to change the House Rules needs at least a 2/3rds majority of casted votes in a General Members Meeting. Members will be notified of the proposal in advance of the Meeting. If at least 1/3 of the club's members is present at the Meeting, the change will be valid immediately. If this is not the case, members will get a message after the General Members Meeting to vote on the proposed changes. The changes become valid if a minimum majority of 2/3rds in favor of the changes is reached. Members that do not respond will be counted as in favor of the changes. Members have 2 weeks to cast their votes.

Art . 3 . DISCIPLINARY RULES . The House Rules describe the rules that apply at F.C. Tutor. In case of an infringement of these rules, the Disciplinary Rules that are an attachment to this document will be used.

Secretarial aspects

Art . 4 . SPORT CARD . All playing members should be in possession of a valid sport card of the sports & culture facility X of the TU Delft. Members with a long-term injury or members that are living abroad for a minimum of half a (study)year are exempt from this rule.

Art . 5 . TYPES OF MEMBERSHIP . F.C. Tutor knows different forms of membership, namely: Match-playing members and training members. Match-playing members are able to take part in trainings, KNVB-competitions and club activities. Training members are able to take part in recreational trainings and club activities. A match-playing member can decide to be a member for half a year or a full year. A half year runs from august up to and including January, or from January up to and including July. New members have to indicate their desired type of membership upon signing up.

Art . 6 . ENDING MEMBERSHIP . Ending a membership is possible at the end of a season and after the first half of the season (end of January), with the exception of the situations discussed in article 7.4b of the Statutes. To end a membership at the end of the season, one should inform the Secretary via written message no later than July 31st. In case of an ended membership between August 1st and September 1st, the member is obligated to pay 1/3rd of the yearly contribution, rounded down to an amount divisible by 5. To end a membership after the first half of the season, one should inform the Secretary via written message no later than December 31st. They will then be refunded the overpaid contribution.

Art . 7 . CAPTAIN . The Board will consult with the team to appoint a captain. The captain is responsible for filling in the digital match form before the match. In addition, the captain is responsible for the materials that are provided to their team by F.C. Tutor. Captains of selection teams are a part of the technical committee. Captains of recreational teams will represent their teams at the technical committee in case of problems.

Art . 8 . CLUB REFEREE . The Secretary will publish an overview on the website of which team will need to supply a referee for a home game of F.C. Tutor for the coming week or weeks. The captain of the team is ultimately responsible for the presence of this referee.

Art . 9 . CONTACT . The website of F.C. Tutor contains all information regarding matches and trainings, and it displays announcements by the board and committees of F.C. Tutor. In addition, the Board communicates with the members via e-mail. Every member is expected to read these emails. For urgent cases, the Board will communicate via phone.

Sporting aspects

Art . 10 . **ROLE OF THE BOARD** . The board is responsible for creating a suitable (sporting) environment for the members. The Board decides which teams make up the selection and recreational departments, and takes care of assigning members to the teams of the recreational department. In addition, the Board decides the sporting policy for the long term. The Board cooperates with Sports & Culture facility X to appoint a main coach and trainers.

Art . 11 . **KIT** . Every member is obligated to wear the correct kit during matches. This kit consists of a yellow shirt of F.C. Tutor, yellow shorts, and yellow socks. The ladies wear black shorts. The Board is obligated to be able to supply a kit to every member of F.C. Tutor.

Art . 12 . **TECHNICAL COMMITTEE** . The Board appoints a technical committee. This committee consists of some players from the selection and the Technical Affairs member of the Board. In addition, the Board can decide to add some experienced players to this committee. Changes will be communicated to the members, and objections can be raised during the General Members Meeting.

Art . 13 . **ROLE OF TECHNICAL COMMITTEE** . The technical committee is responsible for the execution of the sporting policy. The committee can also suggest changes to this policy to the Board. The committee can assist the main coach in assigning players to the selection teams.

Art . 14 . **BEHAVIOR** . Every member represents the Futsal Club and is expected to behave accordingly.

Financial aspects

Art. 15 . **CONTRIBUTION** . The costs of the different types of membership need to be approved at the General Members Meeting at the end of the previous season. Every member pays contribution that will be collected by the treasurer.

Art . 16 . **FINES** . Fines handed out by the KNVB to a specific player will be paid by that player. Fines handed out by the KNVB to teams will be divided over the specific team. The disciplinary procedures attached to this document contain more details about this policy.

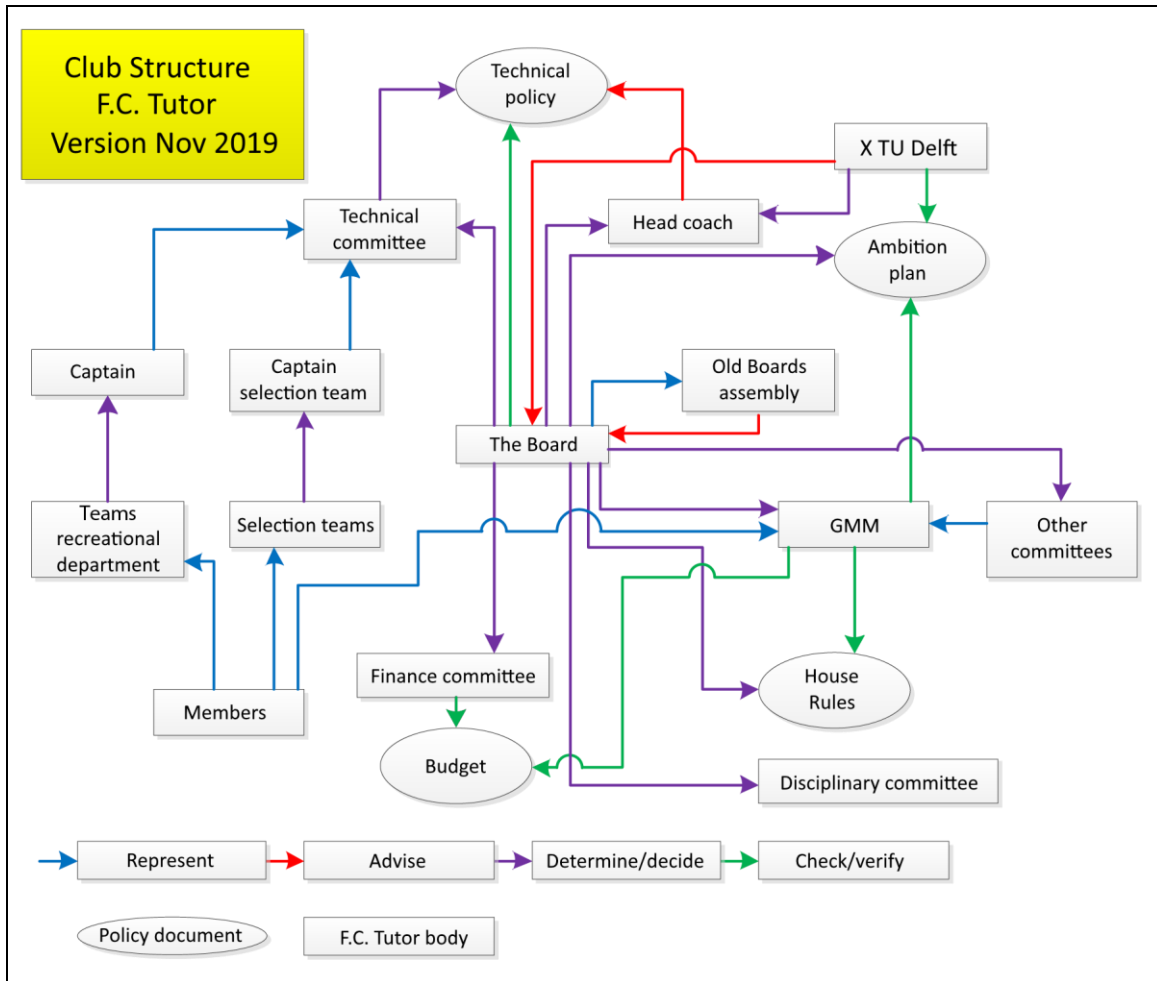
Art . 17 . **CLOTHING** . A member will pay for clothing upon reception, or sign an authorization for the amount to be deducted.

Governance aspects

Art. 18 . **SUSPENSIONS AND EXCLUSIONS** . The Board is authorized to punish infringements, according to article 6 of the Statutes, by means of a reprimand, suspension, or expulsion.

Art . 19 . **BOARD** . In all cases where the House Rules do not apply, the Board will decide.

Attachment 1: Club structure



Attachment 2:

Disciplinary procedures

If a member of F.C. Tutor breaks a rule in the KNVB Amateur Football regulations, the KNVB can decide to start a disciplinary case. When the KNVB does not start such a case, a member or the Board can decide to start an internal disciplinary case. Such a case can also be started if the House Rules of F.C. Tutor are breached. A member or board member that notices an infringement, asks the Board to start an internal disciplinary case. The Board will direct the Disciplinary Committee to investigate and judge the case. The board will execute a possible punishment.

Judgement by the KNVB

Following an incident, the KNVB can start a disciplinary case where both parties shall be heard, and their disciplinary committee will make a decision. It is possible to submit a formal appeal to this decision, but this will entail administrative costs.

The possible punitive measures that the disciplinary committee of the KNVB can decide to take are expulsion, suspensions, and fines. In the case that these punishments are directed at a F.C. Tutor player, this player will have to comply with these measures. If the KNVB hands out fines and/or administrative costs, the case will be brought to the F.C. Tutor disciplinary committee. This committee will decide how the amount is divided over the parties involved.

Infringement of F.C. Tutor House Rules

When a member breaks a rule of the Tutor House Rules, within the articles related to physical or verbal abuse (Disciplinary Rules art. 1), the Tutor disciplinary committee will judge the case and decide on a punishment. The Board will carry out this punishment. In the case of an infringement on rules in articles 2-4 of the Disciplinary Rules, the Board will judge.

If an infringement is made on the Regulations Amateur Football of the KNVB, within the articles related to physical or verbal abuse, and the case is not handled by the KNVB, the Tutor disciplinary committee will judge and decide on a punishment. The Board will carry out this punishment.

Appeals

Every member has the right to an appeal for every judgement that is made by the KNVB or F.C. Tutor, and can start an appeals process. Every member can appeal against a judgement by the F.C. Tutor disciplinary committee.

For an appeal against a rule, the member will send a written notice of objections, supported with arguments, to the General Members Meeting. This appeal will be voted on at the next General Members Meeting, where it will be passed or rejected. In the case that the appeal is passed, the rule will be changed. This new rule will then apply to future cases, not retroactively.

To appeal against the handling or process of the disciplinary committee, the member will send a written notice of appeal to the Board. The Board will start an investigation into the disciplinary committee, to investigate if the committee reached a conclusion by following the correct procedures. Based on the results of the investigation, the Board will decide if the composition of the committee needs to be changed, and whether the case has to be reopened. Board members that are involved in the incident will recuse themselves from this process.

Bodies of F.C. Tutor are not capable of changing decisions of the KNVB disciplinary committee, except in case of fines. These are collected from the club, which then needs to collect the amount from the involved member(s).

Disciplinary Committee

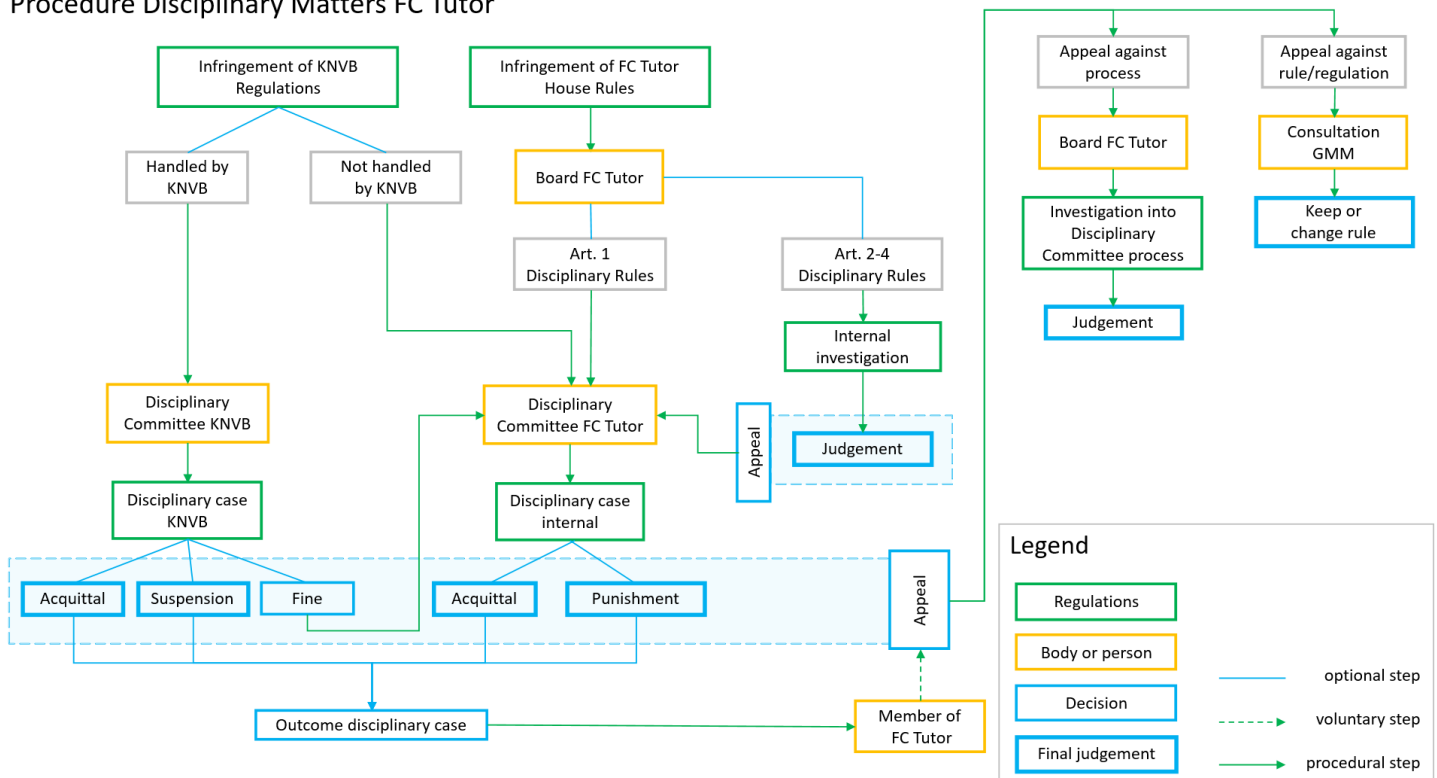
The disciplinary committee investigates cases by collecting witness statements, amongst other methods. They decide on cases based on the Disciplinary Rules, the club culture, and possible previous cases. This decision, supported with arguments, will be communicated to the Board and members the decision applies to.

The disciplinary committee consists of four experienced members of F.C. Tutor. Normally, these 4 members come from as many different teams as possible, to guarantee impartiality. The required characteristics of these members are:

- knowledge of the club culture;
- futsal experience;
- ethical awareness.

The members of the disciplinary committee will sign a declaration, where they promise to always judge cases justly and impartially.

Procedure Disciplinary Matters FC Tutor



Attachment 3:

Disciplinary rules

Art . 1 . Physical and verbal abuse .

Art . 1 . 1 . In the case of incidents during all Tutor-related activities, that are covered by the disciplinary regulations of the KNVB (“Handleiding Tuchtzaken Amateurvoetbal” – Guidebook Disciplinary Cases Amateur football), those regulations will be used to determine the maximum punishment.

Art . 1 . 2 . In the case that the disciplinary regulations of the KNVB do not suffice, the Tutor disciplinary committee will suggest a punishment themselves. This punishment will have to be approved as suitable by the Board before the committee will announce their decision.

Art . 1 . 3 . In the event that the KNVB decides on a punishment and/or fine, the FC Tutor disciplinary committee reserves the right to add a punishment and/or fine to the case. Even when the KNVB doesn't decide on a punishment and/or fine, the FC Tutor disciplinary committee can decide on a punishment and/or fine.

Art . 1 . 4 . In the case of a repeat offense, expulsion from the club will be considered and possibly applied.

Art . 2 . Not complying with the House Rules, as a team .

Art . 2 . 1 . Refereeing obligations .

If a team fails to supply a referee for a match when instructed to do so, the team will be assigned an extra match during the season. If they fail to supply a referee for the second time, they will be assigned two extra matches. In following cases, a fine of EUR 30,- will be imposed on the team.

Art 2 . 2 . Missing matches .

If a team does not show up for a game, the team will pay the fine handed out by the KNVB. If a team has 4 or less eligible players according to the team layout, this fine will not apply. If the team has indicated that they cannot play the match at least one month in advance, the fine will not apply either.

Art . 3 . Not complying with the House Rules, as an individual .

Art . 3 . 1 . Not being in possession of a sport card .

When a member is not in possession of a valid sport card of sports & culture facility X of the TU Delft, the member will be suspended until the member has acquired the valid card. All activities outside the sports center are exempt from this suspension.

Art . 3 . 2 . Not paying the contribution .

When a member does not pay the full contribution, an individual fine will be imposed on the member.

Art . 3 . 3 . Playing without a F.C. Tutor kit .

If the member is not in possession of the prescribed F.C. Tutor kit, the member is not entitled to play matches for F.C. Tutor.

If the member plays a match without wearing the F.C. Tutor kit, an individual fine will be imposed on the member.

Art . 4 . Determinations .

Art . 4 . 1 . Suspension .

A suspension entails the exclusion of a member from matches, trainings, and other club activities like drinks and tournaments. If the suspension is ignored and the member participates in one of the listed

events, the original suspension length will be doubled. If the suspension is ignored repeatedly, the member can be expelled from the club following approval from the General Members Meeting.

Art . 4 . 2 . Fine .

A fine is a determined amount of money that has to be transferred to the bank account of F.C. Tutor within the indicated time period.

Art . 4 . 2 . 1 . Team fine .

In the case of a team fine, the fine will be divided over all the players in the team. If it can be demonstrated that only part of the team is responsible for the fine, the fine will only be imposed on those players.

Art . 4 . 2 . 2 . Individual fine .

The fine for not complying with individual obligations is EUR 20,-.

Art . 4 . 2 . 3 . Fine payment time period .

The time period for payment of a team or individual fine is two weeks.

The term starts as soon as the Board has informed the member of the fine. In the case of a team fine the captain will be informed, and they will be charged the amount.

Art . 4 . 2 . 4 . Failing to pay .

When a member fails to pay the individual fine within the indicated time period, the member will be suspended until the fine has been paid, including a 15% extra charge of the amount to be paid.

Players from the team that fails to pay, that demonstrably do not contribute to the fine will be suspended until their part of the fine has been paid, including a 15% extra charge of the amount to be paid.

When a member repeatedly fails to pay team and/or individual fine, the member will be nominated for expulsion.