

# SWALWELL JUNIORS CLUB HANDBOOK



# Swalwell Juniors FC

**Please remember these are kids  
This is a kids game  
The coaches are volunteers  
The referees are human**



CHARTER STANDARD  
COMMUNITY CLUB



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COMMUNITY CLUB

# Welcome to Swalwell Juniors Football Club

This handbook is a breakdown of all the main aspects of how the club and teams are run during the season and has some important documents attached that you need to read.

There is also a form that needs to be completed and signed within the booklet once we have received this form your child will be registered as a Swalwell Juniors FC player.

## Leagues

All the leagues we play in are shown on our club website visit [www.swalwelljuniors.com](http://www.swalwelljuniors.com)

The team manager will keep you updated with the fixtures and arrangements of kick-off times, and the venue of the away games.

To register your child with the league, we may need a copy of their birth certificate and a passport type photograph, but your manager will keep you updated on the actual requirements for your team.

## Kit and equipment

Your child will be issued with a full match kit of shirt, shorts and socks from the club. In addition other kit may be issued by managers which could include rain jacket and training/away top.

All kit, with the exception of the rain jacket, are for match/training sessions only unless authorised separately by a member of the team's management. Rain jackets can be worn at all times, but please remember that when your child is wearing any club kit they are a representative of the club and our codes of conduct will apply.

At the end of the season, all supplied kit must be returned to the team manager. If your child leaves during the season all kit must be returned. Any kit that is not returned or is in an unsuitable condition will be charged for. If this does not happen then the league will be informed about the non return of kit. This may prevent that player from signing for another club.

## Training sessions and matches

Your team manager will keep you updated on dates and venues of training sessions. Winter training venues will vary from team to team your child's manager will keep you updated of the winter training venue with some of the younger age groups training in indoors. If the session is cancelled we will let you know as soon as possible.

Attendance at training sessions is important as this is where skills and tactics are practised between matches. Non-attendance at a training session may jeopardise a

players chance to be in the starting squad on a match day. Please inform us as soon as possible if your child is sick or cannot attend a training session or match, so the manager can make plans around this. Keeping us informed of holidays allows us to plan our training sessions and match day squads effectively. Your child's non-attendance at a match when he/she has been included in the team may jeopardise his/her chance to be in the starting squad for the following match depending upon the reason, so please keep us informed.

Players are expected to turn up for a match at least 30 minutes before the kick off and be wearing the correct team kit which must be clean. Remember you are representing Swalwell Juniors FC and appearance is an important part of this.

Please remember that shin pads must be worn at training as well as for matches and if a player turns up without them, they will not be allowed to take part. When training outdoors, please make sure that they dress for weather conditions. They will also need a drink at both training and matches.

Should a player need an inhaler or access to a specific medication then please make sure that this is brought along to both matches and training sessions.

## **Player development**

As a club, one of our main aims is the personal development of all of our players in a football environment. We look to develop our coaches beyond the minimum **Introduction to Coaching Football** (formally level one) coaching qualification to assist us in this. We will also promote equal playing time for players as much as this is feasible. The more game time player gets will aid their individual development. As players get older, other opportunities outside of playing football will become available. These will include referee and coaching courses once they are old enough. The club will finance these courses in return for a minimum commitment back to the club. We will also be looking for opportunities so they can move into open age football and continue their playing career.

## **Sponsorship**

From time to time, as a club local businesses may be allowed to sponsor the club teams through the purchase of team wear. No branding or logos will be permitted for any alcohol or tobacco companies or products. Any team wear or equipment purchased through sponsorship will become and remain the overall property of the club, namely Swalwell Juniors FC

## **Tournaments**

Each team looks at tournaments both before the season starts and at the end of the season. These tournaments will be selected based on cost, location and team development. Depending upon tournaments selected, additional fund-raising or parental contributions may be necessary to cover costs.

## **Volunteers**

Volunteers are vital to the successful running of our club. We always require the help and support of parents to run certain aspects of the club and the various teams. If you can help in any form, no matter how little, then please inform your team manager.

## **Social media**

It is important to remember that when making posts on any form of social media e.g. Facebook, twitter, Instagram, etc that any references to both our club and its officials as well as other clubs and their officials can fall under the various codes of conduct that are in place, so please think carefully before posting.

## **Parents meetings**

A Parents meeting will be arranged before the start of the season. This will also be attended by the club secretary and Chairman, where the managers expectations will be discussed along with any support on match days and at other times. We would also like a parent's representative to be selected who can work as the main liaison between the parents and the team manager/club committee.

## **Fundraising**

Swalwell Juniors FC achieves charity status in 2012, (no: 1147354) this policy addresses general responsibilities in fundraising as well as specific responsibilities of fundraisers and donors, and states a requirement for the accountability of funds.

## **Charity statement**

Swalwell Juniors FC shall ensure that:

- All funds raised for a particular cause will be clearly stated.
- Fundraising activities will be charged at 20% fee on all monies raised.
- The trustees will act in the best interests of the charity and the football club, and
- We will only claim valid GIFT AID on donations that reflect donors wishes.

## **Fundraising protocol**

- All fundraising monies must be banked with the club.
  - The club fundraising coordinator who will oversee all activities.
  - The coordinator will report directly to the trustees.
  - Fundraising must be on behalf of the club and add value to the club members.
  - Any proposal for fundraising must be agreed by the coordinator in advance.
  - Fundraising activities should endeavour to obtain GIFT AID where practical.
  - All monies raised must be collected online or in secure containers.
  - All monies raised will be recorded and signed for through the coordinator.
  - Each fundraising activity must have two signatories to monitor all monies raised.
  - Receipts must be provided for any agreed expenses.
  - The club will, where requested, make any payments on behalf of the fundraising team on condition they have sufficient funds available;
- and the club will no longer allow any team or individual to hold, bank or store any funds raised on behalf of Swalwell Juniors FC or its members without prior consent of the committee.**

## **Team fundraising**

Under no circumstances should any coach, manager or parent approach any organisation direct to undertake fundraising. This must be authorised through the club first to ensure that there is no conflict of interest or request already in place. If required we will then provide you with an official letter of authorisation to comply with our registered status as a charity.

## **Club fundraising**

Swalwell juniors hosts 2 main fundraising events throughout the year, one at Christmas and one other that changes from year to year. Parental/carerer participation is vital in securing a successful event. Please be aware that your involvement in these events is necessary.

## **Bag packing**

Please be aware that supermarkets may no longer accept requests for bag packing due to the implementation of the charges for bags. You need club approval to do bag packs.

## **Documentation**

Any team who wishes to do any fundraising event must use the official documentation. This is available from our fundraising coordinator. The documents available are:

- an official letter confirming you are fundraising under the club name.
- an official player/individual sponsorship form to include GIFT AID.
- secure collection buckets, including any labelling if required.

## **Funding and grant applications**

All enquiries for funding and/or grants etc must be made through the club funding officer. We have an ongoing program to apply for funding on behalf of the club and this is audited as part of our charity club status. No other person is permitted to apply for any funding under the name of Swalwell Juniors FC and/or any of its teams or members.

## **The FA Charter standard club program respect code of conduct for youth 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 is why the FA is asking every player to follow respect code of conduct.

### **When playing football, I will:**

- Always play to the best of my ability.
- Play fairly - I won't cheat, complain or waste time.
- Respect my teammates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee.
- Shake hands with the other team and referee at the end of the game.
- Listen and respond to what my coach/team manager tells me.
- 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:**

- Be required to apologise to my teammates, the other team, the referee or team manager.
- Receive a formal warning from the coach or the club committee.
- Be dropped or substituted.
- Be suspended from training.
- Be required to leave the club.

**In addition:**

- My club, County FA or The FA may make my parent or carer aware of any infringements of the code of conduct.
- The FA/County FA could impose a fine and suspension against my club.

## **The FA Charter standard club program respect code of conduct for 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 program 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:**

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Always respect the match officials' decisions.
- Remain outside the field of play and within the designated spectators area (where provided).
- Let the coach do their job and not confuse the players by telling them what to do.
- Encourage the players to respect the opposition, referee and match officials.
- Avoid criticising a player from making a mistake - mistakes are part of learning.
- 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:**

- Issued with a verbal warning from a club or league official.
- Required to meet with the club, league or DCFA welfare officer.
- Required to meet with the club committee.
- Obligated to undertake an FA education course.
- Obligated to leave the match venue by the club.
- Requested by the club not to attend future games.
- Suspended or have my club membership removed.
- Required to leave the club along with any dependents.

**In addition:**

The FA/County FA could impose a fine and/or suspension on the club.

## **FA Charter Standard club program Respect Code of Conduct for 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 over-competitive parents, spectators and coaches on the sideline.

Play your part and observe the Football Association's Respect Code of Conduct in everything you do.

**On and off the field I will:**

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
- Adhere to the laws and spirit of the game.
- Promote fair play and high standards of behaviour
- Always respect the match officials decisions.
- Never enter the field of play without the referees permission.
- Never engage in public criticism of the match officials.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

**When working with players I will:**

- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what we can expect from me.
- Ensure all parents/carers of all players under the age of 18 understand these expectations.
- Never engage in or tolerate any form of bullying.
- Develop mutual trust and respect with every player to build their self esteem.
- Encourage each player to accept responsibility for their own behaviour and performance.
- Ensure all activities I organise are appropriate for the players ability level, age and maturity.
- Cooperate fully with others in football (e.g. Officials, doctors, physiotherapists, welfare officers) for each players 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 may be:**

- Required to meet with the club, league or County welfare officer.
- Required to meet with the club committee.
- Monitored by another club coach.
- Required to attend a FA education course
- Suspended by the club from attending matches.
- Suspended or fined by the county FA.

- FACA membership withdrawn.
- Required to leave or be sacked by the club.

## Contact details

As a club we require the contact details for all of our players and parents so that they can be kept up-to-date on what is happening with the team/club. These need to be completed on the form attached to this handbook and if anything changes it is important that you inform the team manager/club

## Club officials

The club has the following officers in post that form the committee:

Chairman: Keith Christie  
Secretary: Kevin Findlay  
Treasurer: David Kerr  
Assistant Secretary: Tina Findlay  
Club Welfare Officer: Chris Whitfield  
Charter Standard Coordinator: Mark Howie  
Head of football development: Dave Ostle  
Website: [www.swalwelljuniors.com](http://www.swalwelljuniors.com)  
Email the club: [clubsecretary@swalwelljuniors.com](mailto:clubsecretary@swalwelljuniors.com)  
Football development: [football@swalwelljuniors.com](mailto:football@swalwelljuniors.com)  
Welfare issues: [chriswhitfield@hotmail.co.uk](mailto:chriswhitfield@hotmail.co.uk)  
Follow us on twitter: @SwalwellJrsFC  
Like us on Facebook: @swalwelljuniorsfc  
Instagram: [swalwell\\_juniors](https://www.instagram.com/swalwell_juniors)

## Annual general meeting

The clubs AGM will be held in May after the playing season has finished. The date, time and venue of this will be confirmed and communicated in May. All parents/carers/family members of players from the season just ended will be invited to attend.

## End of season presentation

To celebrate the achievements of both teams and individual players the club hosts a presentation event. We will advise you of the date nearer the time. A club tie will be required by all the players and these can be purchased through your team manager if you do not have one.

## Safeguarding children policy

1. Swalwell Juniors FC acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to their 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 Safeguarding Children Policy and Procedures and endorse and adopt the policy statement contained in that document.

2. The key principles of the FA safeguarding children policy are that:
  - The child's welfare is, and must all ways be, the paramount consideration.
  - All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
  - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
  - Working in partnership with other organisations, children and young people and their parents/carers is essential.
  - 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 a poor practice and abuse. Swalwell Juniors FC recognises that this is the responsibility of every adult involved in our club.
3. Swalwell Juniors FC 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 Associations child protection regulation (see the FA handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you're a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt the FA's responsible recruitment guidelines for recruiting volunteers and we will:
  - Develop a role profile.
  - Request identification documents.
  - As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.
  - Request and follow-up with two references before appointing.
  - All coaches Committee and volunteers are CRC and safeguarding checked and approved prior to appointment in accordance with FA requirements.
  - Require an FA CRC unit enhanced disclosure where appropriate in line with FA guidelines.

All current FA Charter standard club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRC enhanced disclosure via the FA CRC unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of FA charter standard club 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 CRC unit enhanced CRC disclosure 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 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.

5. Swalwell Juniors FC supports the FA's whistleblowing policy. Any adult or young person with concerns about a colleague can "whistle blow" by contacting the FA child protection 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 directly to the police, children's services or the NSPCC.

6. Swalwell Juniors FC has appointed a club welfare officer (CWO) in line with the FA's role profile and require 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 CWO is the first point of contact for all club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the 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, practice and abuse amongst their club members.
7. We acknowledge and endorse the FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. 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 CWO or alternatively, in cases of serious bullying, we make contact the CFA welfare officer.
8. Respect Codes of Conduct for players, parents/spectators, officials and coaches have been implemented by Swalwell Juniors FC. 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 CFA in more serious circumstances. All registering members will be required to adopt the Respect Codes of Conduct.
9. 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.

-If you are worried about a child then you need to report your concerns to the CWO.

-If the issue is one of poor practice they will either:

- i. Deal with the matter themselves or
- ii. Seek advice from the CFA welfare officer

-If the concern is more serious - possible child abuse - they will, where possible, contact the CFA welfare officer first, then immediately contact the police or children's services.

-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 CFA welfare officer know what action you have taken.

-If at any time you are not able to contact your CWO or the matter is serious then you can either :

- Contact the county welfare officer directly on 0191 3872928
- Call the FA/NSPCC 24-hour helpline for advice on 0808 800 5000
- Contact the police or children's services

NB - The FA's safeguarding children policy and procedures is available via [www.TheFA.com/footballsafes](http://www.TheFA.com/footballsafes). Click on the downloads under policy and procedures, it outlines in detail what to do if you are concerned about the welfare of the child and

includes flow diagrams to describe this process. This is also covered within the safeguarding children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves deal with such a situation.

10. Further advice on safeguarding children matters can be obtained from:
- [www.TheFA.com/footballsafes](http://www.TheFA.com/footballsafes)
  - County Football Association's welfare officer, telephone number 0191 3872928
  - The FA safeguarding children enquiry line 0845 210 8080
  - Emailing - [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)

## Members Code of Conduct

### ALL MEMBERS AGREE TO:

- Contribute an annual members donation at the point of registration.
- Contribute a monthly donation as set out by the club.
- Abide by the clubs Code of Conduct at all times.
- Never use inappropriate foul or abusive language.
- Avoid the use of any drugs alcohol and tobacco.
- Not take part or encourage bullying or abuse of another person.
- Show respect to their colleagues, club members and opponents.
- Avoid unruly or disruptive behaviour at all times.
- Respect club property and facilities at all times.
- Arrive on time fully prepared for activities when requested to do so.
- Make reasonable contacts to the manager if unsure about timings.
- Report absence for training or match prior to an agreed meeting time.

### PARENTS, GUARDIANS AND FAMILY MEMBERS HAVE A DUTY TO:

- Ensure that the child arrives on time for all club related activities.
- Inform the coach where a child is unable to attend for any reason.
- Make suitable arrangements to collect the child following all club activities.
- Pay the child's membership donation on a monthly basis.
- Look after all team kit and return any items within 7 days of leaving.

### THE CLUB WILL NOT TOLERATE:

- Use of inappropriate, racist and/or foul language or abuse in any form.
- Anyone suspected of being under the influence of drugs or alcohol.
- Unauthorised infringements to the field of play.
- Unruly or disruptive behaviour at any time whilst on club property.
- Disrespect shown to any match official, opponent or club member league officials and/or spectators.

### DISCLAIMER:

This agreement covers the playing member and all spectators, it applies to all official club activities regardless of location. Any person found to be in breach of this Code of Conduct will have their membership (or that of the child) reviewed by the committee.

Contact details:

Telephone: (0191) 414 1882

Email: [clubsecretary@swalwelljuniors.com](mailto:clubsecretary@swalwelljuniors.com)

Visit: [www.swalwelljuniors.com](http://www.swalwelljuniors.com)

## **Club donation**

Please tick to confirm what payments are included with this form and to confirm you agree to pay monthly donations by standing order or direct bank transfer.

- £20 CASH (new members only joining for the first time)
- I agree to pay all future donations by standing order @ £20 per month OR £216 one off donation if paid in full
- I agree to Swalwell Juniors FC claiming GIFT AID on my donations.

GIFT AID: please make every penny count by selecting GIFT AID above. As a charity we can reclaim tax on donations to the value of 20%. You must pay an amount of income tax or capital gains tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year.

You can cancel this declaration at any time by notifying the club (the charity). For full details on donations for the GIFT AID tax relief please visit the HMRC website.

The club will respond to non-payment of the donation on an individual basis with team managers taking the initial responsibility of raising the subject with the parents/carers concerned. If a player's donations fall into arrears by two months then the player may be suspended by the club from football activities until all arrears are paid. The club reserves the right to request the FA to impose a ban on the players' football activities until all arrears are paid.

## **Financial rules**

The club official/team manager will issue a receipt for all money that is paid to the club. This must be retained should there be any future dispute.

Each team may carry out their own fundraising and look for their own sponsors to cover the cost of any additional kit. All money raised by a team must be paid into the club bank account. This money will then be managed by the club treasurer on behalf of that team with accounts available to the team manager on request.

The club treasurer will raise cheques to cover team invoices and will when necessary, give the team manager cash to cover other spending although receipts for this spending must be given to the Treasurer.

No team must operate their own bank account without prior permission from the committee. The club will look for suitable grants for the ongoing development of the club and these will be applied for by the club committee when necessary. Teams cannot apply for a grant on their own behalf as this may cause issues in the future if the club is looking for grants from the same source.

However, this does not prevent a team solely benefiting from a grant, just that it has to be a managed process by the club. All club spending will be managed by the committee and they will also ensure that the money is available to cover costs of referees for all competitive matches during the playing season.

## **Equality policy**

The aim of this policy is to ensure that everyone is treated fairly and with respect and that the football club is equally accessible to them all. Swalwell Juniors FC is responsible for setting standards and values to apply throughout the club at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or beliefs, ability or disability and to encourage equal opportunities.

This policy is fully supported by the club officers who are responsible for the implementation of this policy. Swalwell Juniors FC, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Swalwell Juniors FC will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Swalwell Juniors FC will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Swalwell Juniors FC will work to ensure that such behaviour is met with appropriate action in what ever context it occurs. Swalwell Juniors FC is committed to taking positive action where inequalities exist and to the development of a program of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Swalwell Juniors FC is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities Legislation - race relations act 1976, sex discrimination act 1975 and disability discrimination act 1995 as well as any amendments to these acts and any new legislation. Swalwell Juniors FC commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

## **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, they should follow the procedures below:

1. They should report the matter to the club secretary or another member of the committee.

The report should include:

- Details of what, when and where the occurrence took place.
- Any witness statement and names.
- Names of any others who have been treated in a similar way.
- Details of any former complaints made about the incident, date, when and to whom made
- A preference for a solution to the incident

2. The clubs management committee will sit for any hearings that are requested.
3. The clubs management committee will have the power to:
  - Warn as to future conduct.
  - Suspend from membership.
  - Remove from membership any person found to have broken the clubs policies or Codes of Conduct.

## **Health and safety**

Caring for the safety and welfare of our junior members is our most important consideration. Returning players to their parents and carers healthy and, wherever possible, happy is ultimately more important than success in competition or any other objective. By following a few common sense routines and checks will be taking responsible measures to look after the young people in our care.

### **Checklist**

- Do you know who the qualified first aider is for your match or training session?
- Do you have access to a first aid kit?
- Do you have a current contact list with medical alerts?
- Do you have easy access to a telephone?

### **Check the equipment**

- Take a look over the playing surface checking for potential hazards (glass, metal, dog dirt etc).
- Are the goalposts secure? It's your responsibility even if you are not the first to use the pitch.
- Check that all of the equipment you are going to use is in reasonable condition and does not pose a danger.

### **Check the players**

- Ask if there are any injuries or illness you should know about.
- Make sure nobody is chewing gum (choking hazard).
- Has all jewellery been removed?
- Players should be wearing shin pads.

### **Additional precautions**

- Avoid obvious mismatches of players in terms of size and strength in apposed practices and games.
- Supervise players' departure from the venue
- Fill in an incident report in all cases of injury these are available from the CWO

These checks are not just for passing course assessments.

## **Reporting concerns**

Maintaining a positive and safe environment at our club it's not just the responsibility of the committee. Every player, parent, carer and member of staff has a role to play in maintaining high standards. When incidents occur that cause you concern it is important that you know how you can have these dealt with.

- In the first instance please feel free to speak to your child's team manager or to any other member of staff. It may be that they are in the best position to deal with everyday questions and concerns.
- You may speak to any member of the committee who will deal with it personally, if appropriate, or will bring it to the attention of the rest of the committee.
- You may choose to put your concern or complaint in writing and address it to the club committee. We promise to give you a specific response as soon as possible.
- The club welfare officers, have a responsibility to deal with more serious matters. Parents may choose to contact them directly using the contact details on the "contact us" page of the club handbook.
- If you have a concern about the behaviour of members of an opposition club please do NOT take matters into your own hands, speak with your team manager who will inform the club secretary. Our clubs response will be coordinated by the committee not by any individual parent or team manager

## **Club discipline**

Every member of the club has signed up to one or more Codes of Conduct and is expected to maintain a high standard of behaviour. However, Codes of Conduct can only be effective if there is the disciplinary process to support them. It is essential that the club is seen to be fair and consistent in dealing with misconduct.

The club committee will appoint disciplinary Committee to deal with serious breaches of Codes of Conduct as and when they arise. The disciplinary committee will have a number of options available to it depending on the severity of the actual case it is considering.

Possible sanctions include:

- Verbal warning.
- Written warning.
- Exclusion from specified number of matches.
- Exclusion from team for the remainder of the season.
- Refusal to register with team for future season.
- Exclusion from membership of the club.

The club aims to provide a safe and enjoyable environment for players to develop their football skills. To enable this to happen the club expects that all players and parents conduct themselves in a sensible and respectful manner towards club officials, their team, other club officials and players, referees and league officials at all times.

Players (their parents/guardian/carer) are responsible for the payment of any yellow or red cards received during the game. This must be paid to the club within 14 days of the offence.

## **Celebrating football through photographs and film**

**This code of practice is to help avoid the following:**

- The inappropriate use, adaptation or copying of images of children for use on child abuse websites on the Internet.

- The identification of children when a photograph is accompanied by significant information that will assist a third party in identifying the child. This can lead to children being groomed.
- The identification and locating of children in inappropriate circumstances including:
  1. Where a child has been removed from their family for their own safety.
  2. Where restrictions on contact with one parent following parental separation exists.
  3. In situations where a child may be a witness in criminal proceedings.
  4. Other safeguarding issues.

### **The club shall ensure:**

- You have parental consent to use a players image if it is to be used in the public domain, e.g. Club website, club social media or newspaper articles. This is essential that any child in the club, who is under care proceedings, is protected by ensuring their image is not placed in the public domain and (a copy of the completed consent form will be returned to the parent/carer)
- They shall report any instances of inappropriate images in football to the FA case manager or the Internet watch foundation, contact details of which are held by the club's child welfare officer

### **The club will not:**

- Allow unsupervised access to children on a one to one photographic session at events.
- Allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.
- Published photographs with the full name of individuals featured unless written consent has been obtained and parents are informed as to how the images are to be used.
- Use player profiles with pictures and detailed personal information on websites.

### **The use of professional/press photographers.**

Should the club commission the use of professional or press photographers to cover an event we shall:

- Request that they register their details prior to the event as per the club registration form;  
(The registration form is a part of this child protection policy).
- Issue the photographer with identification which must be worn at all times
- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Inform them of the clubs commitment to safeguarding children and young people.
- Establish who will hold the recorded images.
- Inform the participants/parents/carers that a professional photographer will be in attendance and ensure that no child will be compromised if their image is taken.

**ALL PARENTS/CARERS SHALL BE PROVIDED WITH A CONSENT FORM RELATING TO THE USE OF PHOTOGRAPHIC/VIDEO EQUIPMENT.**

(T161617he consent form is part of this child's protection policy)

**ALL PARENTS/CARERS INTENDING TO PHOTOGRAPH/VIDEO AN EVENT SHOULD BE MADE AWARE OF THE CLUBS EXPECTATIONS.**

