



Youth Section - Club Handbook

This handbook must be read and retained by Managers, Coaches, Parents, Players and all Members of Milford Athletic Football Club

For the latest copy please refer to our website www.milfordathletic.co.uk



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Revision Control

Revision No	Date	Overview of Changes
0	6 th October 2016	First Issue
1	6 th October 2016	Minor Mods
2	1 st December 2016	Contact details added
3	2 nd August 2017	Modifications to the contact details and change of form filename
4	26 th October 2023	Contact details updated. CRB references changed to DBS. Finance section updated.



Key Contacts

Welfare

Welfare Officer

Laura Bendall
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Executive Committee

Chairman

Lee Pountney
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e: leepountney@yahoo.co.uk

Secretary

Chris Bryan
m: 07875 881055
e: chrisbryan1000@gmail.com

Treasurer

Victoria Davies
m: 07432 295189
e: xxvikki@hotmail.co.uk

Welfare Officer

Laura Bendall
m: 07854 195607
e: laurabendall13@yahoo.com

Other club roles as per our website where the latest key contacts are maintained.



Club Constitution and Rules

1. Name

The club shall be called **Milford Athletic Football Club (MAFC)** (the "Club").

2. Objective

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules and Constitution

These rules (the "Club Rules") form a binding agreement between each member of the Club. The club constitution is based around the FA Respect Code of conduct and all Members, Coaches, Managers, Club Officials, Spectators, Parents, Carers & Young Players must adhere to this.

4. Rules and Regulations

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("The Staffordshire Football Association") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior written approval by the Executive Committee.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the registers of members for each team (the "Membership Register") which shall be maintained by the Club Secretary and Club Treasurer. Membership shall run from the 1st September to 31st August each year.
- (b) Any person who wishes to be a member must complete a "Membership Form" upon joining the club. The Manager/Coach of that individual will send a copy of the completed form to the Club Secretary for inclusion in the Club's Insurance. Managers, Coaches and members of the Executive Committee are automatically granted membership. Membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee (not applicable at this point in time)



An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and either annually or monthly by each member. Fees shall not be repayable.

The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. If the resignation is handed in to a Manager/Coach then this is to be passed to the Executive Committee so that the member can be removed from the Membership Register.
- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- (a) The Club shall operate an Executive Committee that consists of the following Club Officers: Chairperson, Treasurer, Secretary, Head of Football Development & Welfare Officer elected at an Annual General Meeting. One person may fill more than one Club Officers role but no more than two.

Club Officers roles are listed below but the Executive Committee reserve the right to change these roles in order to meet the needs of the club if necessary. In this instance the full managers committee shall be informed of this at the next monthly meeting and any new positions shall be filled by process of vote: Possible future roles consist of Managers Rep, Parents Rep, Events & Fundraising Officer, Club Development Officer, Football School Manager, Community Liaison Officer, Pitches and Training Officer, Kit Officer, Equipment Officer, Sponsors Liaison Officer, Communications Officer, Mini Soccer Secretary, 9 & 11 aside Secretary, Club Liaison Officer.

- (b) Each Club Officer and Club Executive Committee Member shall hold of office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions at any time.
- (c) The Club Executive Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Executive Committee shall be made by a simple majority of those attending the Club Executive Committee meeting.
- (d) The Chairperson of the Club Executive Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Executive Committee shall be chaired by the Chairperson or in their absence, another Committee member. The quorum for the transaction of business of the Club Committee shall be 3.

Where it is felt appropriate to bring a decision to the full general meeting each team will be allowed one vote plus each member of the Executive Committee who is not a manager of a team will be allowed a vote.

- (e) Decisions of the Club Executive Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (f) Any member of the Club Executive Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Executive Committee. The Club Executive Committee shall hold not less than four meetings a year.



- (g) An outgoing member of the Club Executive Committee may be re-elected. Any vacancy on the Club Executive Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Executive Committee members and approved by a simple majority of the remaining Club Executive Committee members.
- (h) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (i) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

- (a) An AGM shall be held in each year to:
 - (i) receive a report of the activities of the Club over the previous year;
 - (ii) receive a report of the Club's finances over the previous year;
 - (iii) elect the members of the Club Executive Committee; and
 - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Executive Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- (c) An EGM may be called at any time by the Club Executive Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary communicate to each member via the team managers notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- (e) The quorum for a General Meeting shall be 5.
- (f) The Chairperson, or in their absence a member selected by the Club Executive Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in their absence a member of the Club Executive Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). All monies payable to the Club shall be paid in to the club account by Bacs transfer or received by the Treasurer and deposited in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.



- (c) The Club Executive Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002. Any of the aforementioned must have the approval of the Executive Committee before any commitment is made.
- (e) The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Executive Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Executive Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- (g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

12. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be distributed to nominated local charities.

13. Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken should follow the procedures below.

- (a) They should report the matter to the Club Secretary or another member of the Executive Committee. Your report should include:
 - (i) Details of what, when, and where the occurrence took place.
 - (ii) Any witness statement and names. iii. Names of any others who have been treated in a similar way.
 - (iii) Details of any former complaints made about the incident, date, when and to whom made.
 - (iv) A preference for a solution to the incident.
- (b) The Club's Executive Committee will sit for any hearings that are requested.
- (c) The Club's Executive Committee will have the power to:



- (i) Warn as to future conduct;
- (ii) Suspend from membership;
- (iii) Remove from membership; any person found to have broken the Club's Policies or Codes of Conduct.



Safeguarding Children Policy and Procedures

- (a) MAFC acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children Policy are that:

- (i) the child's welfare is, and must always be, the paramount consideration
 - (ii) all children and young people have a right to be protected from abuse regard-less of their age, gender, disability, race, sexual orientation, faith or belief
 - (iii) all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
 - (iv) working in partnership with other organisations, children and young people and their parents/carers is essential.
- (b) We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

MAFC recognises that this is the responsibility of every adult involved in our club.

- (c) MAFC has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity.

This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

- (d) We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
- (i) Specify what the role is and what tasks it involves
 - (ii) Request identification documents
 - (iii) As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
 - (iv) Ask for and follow up with 2 references before appointing someone
 - (v) Require an FA DBS where appropriate in line with FA guidelines.

All current MAFC members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a FA DBS.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of MFAC guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA DBS and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the Safeguarding Children Policy and Procedures.

Let's make football safe – not sorry TheFA.com/Footballsafes **Let's make football safe – not sorry** Safeguarding Children Policy and Procedures opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

- (e) MAFC supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0207 745 4787, by writing to The FA Case



Manager at The Football Association, 25 Soho Square, W1D 4FA or alternatively by going direct to the Police, Children's Services or the NSPCC.
MFAC encourages everyone to know about it and utilise it if necessary.

- (f) MAFC has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA.

The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person.

The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.

- (g) We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.
- (h) **Respect** codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by MAFC. In order to validate these **Respect** codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.
- (i) Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.**
- (ii) If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- (iii) If the issue is one of poor practice the Club Welfare Officer will either:
- deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
- (iv) If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- (v) If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
- (vi) If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
- contact your CFA Welfare Officer directly or contact the Police or Children's Services
 - call The FA/NSPCC 24 hour Helpline for advice on 0800 800 5000 or Deaf users text phone 0800 056 0566

NB – The FA's Safeguarding Children Policy and Procedures are available via www.TheFA.com/Footballsafes – click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

For more information on this workshop contact your County Welfare Officer.

- (i) Further advice on Safeguarding Children matters can be obtained from:

Jan Scott
E: jan.scott@staffordshirefa.com
T: 01785 256994
M: 07969 294023

County Football Association's Welfare Officer



T: 01785 256 994
E: CountyWO@staffordshirefa.com

- www.TheFA.com/Footballsafes
- Emailing – Footballsafes@TheFA.com
- The FA Safeguarding Children general enquiry line 0845 210 8080



Anti-Bullying Policy for Football Clubs

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at our club.

If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person.

Bullying results in pain and distress to the victim.

Bullying can be:

- (i) Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- (ii) Physical pushing, kicking, hitting, punching or any use of violence
- (iii) Racist racial taunts, graffiti, gestures
- (iv) Sexual unwanted physical contact or sexually abusive comments
- (v) Homophobic because of, or focussing on the issue of sexuality
- (vi) Verbal name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- (i) All club members, coaches, officials and parents should have an understanding of what bullying is
- (ii) All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- (iii) All players and parents should know what the club policy is on bullying, and what they should do if bullying arises
- (iv) As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported
- (v) Bullying will not be tolerated

Signs and Indicators

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- (i) says he or she is being bullied
- (ii) is unwilling to go to club sessions
- (iii) becomes withdrawn anxious, or lacking in confidence
- (iv) feels ill before training sessions
- (v) comes home with clothes torn or training equipment damaged



- (vi) has possessions go "missing"
- (vii) asks for money or starts stealing money (to pay the bully)
- (viii) has unexplained cuts or bruises
- (ix) is frightened to say what's wrong
- (x) gives improbable excuses for any of the above

In more extreme cases

- (i) starts stammering
- (ii) cries themselves to sleep at night or has nightmares
- (iii) becomes aggressive, disruptive or unreasonable
- (iv) is bullying other children or siblings
- (v) stops eating
- (vi) attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

- (a) Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.
- (b) In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.
- (c) Parents should be informed and will be asked to come in to a meeting to discuss the problem.
- (d) If necessary and appropriate, the police will be consulted.
- (e) The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- (f) An attempt will be made to help the bully (bullies) change their behaviour.
- (g) If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

- (i) Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- (ii) If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- (iii) The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
- (iv) If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- (v) In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
- (vi) All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

In the Case of Adults Reported to be Bullying Anyone within the Club Under 18

- (i) The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.
- (ii) It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
- (iii) More serious cases may be referred to the Police and/or Children's Services.



Prevention

- (i) The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
- (ii) All club members and parents will sign to accept the constitution upon joining the club.
- (iii) The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk.

You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

**www.anti-bullyingalliance.org.uk www.stoptextbully.com
www.bullying.co.uk**

We would like to thank the Amateur Swimming Association who have shared their Anti-Bullying Policy for Clubs on which this recommended FA Club Anti-Bullying Policy has been developed.

Let's make football safe – not sorry

TheFA.com/Football safe****



Respect Code of Conduct

Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game.

In The FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the side-line. Play your part and observe The Football Association's Respect Code of Conduct in everything you do.

On and off the field, I will:

- (i) Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- (ii) Adhere to the laws and spirit of the game
- (iii) Promote Fair Play and high standards of behaviour
- (iv) Always respect the match official's decision
- (v) Never enter the field of play without the referee's permission
- (vi) Never engage in public criticism of the match officials
- (vii) Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- (i) Place the well-being, safety and enjoyment of each player above everything, including winning
- (ii) Explain exactly what I expect of players and what they can expect from me
- (iii) Ensure all parents/carers of all players under the age of 18 understand these expectations
- (iv) Never engage in or tolerate any form of bullying
- (v) Develop mutual trust and respect with every player to build their self-esteem
- (vi) Encourage each player to accept responsibility for their own behaviour and performance
- (vii) Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- (viii) Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA:

- (i) Required to meet with the club, league or County Welfare Officer
- (ii) Required to meet with the club committee
- (iii) Monitored by another club coach
- (iv) Required to attend an FA education course
- (v) Suspended by the club from attending matches
- (vi) Suspended or fined by the County FA
- (vii) Required to leave or be sacked by the club.

In addition:

- (i) My FACA (FA Coaches Association) membership may be withdrawn.



Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

I will:

- (i) Remember that children play for FUN
- (ii) Applaud effort and good play as well as success
- (iii) Always respect the match officials' decisions
- (iv) Remain outside the field of play and within the Designated Spectators' Area (where provided)
- (v) Let the coach do their job and not confuse the players by telling them what to do
- (vi) Encourage the players to respect the opposition, referee and match officials
- (vii) Avoid criticising a player for making a mistake – mistakes are part of learning
- (viii) Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA:

I may be:

- (i) Issued with a verbal warning from a club or league official
- (ii) Required to meet with the club, league or County FA Welfare Officer
- (iii) Required to meet with the club committee
- (iv) Obligated to undertake an FA education course
- (v) Obligated to leave the match venue by the club
- (vi) Requested by the club not to attend future games
- (vii) Suspended or have my club membership removed
- (viii) Required to leave the club along with any dependents.

In addition:

- (i) The FA/County FA could impose a fine and/ or suspension on the club.



Young Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play.

That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- (ii) Always play to the best of my ability
- (iii) Play fairly – I won't cheat, complain or waste time
- (iv) Respect my team-mates, the other team, the referee or my coach/manager
- (v) Play by the rules, as directed by the referee
- (vi) Shake hands with the other team and referee at the end of the game
- (vii) Listen and respond to what my coach/ team manager tells me
- (viii) Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I may:

- (i) Be required to apologise to my team-mates, the other team, referee or team manager
- (ii) Receive a formal warning from the coach or the club committee
- (iii) Be dropped or substituted
- (iv) Be suspended from training
- (v) Be required to leave the club.

In addition:

- (i) My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- (ii) The FA/County FA could impose a fine and suspension against my club.



Using Texts and Emails with U18s - Do's and Don'ts

The following guidance is provided not as an obstacle but to support clubs and leagues to manage their safeguarding responsibilities effectively.

It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper communications or improper allegations.

Written informed consent needs to be obtained from parents/carers before group email or texts are used to communicate with U18s.

Do:

- (i) get signed consent from parents/carers before using either of these methods of communication with children or young people
- (ii) explain to parents/carers and club members the purpose and method for coaches, team managers, referee mentors, club officials etc. to communicate by either text, email or both with their son/daughter
- (iii) only use group texts or emails and always copy in the parent/carer or the designated member of the club to all communications with young people
- (iv) make sure texts or emails are only in relation to specific club related activities
- (v) e.g. informing young people about changes in travel arrangements, training times or venue changes etc.
- (vi) report to the club welfare officer any instance(s) where you have received any inappropriate communications from a young person. The club welfare officer will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies

Don't:

- (i) use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature
- (ii) respond to emails from young people other than those directly related to club matters. Advise your club welfare officer of any non club related emails you receive
- (iii) use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone

Further FA guidance is available on the following areas:

- (i) Social networking, websites, mobile phones, and email communications
- (ii) Running a website - Do's and Don'ts
- (iii) Responsible use of Social Networking sites
- (iv) Communicating responsibly with Young Leaders, Coaches and Referees Under 18
- (v) Using Texts and Emails with U18s – Do's and Don'ts
- (vi) Guidance for parents/carers - Responsible use of text, email and social networking sites
- (vii) Guidance for U18s using: Club Webpages, Social Networks, Email and Texts Acknowledgements



Running a Website - Do's and Don'ts

The following guidance is provided not as an obstacle but to support clubs and leagues to manage their safeguarding responsibilities effectively. It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper online behaviour or improper allegations.

Clubs and leagues should appoint appropriate adults to monitor the content of their websites. They should have an understanding of both the technology used and of safeguarding.

This individual may be the YLWO/CWO although this is not essential. However it would be expected that the named individual(s) will have attended The FAs Safeguarding Children Workshop. You are advised to moderate your web pages on a daily basis where possible.

Clubs and leagues are responsible for ensuring all content hosted on their websites, social network areas and any associated message boards or blogs abide by the Rules and Regulations of The Football Association. It is against FA rules to post comments that are or maybe conceived as;

- Offensive
- Threatening
- Insulting
- Racist
- Abusive
- Discriminatory

Any other reference that may cause offensive or harm to others. Any such comment made on club or league websites and/or social networking sites regarding officials may result in disciplinary action being taken in line with The FA's Disciplinary policies and procedures.

Comments made on websites that are threatening abusive or racist could lead to legal action being taken against those responsible for posting or hosting them. Comments made may attract libel claims and legal action through the civil courts if they are untrue or defamatory.

Children and young people should be advised by their coaches, parents/carers and CWO to always tell an adult they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication.

Clubs and leagues are strongly advised to adhere to the following Do's and Don'ts.

Do:

- (i) appoint an appropriate adult(s) to monitor the content of the website
- (ii) make sure everyone within your club knows who is responsible for monitoring the content of the club website and social networking areas and how to contact them
- (iii) apply the principles given within The FA's photography guidelines; Celebrating Football Thorough Photographs and Video
- (iv) place the CEOP, 'Report Abuse' app on your web site and the link to the www.ThinkUKnow.co.uk internet safety site provided by CEOP which gives highly effective and age appropriate advice to children, young people, parents and carers
- (v) provide links to www.TheFA.com 'Staying Safe Online' pages
- (vi) consider what benefits you feel hosting message boards, forums or blogs will bring to the running and organisation of your club/league against the potential risks. If you decide to use these methods of communication ensure that they are password protected and only allow comments to be posted by individuals known and permitted access by the club/league
- (vii) remember that the club/league is responsible for all content contained within websites, forums blogs, tweets or social networking areas maintained by the league/club/team
- (viii) regularly monitor the content of the above and use The FA's Respect Codes of Conduct as a guide to acceptable behaviours both on and off field including behaviour online.

Don't:

- (i) host children's or young people's details where they can be seen or used by others to contact them. Any details hosted should only be done with written parental/carer consent
- (ii) place pictures of individuals on Webpage's without the express permission of parents/carers



- (iii) post irrelevant detail of individuals which may lead them to be identified e.g. school class/year, player profiles detailing personal information e.g. favourite foods, movies, teams etc.
- (iv) with regard to U8 matches please remember there should be no information published that reveal the result to the reader.
- (v) post or host items which may be considered to be hurtful, insulting, offensive, abusive, threatening, racist or discriminatory or otherwise may cause offence or harm to another or might incite such behaviour in others.
- (vi) Place the ClickCEOP app on your website and link to the [www. ThinkUknow.co.uk](http://www.ThinkUknow.co.uk) internet safety site provided by CEOP which gives highly effective and age appropriate advice to children, young people, parents and carers. Also place a link to The FAs guidance on safeguarding in football www.TheFA.com/footballsafe
- (vii) Support the 'Click Clever Click Safe' campaign - ZIP IT - BLOCK IT - FLAG IT which provides simple reminders for both parents and young people of good behaviours that will help keep them safe online. <http://clickcleverclicksafe.direct.gov.uk/index.html/>



Celebrating Football Through Photographs and Video

If you are concerned about the inappropriate use of images please report this to your CFA Welfare Officer or to The FA Case Manager (contact details provided below).

Remember

- (i) It's not an offence to take appropriate photographs in a public place even if asked not to do so
- (ii) No one has the right to decide who can and cannot take images on public land
- (iii) If you have serious concerns about a possible child protection issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk
- (iv) The land or facility owner can decide whether or not photography and or videoing at football activities will be permitted when carried out on private land.
- (v) However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave
- (vi) Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

Commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football activity, ensure you and they are clear about each other's expectations.

The key is to plan ahead and communicate early on.

- (i) Provide a clear brief about what is considered appropriate in terms of content and behaviour
- (ii) Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales
- (iii) Issue the professional photographer with identification, which must be worn at all times Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken - remember this can be done by using a Consent Form at the start of the season.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation
E: report@iwf.org.uk
T: 01223 237700
F: 01223 235921
www.iwf.org.uk

The FA's Case Management Team
E: case.management@TheFA.com
T: 0207 745 4787



The Football Association Child Protection and Best Practice Guidelines

Travel, Trips and Tournaments

Travelling to away games and having trips away from home should be both safe and fun for children (which includes all those aged under 18). It should be a chance for all children to grow in confidence, self-esteem, and skills.

Parents and carers will nearly always worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

To help you organise trips and travelling the following Child Protection and Best Practice Guidelines have been developed. Much of this preparation can be done at the start of the season when you register members at your club. For regular away trips you will find that very little needs to change from week to week although if you have a new team member or helper with additional needs or a different cultural background you may need to consider your planning again.

(a) Essential planning – Start of the Season

At the Start of the Season It is likely that you have already put much of this in place but please ensure that your club has put into practice:

- (i) Club Child Protection Policy
- (ii) Policy and Procedures for selecting/recruiting staff or volunteers
- (iii) A designated person for child protection
- (iv) Procedures for reporting concerns
- (v) Code of best practice

Make Sure You Use the Following:

- (i) Consent forms, make sure they are signed, returned and kept safely in line with data protection legislation
- (ii) If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 10 children (more adults are required when working with younger age groups)
- (iii) When taking a male group, there should always be a male member of staff and of course when you have a female group, there should always be female staff
- (iv) There should always be a qualified first aider and a full and up to date first aid box
- (v) If any of the group have asthma or diabetes, ensure that appropriate club members are aware of how to deal with any situation

Ensure you have the following insurance in place, this includes:

- Public and civil liability
 - Personal accident
 - Vehicle
 - Breakdown cover (whether it's a car or mini bus)
- (vi) Remember to let everyone know where and when to meet, this is needed for both home and away games

Other Important Considerations:

- (vii) Holding a meeting with parents/carers at the start of the season, to explain your club philosophy, introduce staff, discuss club rules and your club code of conduct is very helpful. This is a great opportunity to discuss procedures for travelling for away fixtures, future trips or tours and the importance of the club's consent forms



- (viii) Ensure that anyone transporting children or young people on behalf of the club has a valid driving licence and MOT and tax when using their own vehicle
- (ix) The more people who have completed the Child Protection and Best Practice - A Guide or Workshop the better

(b) Essential Planning – Staying Away

When Staying Away During the season, many clubs organise trips to take part in festivals/tournaments or go on a tour.

These trips often include an overnight stay. The organisation of trips can be demanding, however properly planned they are often the highlight of the club year and very rewarding for all.

When booking accommodation you need to consider the following:

- (i) Is there a current fire certificate?
- (ii) What is the locality like?
- (iii) Is there secure parking?
- (iv) Can varied dietary needs be met?
- (v) Can valuables be stored safely?
- (vi) What are the night-time security arrangements?
- (vii) Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single and staff and players must not share a room

Also consider:

- (i) Make sure every child has a safe away card
- (ii) On trips away, the children may take part in non football activities for example swimming - make sure your Event Specific Consent Form covers such activities
- (iii) Check your insurance covers non-football activities
- (iv) Draw up a programme, including departure dates & times and when you are returning
- (v) Have a meeting with parents/carers and players and run through the trip's programme of events and address any questions or concerns
- (vi) Someone from the club who is not going away needs to be identified as a point of contact, they should have a list of who is on the trip and their contact details (including the leaders/helpers)
- (vii) Name the designated person for child protection for the trip and ensure the group is aware who this person is

Give everyone an information pack, that should include:

- (viii) dates, what you are doing, where you are going, rules, kit list, pocket money, medical care needs
- (ix) Ensure all helpers have a copy of the Emergency Procedures

(c) Other Important Considerations - When Staying Away

- (i) Before you leave work with the players to establish rules for the trip (and what will happen to those who break them)
- (ii) You've provided the adults with a detailed pack, it's a good idea to provide the younger children with a scaled down version of the pack
- (iii) Ideally children shouldn't wear shirts or hats with their names on
- (iv) Agree who is sharing with whom before you go, however, be ready to change this as friendship groups with children can change very quickly!
- (v) In an ideal world you would visit the accommodation before booking, but this is not always possible. So can you check with another club who have used this accommodation before or check with the local Tourist Information or visit their website?

(d) When you arrive

- (i) When you arrive at your accommodation, check that all windows and doors are safe
- (ii) Remember to check the rooms for any damage and report any you find or you may end up with a bill!



- (iii) Check if there are any no smoking rooms - this is very important for anyone who has asthma
- (iv) If there is a bar, what rules will you have in place?
- (v) Is there a social area, what is there for children to do when not playing football?
- (vi) Some children have enuresis (bed-wetting) ensure that the hotel can deal with this discretely
- (vii) Ensure that you have your staff bedrooms spread out, for example if the group is over 3 floors, there should be at least one adult room on each floor
- (viii) If self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu before you travel.

(e) Essential planning - Whilst You're Away

On arrival

- (i) Check all rooms (are there the correct number of beds?)
- (ii) Ensure there is no access to alcohol in the rooms
- (iii) Ensure movie access is appropriate or indeed not available in the rooms
- (iv) Ensure that everyone is aware of fire exits and emergency procedures
- (v) Store money and valuables
- (vi) Have a group meeting to review the programme and rules. Give out the safe away cards

During the Trip

Hold daily group meetings and a staff meeting - this an opportunity to discuss any issues or problems and solve them.

On Return

Ask the children and the staff what they enjoyed and what they would change, this will help with next years planning.

(f) Essential Planning - When Going Abroad

- (i) Make sure that your insurance covers you when abroad, you may need to take out additional cover,
- (ii) e.g. medical
- (iii) Check if you need visas
- (iv) For some trips, you may need vaccinations, or to take pre-trip medication such as anti malaria
- (v) Don't forget European Health Insurance cards (replaces E111 forms).
- (vi) Check the weather, what precautions are needed?
- (vii) Make sure passports and return tickets are stored in a secure place

Other Important Considerations

- (i) Check the cultural traditions of the country. This may have an implication on what clothes you ask the group to take e.g. Muslim communities
- (ii) Consider the implications of communication barriers where countries are not English speaking
- (iii) Consideration needs to be given to the use of remote supervision when utilising host families

(g) Essential Planning - For Football

Football is an inclusive sport and should be open to all.

If you have young people with additional health needs/disability you need to consider the following:

- (i) Do any children with additional health needs/disabilities need extra helpers?
- (ii) Will these helpers need any extra training e.g. asthma medication/diabetes management?
- (iii) Make sure any accommodation is suitable and has suitable access for players/supporters with a disability
- (iv) Volunteers from various ethnic groups don't only provide positive role models, they provide knowledge of language/diet/prayer needs
- (v) Be aware of dietary needs of children from different ethnic groups. This includes fasting times linked to religious traditions



- (vi) Some activities may not be permitted with a mixed gender within some cultures e.g. not all teenage girls will be allowed to attend mixed swimming sessions

The Child Protection in Sport Unit have produced a comprehensive booklet – Safe Sports Event which is available via the CPSU, 3 Gilmour Close, Beaumont Leys, Leicestershire LE4 1EZ.

Email: Cpsu@Nspcc.org.uk Telephone: 0116 234 7278



Key Club Rules

- (a) With regards to player & club disciplinary matters the club will follow the latest FA guidelines as laid out in the latest version of the FA Discipline Handbook.
- (b) The Club may decide to add additional sanctions to the FA guidelines & this is accessed on a case by case basis by selected personnel appointed by the Executive Committee.
- (c) All members have one right to appeal where the Executive Committee will appoint selected personnel to listen to the evidence again but upon appeal if the player losses the appeal the sanctions maybe increased.
- (d) Upon receipt of the verdict the Club member must accept the sanction or leave the club with immediate effect. They have no further right of appeal.
- (e) All facilities must be looked after under no circumstances should any member smoke, drink alcohol or bring pets onto any School premises.
- (f) It is the duty of all members to report any breaches of the club rules to the committee within 24 hours of the incident taking place whenever possible.
- (g) All teams must have a team bank account unless they have authorisation off the Treasurer in specialist circumstances.
- (h) All Subs must be paid to the club on a monthly basis, if three months are missed then the player is excluded from the club.
- (i) Please inform your Team Manager or Coach if there is an issue with paying subs so the Treasurer can be informed in confidence.
- (j) The club adopt a zero tolerance attitude to bullying & all incidents should be reported within 24 hours of the incident taking place where possible to the Club Welfare Officer.
- (k) The club can only deal with incidents of bullying that take place whilst the members are in their care.
- (l) Incidents that may effect the welfare of a member that occur outside of the care should be reported into the club Welfare Officer so he can inform the relevant members of club staff & monitor the situation.
- (m) The Club is only responsible for its members whilst they are in the care of the club. Once the club activity has finished then the members becomes the responsibility of the parents or Guardians.
- (n) If the member is unable to make training or match day please inform your team Manager so we have a record that of attendance.
- (o) Parents or Guardians should be on hand whenever a member is taking part in a club activity.
- (p) If a parent or guardian needs to leave whist a club activity is ongoing they must inform the team Manager or Coach leading the session & make sure they are contactable at all times by phone.
- (q) The Team Manager or Coach may decide that unless a Parent or Guardian is present they do not wish the member to take part in the activity further & may ask the Parent or Guardian to remove their child from the session.
- (r) This is at the Team Manager or Coaches discretion & their decision is final.
- (s) All members parents or Guardians must make sure that the relevant members medical & emergency forms are up to date at all times.



(t) Every member of the club is expected to maintain a manner that reflects on the club in a positive way during all club activities.

(u) The club website is kept up to date please use this for all club information.



Other Documentation

1. Equality Policy
2. Child Protection Policy
3. Minnows – Being a Manager
4. Minnows – New Starter
5. Incident Report Form
6. Membership Form