



MUJFC Parent & Player Handbook



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Message from the Committee

MUJFC is a Club run and maintained solely by volunteers. Team Managers, Coaches, Committee members, Parents and Players who support the Club, all of you are what make MUJFC the Football Club it is.

We would like to take this opportunity to thank all of you who volunteer your time and energy each week to enable our children to continue to play football at the superb facilities at Cooper’s Hill. Without your continued support and commitment in the many and varied ways you do MUJFC would not survive. For those of you who have more time and energy to spare and would like to get involved, please don’t be shy and make yourselves known to the Committee. There are plenty of jobs which need doing and your added support is much needed.

Quite a few changes have taken place whilst we move to become a more efficient Club and continue to improve on our Charter Standard status, and so we ask all of you to please read through this handbook in detail, especially the Club Constitution, keep it somewhere safe and if you have any questions please refer to it.

Finally, we would like to wish you and your Team the best of luck this Season, and above all – make sure you enjoy yourselves!

Kind regards

MUJFC Committee

MUJFC Mission Statement

It is our aim at Manorcroft United to offer all children a safe and controlled environment to play football. We continue to strive to serve the local community which founded the club in 1981.

We continue to build and sustain our football club on its strong foundations, and whilst we try to be competitive in all the competitions we enter we always promote fair play and equality over the need to win. We believe at Manorcroft United we can help children of the local community to develop both as footballers and more importantly as young people helping them to learn the key elements of life.

Manorcroft United is in full support of the RESPECT and KICK IT OUT campaigns as well as any other FA led initiatives and these form a core guideline for all those involved in Manorcroft United.

Our aim is to be recognised as a major contributor of providing local football teams without bias or prejudice. We aim to benefit the community both present and future by promoting, encouraging and furthering the game of football as a recreational facility, sporting activity and focus for community involvement. We will look to benefit the community by being actively involved with the local community and by ensuring that the clubs resources are used to mutual benefit.

Contact List

SECRETARY DETAILS		CLUB CHILD WELFARE OFFICER DETAILS	
Name:	Nicky Lewis	Name:	Su Burrows
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CONSTITUTION

Foreword

Manorcroft United Junior Football Club aims and objectives will be:

- To promote the amateur sport of football
- To offer development by means of coaching and competitive opportunities in football
- To promote participation in the Club within the local community
- To manage the Coopers Hill Recreational Ground and Clubhouse
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment
- To uphold a fair and sporting attitude on the field of play

To ensure that these aims and objectives are adhered to, the Club will adopt and implement the Football Association's Child Protection Policy and Equality Policy, and any future versions of these policies. Please see these in the Appendix.

Title

The Club shall be known and registered with their respective leagues as Manorcroft United Junior Football Club. For the purpose of the constitution Manorcroft United Junior Football Club shall be referred to herein as 'The Football Club'.

For the purpose of the constitution a player shall be known as 'member' and parent / guardian of player known as 'representative member'.

Scope and Affiliation

The Constitution of The Football Club governs the operation of all its football groups.

The Football Club will be affiliated to the Football Association and will ensure that it abides by the rules set out by the County F.A in accordance with footballing regulations.

1. The Management Committee and Club Officials

1.1. Election of the Management Committee and Club Officers

The Management Committee will be made up of the following designated positions:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Registrations Secretary
- Fixtures Secretary
- Youth Development Officer
- Facilities Officer

The Representative Members (In the case of the Junior Football Section (U7-U18), the parent(s)/guardian of registered players) of The Football Club will, by way of an election at an Annual General Meeting (AGM), elect the Committee.

The Committee Members and Club Officers will hold office for no more than 12 months, so as to allow the parents of new teams and new players to apply for office.

These duly elected positions hold the sole responsibility for the decision making and running of The Football Club. Any Management Committee member cannot hold any more than two committee positions within The Football Club.

Those existing officers, or Football Club representative members, wishing to apply for membership to The Committee shall notify the Secretary in writing at least 14 days prior to the AGM of their desire to stand, and the position for which they wish to be considered. All nominations will be presented at the AGM for consideration of those members present to vote.

After the AGM the names of The Committee and Club Officials will be published.

2. The Responsibilities of the Football Club Committee and Officials

2.1. The Management Committee Roles & Responsibilities

The Committee will abide by the rules of The Football Club and account to the members of The Football Club. The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

All Management Committee members are expected to attend monthly Committee and Manager's Meetings, and carry out their respective duties as shown below:

Role	Responsibilities
Chairperson	Chair Meetings Has the casting vote in event of a tie Maximise the potential of the Management Committee
Vice Chairperson	To stand in for and support the Chairperson
Secretary	Schedule Meetings Distribute Agendas Minute Meetings Full Administrative Duties Disciplinary Coordinator
Treasurer	Control Club Accounts and Budget
Registrations Secretary	Administration of all Registrations, De-registrations and Transfers of players
Fixtures Secretary	Administration of all Match Fixtures Ensuring all teams complete all scheduled fixtures before the League end of Season date First Point of Contact for League Fixtures Secretary
Youth Development Manager	Maximise the potential of Managers and Players Maintain a standard of coaching in line with the FA Regulations
Facilities Officer	Responsibility of maintaining all Health & Safety aspects of the Facilities (Grounds and Clubhouse) Responsibility for Grounds-keeping Responsibility of Assistant Facilities Personnel

2.2. The Club Officials Roles & Responsibilities

Club Officials are expected to carry out their duties as shown below and support the Management Committee in the general running of The Football Club.

Child Welfare Officer	Responsible for Safeguarding Children in line with FA regulations and policies Responsible for administration and recommendation of CRB Checks
Assistant Facilities Officer(s)	Maintaining the Pitches and Grounds and Facilities as directed by the Facilities Officer
Kit & Equipment Officer	Administering and Distributing of Kit and Equipment as required Maintaining MUJFC Equipment and Asset Register
Event & Fund Raising Officer	To organise events on dates and to a budget agreed with the Management Committee
Dissolution Committee Officer	To Chair the Dissolution Committee to protect the Club Finances and Assets

2.3. Management of the Football Club

The duly elected Management Committee positions hold the sole responsibility for the decision making and running of The Football Club.

Any Management Committee meeting called will require the attendance of not less than 50% of The Management Committee for a meeting to be formed. A formed meeting will be able to agree expenditure and amend the constitution on the taking of a vote.

Each Committee Member will have one vote. The Chairperson will have the casting vote in the event of a tie.

2.4. Annual General Meetings (AGM) / Emergency General Meetings (EGM)

AGM's shall be notified to representative members by letter from the Secretary. Such notification shall be issued not less than ten days before the date set for such meeting.

The notification of an AGM shall include the date of the intended meeting, the venue and time, and the names of those candidates who wish to stand for office.

The AGM shall be chaired by the outgoing Chairperson and shall consider the accounts for the previous year, whilst also electing the officers for the coming year.

Any other matters arising shall be notified to the Chairperson before the meeting. The Chairperson of the meeting shall then decide whether the matter needs to be discussed immediately, or whether to pass the matter on to the new Committee for their consideration.

An Emergency General Meeting (EGM) may be called:

- By the Management Committee, giving no less than 7 days' notice to the members by way of letter
- OR By application from no less than 25 representative members. Such a request shall be notified direct to the Management Committee and shall provide detail of the reason for requesting such meeting. On receipt of such a request the Management Committee shall have 28 days to convene a meeting.

Any AGM or EGM shall be deemed to have a quorum by the attendance of not less than 9 eligible to vote at such a meeting.

3. Football Club Membership and Registration

3.1. Registration of Team Managers

The Management Committee shall be responsible for the selection of all Team Managers. Any interested parties will be required to submit before the Committee a fully written application; selection will then be by interview and subject to references and a satisfactory CRB check.

Each Manager shall be required to complete the following:

- A CRB form, to be issued by the Club Child Welfare Officer, completed with the relevant ID produced to the Club Child Welfare Officer
- The Manager shall commit to complete FA Level 1 Coaching certificate within 12 months of being appointed.
- Each Manager shall ensure that any assistant managers, coaches, or parents assisting in the running of the team shall undergo a CRB check.
- Each Manager shall attend all monthly Manager's meetings, or send a representative where they cannot attend
- All Managers shall be responsible for the registration, selection, training, safety and behaviour of their registered players.

3.2. Registration of Players

Each Manager shall be required to ensure their selected players attend the appropriate registration session as arranged by the Registrations Secretary and each player will have the appropriate documentation and monies prepared to complete the registration process successfully.

3.3. Conditions of Membership

A representative member shall be eligible to vote at an AGM / EGM. The representative member will ideally be the parent / guardian who signed the registration form, and in the absence of the primary parent/guardian a vote will be accepted from another parent / guardian.

All members and representative members of the Football Club shall abide by the rules of the Club Constitution and Club Codes of Conduct

Any member or representative members reported to the Committee for behaviour, which is found to be unacceptable, may be subject to suspension.

The behaviour of any manager or associate of any team shall be beyond reproach. Any manager or associate charged or reported to the Committee shall be subjected to the disciplinary procedure of the Football Club. Any fines imposed on the Club by the County FA shall be payable by the manager or associate.

Any misbehaviour reported to the Committee shall be investigated by members of the Committee who shall, if so required, request that the individual attend an interview or provide a written report detailing the incident in question. The investigating officers will report their findings to the full Committee who will then decide upon appropriate action.

The Committee is duty bound when investigating any offence to take into consideration the Football Club rules concerning the conduct of members. Therefore, without prejudice to the outcome of any investigation the Committee can require any person to be suspended from any involvement with the Club.

3.4. Issued Equipment

MUJFC issue equipment to each player which continues to be the property of The Football Club. It is the responsibility of each member to take care of such equipment.

Any kit which is no longer usable due to normal wear and tear will be replaced by the Football Club. However, the Management Committee reserves the right to levy a charge where appropriate if equipment is damaged due to neglect. This is to safeguard the investment made of both Club Members and Sponsors.

3.5. Leaving the Club

Should you decide you no longer wish to play for MUJFC, please do the following:

- Ensure you inform your team manager
- Ensure you have paid your subs up to date
- Return your Child's Kit (Top / Shorts / Tracksuit)

Should this equipment be returned in a less than satisfactory condition (other than normal wear and tear) the Management Committee reserve the right to charge a nominal fee to cover any replacements.

4. Finance

4.1. Registered Players

Each registered player shall be required to pay a Club Registration Fee and monthly subscription. The amount to be paid shall be set annually by the Management Committee. The Management Committee shall have sole discretion in the amount to be paid by individual players whose personal circumstances are known to the Team Manager and are reported to the Committee. All information passed on to the Committee shall be treated as confidential.

4.2. Managers

Each Team Manager shall notify the Treasurer and account to the Treasurer for all income collected on a monthly basis. The Team Manager shall be responsible for advising of outstanding monies and notifying the Treasurer of such. Any manager found to be misappropriating team funds will be suspended forthwith according to the disciplinary procedures of the Football Club and reported to the Police for further investigation as appropriate. Any expense over the amount of £100 over the period of a month must be agreed by The Management Committee in advance.

4.3. Income

For The Football Club to operate it requires funds to be accounted for and this information produced to the Treasurer at least once per month. The Management Committee will note all Sponsorship Funds received and account for the funds in their annual accounts. These will be made available to the sponsor if required.

The Management Committee will require the payment of monthly subscriptions. The amount to be paid shall be set annually at the AGM, and shall be payable on the registration of each player. The Committee shall take into account the circumstances of parents who may have difficulty paying the fee.

The Committee will note all funds received through fund-raising events, the bar and tuck shop, and any other means of fund-raising, and account for these on a monthly basis, and in their final annual accounts.

4.4. Expenditure

The Manager of each team will be responsible for paying match fees on a weekly basis. These will be accounted for in their monthly expenses. Any fines received by the Football Club will be paid in the first instance by the Football Club who will then seek reimbursement of these fines from the player / parent / guardian or team manager concerned as required.

All cheques payable by The Football Club will be counter-signed.

The Management Committee shall set an annual budget for Kit and Equipment, Fund-Raising Events and Facilities and any monies above this amount must be approved by the Treasurer.

5. Codes of Conduct

Through the implementation of its Code of Practise, Manorcroft United Junior Football Club with the support of its managers, coaches and parents will maintain the professionalism and safeguards of good practise which are associated with the game of football.

The Football Club require all Players, Managers/Coaches, Parents/Guardians, Club and Match Officials to read, sign and return their commitment to adhering to these Codes of Conduct. If you have completed a Registration Form this is seen as your agreement to adhere to these Codes of Conduct. Please find these in **Appendix 1 - 5**. For further guidance for Parents / Spectators, please visit the FA Respect Guide www.thefa.com/respectguide

6. Child Protection Policy

Through the implementation and of the FA Safeguarding Children Policy and Procedures the Football Club will maintain the professionalism and safeguards of good practice which are associated with the game. **See Appendix 6.**

7. Equal Opportunities Policy

Equal opportunity at Manorcroft United Junior Football Club means that in all our activities we will not discriminate in any way or treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs. **See Appendix 7.**

8. Environment Policy

As a growing Junior Football Club, Manorcroft United Junior Football Club (MUJFC) is aware of our impact within our community. As part of this commitment we believe that football clubs have a vital role to play in minimising this impact by the club, staff and fans on their environment. It is the policy of MUJFC to continually develop, review and improve our environmental objectives, and we are committed to continually reducing our carbon emissions.

Please **see Appendix 8** for our Environment Policy.

9. Disciplinary Procedure

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 30 days of a complaint being lodged.

The Management Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of The Manorcroft Dissolution Committee.

11. Monitoring and Self-Evaluation at MUJFC

As part of our on-going commitment to improve practice and to continue to develop as a club, we are implementing an annual review form. These forms are available from your team manager.

There are three separate forms in respect of:

- Coaches /Managers
- Players
- Parents

Parents of younger players would need to help their child to fill this in and obviously relate the questions in a format that is applicable to their child's age and level of understanding.

The Committee values your comments and suggestions and will use these to evaluate what needs to be done to continue to develop the club for existing and future players.

These will be distributed at the end of each season.

Acceptance of the Constitution

Manorcroft United Junior Football Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Name <i>Daryl Mitchell</i>	<i>2nd June, 2011</i>
Chairperson	Date
Name <i>Matt Spillman</i>	<i>2nd June, 2011</i>
Vice Chairperson	Date
Name <i>Brian Goodey</i>	<i>2nd June, 2011</i>
Treasurer	Date
Name <i>Nicky Lewis</i>	<i>2nd June, 2011</i>
Secretary	Date
Name <i>Leon Turner</i>	<i>2nd June, 2011</i>
Youth Development Officer	Date
Name <i>Mark Dawber</i>	<i>2nd June, 2011</i>
Facilities Officer	Date
Name <i>Su Burrows</i>	<i>2nd June, 2011</i>
Registrations Secretary	Date

Parent/Guardian Guidelines

This section is intended to provide Parents / Guardians with some guidelines to assist in the smooth running and organisation of The Football Club.

- In the first instance all questions relating to the Team / Club issues should be referred to the Team Manager
- MUJFC strives to keep its website as up to date as possible, and is a great source of information on Match Reports, Events, Sponsorship and other Club details and should be referred to where possible: www.manorcroftunitedjfc.co.uk
- MUJFC is a Club run entirely by volunteers and we respectfully request assistance from each team's parents / guardians on a rota basis to ensure that Club facilities are prepared for the Sunday matches. Please liaise with your Team Manager as to when and what you can do to help.
- Assistance in putting up / removing goals and corner flags, ensuring litter bins are placed out by each pitch and other such jobs on a Sunday is much appreciated.
- On match days we respectfully request parents / guardians to refrain from coaching on the side-lines and allow their Team Manager/Coach to guide the team players.
- We encourage participation in all Club events.

Player Guidelines

This section is intended to assist players in their time as part of the Manorcroft United Junior Football Club.

- In the first instance we encourage all players to approach their Team Manager / Coach with any questions they may have with regards to football issues.
- As a MUJFC Player you are committed to turn up to weekly training sessions and scheduled matches throughout the season (September – May). As a matter of courtesy, if for any reason you are unable to attend the above you must notify your Team Manager with as much advance notice as possible.
- All Players are provided with a MUJFC football kit and are responsible for that kit throughout the season. We ask that all players treat this kit with respect and wear it with pride. Any damages not relating to quality issues will be the responsibility of the member.
- MUJFC are very privileged to have such facilities as are provided at Cooper's Hill, and all Players are required to respect these facilities in keeping them clean and tidy, and abide by the relevant rules set, e.g. no football boots in the Clubhouse.
- On Match Days your parent / guardian is there to support you, not coach you. Please listen to your Team Manager / Coach for all instruction and direction.

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:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time
- Respect my team-mates, 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 team-mates, the other team, 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.

Adult Players

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

Players tell us they want a referee for every match, yet thousands of match officials drop out because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.

Play your part and observe The FA's Respect Code of Conduct for players at all times.

On and off the field, I will:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match officials' decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect
- Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

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:

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

In addition:

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



Respect

Respect Code of Conduct

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:

- 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 for 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 County FA 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.



Respect

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 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 official's decision
- Never enter the field of play without the referee's 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 they 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
- 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:

- 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 an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

In addition:

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

TheFA.com/Respect

Match Officials

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

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all time.

I will:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage Fair Play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains

- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

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

I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee.



Respect



Safeguarding Children Policy and Procedures

Club Template

Using this Policy

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.

Football Club Safeguarding Children Policy

- Football Club 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:

 - the child's welfare is, and must always be, the paramount consideration
 - all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
 - 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 poor practice and abuse.

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

- Football Club 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.

- We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

 - Specify what the role is and what tasks it involves
 - Request identification documents
 - As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
 - Ask for and follow up with 2 references before appointing someone
 - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Football 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 CRB Enhanced Disclosure via The FA CRB Unit¹.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Football 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 CRB Unit Enhanced 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. Football Club 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.

Football Club encourages everyone to know about it and utilise it if necessary.

6. Football Club 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.

7. 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.

8. **Respect** codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Football Club. 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.

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.**

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. 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
- iii. 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
- iv. 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.
- v. 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
 - contact the Police or Children's Services
 - call The FA/NSPCC 24 hour Helpline for advice on 0808 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.

10. Further advice on Safeguarding Children matters can be obtained from:

- T:
- E:
- County Football Association's Welfare Officer
- T:
- E: CountyWO@
- www.TheFA.com/Footballsafes
- Emailing - Footballsafes@TheFA.com
- The FA Safeguarding Children general enquiry line 0845 210 8080

¹The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act, 2006 due to come into effect in July 2010. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.

Appendix 7 – Equal Opportunities Policy

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The Football Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Football Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members and representative members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Football Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

Appendix 8 – Environment Policy

As a growing Junior Football Club, Manorcroft United Junior Football Club (MUJFC) is aware of our impact within our community. As part of this commitment we believe that football clubs have a vital role to play in minimising this impact by the club, staff and fans on their environment.

It is the policy of MUJFC to continually develop, review and improve our environmental objectives, and we are committed to continually reducing our carbon emissions.

To reach this goal, we shall continue to improve efficiency in the use of all resources and adopt greener technologies where appropriate.

We are committed to treating all relevant legal and environmental legislation and guidelines as a minimum requirement and will seek to exceed them wherever possible.

We also encourage and look for suppliers, parents and children to share our aims.

Our Commitments

Manorcroft United Junior Football work to ensure that any pieces of electrical equipment at their Clubhouse at Cooper's Hill are turned off when not in use. This includes the following equipment (please note this is not an exhaustive list) floodlighting, lighting, computers, televisions and radios. It is encouraged practise not to print documents or emails unless absolutely necessary. To further improve environmental performance at Cooper's Hill Recreational Ground, all lighting will be energy saving where practical. We will also ensure that lighting, waste and office supplies are recycled where practical.

Where travel to away games is necessary, we encourage all our teams to share transport with their team members where practical and to adopt similar environmental commitments at home.

All materials used are to be environmentally sustainable wherever feasible, including the paper used for marketing and promotional materials. At Cooper's Hill we operate Electric Storage Heaters during the winter months. These are used minimally as and when needed and are permanently off during the spring / summer months.

Travel

We encourage all our Managers and Teams to share transport wherever practical for both Home and Away Matches, and any Club trips which are organised will operate in the same way.

Recycling

We are working to obtain support from our Local Council to have recycling facilities placed at our Clubhouse. In the meantime we operate different coloured bins in and around the Clubhouse for plastic and glass bottles. We encourage all our members to recycle their used drinks bottles, and as a Club look to improve these recycling facilities in the future.

Pitch Treatments

In the treatment of our pitches we ensure that only environmentally friendly treatments are used.

Football Equipment

We endeavour where possible to ensure that all our second hand football equipment is passed on to Charities. These include footballs, football boots and training equipment.

Water

We are on a water meter so that we ensure we manage the amount of water used for pitch treatments and within the Clubhouse. We are looking into funding to support installation of water butts to use run off from the Clubhouse.

Future

We believe that as a club, we can help inspire and educate. Members are encouraged to switch off their televisions, use low emission light bulbs and to turn down the thermostats on their central heating systems and to wash clothes at lower temperatures.

We are constantly looking for ways to actively improve our Environment as well as protect it.

To offset our carbon emissions we have planted 12 shrubs and bushes at our Clubhouse, and continue to look for further ways to add to this.