



# OurClub

Founded 1985 | FA Charter Standard Club 2003 | FA Community Club 2005

## Code of Good Practice

### Season 2010/2011

Rev 3. June 2010

Affiliated with the Staffordshire Football Association  
Registered with the Mid Staffs Junior Youth League, Lichfield Recreational League, Central Warwickshire Girls Football League, South  
Staffordshire Young Women's League

**Chairman** - Richard Mason  
**Vice Chairman** - Andrew Mayne  
**Treasurer** - Peter Davis

**Secretary** - Diane Lester  
**School Liason** - Paul Mallaband  
**Welfare Officer** - Sheila Edwards

**Website** - [www.pjfc.co.uk](http://www.pjfc.co.uk)  
**Forum** - [www.pjfc.co.uk/forum](http://www.pjfc.co.uk/forum)





# Contents

**Section 1    Section 1 - Club Constitution and Rules**

**Section 2    Safeguarding Children Policy**

**Section 3    Code of Conduct**

- Code of Conduct for Football
- Code of Conduct for Coaches
- Code of Conduct for Players
- Code of Conduct for Team Officials
- Code of Conduct for Parents / Spectators

**Section 4    Anti-Discrimination and Equal Opportunities Policies for Clubs**

- Anti discrimination Policy for Clubs
- Equal Opportunities Policy for Clubs

**Section 5    Goalpost Safety Guidelines**

**Section 6    Club Complaints Procedures**



## Section 1 - Club Constitution and Rules

---

1. The Club shall be called Penkridge Junior Football Club (The Club).
2. **Aims and Objectives**  
The objective of the club shall be the promotion of community participation in healthy recreation for the benefit of those, primarily but not limited to, living in Penkridge and surrounding areas, by the provision of facilities for the playing of football. The Club provides competitions for all age groups and offers further opportunities for individuals to develop and experience in the field of football coaching and refereeing.

### **The Aims and Objectives of the club are :**

- To encourage and increase the participation in football within the community
- To provide equal opportunities for all individuals
- To provide a framework of FA qualified football coaching
- To provide the opportunities for individuals to fulfil their potential through football
- To allow access to sport
- To work with other clubs, schools, agencies and social groups to enhance the community
- To play an active and positive role in the community we serve
- To represent the community in the wider world

### **Development of the Club**

- To increase the number of age group teams and opportunities to the community
- To further develop the Women's and Girls section of the Club
- To encourage greater participation from the wider community
- To develop coaching standards through in service training
- To achieve a higher league status of the open age teams
- To improve the level of training and match day facilities for all of our age groups.

3. These rules form a binding agreement between each member of The Club.
4. **Rules and Regulations :**
  - a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliations to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which The Club is affiliated for the time being shall be deemed to be incorporated into The Club Rules.
  - b) No alteration to The Club Rules shall be effective without prior written approval by the parent Association.
  - c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. **The Club Membership**
  - a) The Club consists of Junior members and members, junior members are none voting members, all members are members of PJFC providing they are listed on the Club register. The Club register held by the Club Secretary shall be renewed annually prior to the start of the football season, usually in August.



## Section 1 - Club Constitution and Rules

---

- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to The Club. Election to membership shall be at the sole discretion of The Club Committee. 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 Football Association and parent County Association shall be given access to the member Register on demand.
6. Annual Membership Fee
- a) An annual fee is payable by each Junior member. Fees payable on successful application for membership and annually by each Junior member. Fees shall not be repayable. The Annual Fee shall be agreed at the AGM. Fees may be paid in 2 instalments, 1 at point of registration as a member of the Club and 1 at the end of January.
  - b) 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
  - c) If no fee in part or in full is received prior to the start of the season, then the Junior member is not eligible to represent their team until received by the elected Club Committee Manager.
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 their resignation. A Junior member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
  - b) The Club may expel from membership only for good and sufficient cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by majority vote.
  - c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of The Club Property
  - d) Any payment outstanding for January as the balance for the Junior Membership fee will activate the following action ;
    - 1. No Junior Member is allowed to represent their team until the balance is received by the Club Committee Manager and confirmed at the Club Committee meeting in February.
    - 2. The Junior Member will remain unavailable to play for their team until the outstanding balance is received.
    - 3. Only exception to this if a known case of hardship is identified by the Club Committee Manager to the Club Committee.



## Section 1 - Club Constitution and Rules

---

8. The Club Committee
- a) The Club Committee shall consist of the following Club Officers :
- Chairperson
  - Vice Chairperson
  - Treasurer
  - Secretary
  - Welfare Officer (s)
  - Schools Liaison Officer
  - Development Officer
  - Recruitment Officer
  - Communications Officer
  - Social Officer
  - Plus Team Representatives (can be more than 1 per team)
- All to be elected at an Annual General Meeting.
- b) Each Club Officer shall hold office from the date of appointment until the next Annual General meeting unless otherwise resolved at a Special General Meeting. All the members of the Committee shall retire from office together at the annual general meeting each committee member may be re-elected or re-appointed. One person may hold no more than two positions of Club Officer at any time.
- c) The Club Committee shall be responsible for the management of all the affairs of the Club.
- d) Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee Meeting, where there is more than 1 Team representative, it will be 1 vote per team. The Chairperson, or in their absence the Vice Chairman, of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be Chaired by the Chairperson, or in their absence, the Vice Chairman or the Treasurer. The quorum for the transaction of business of the Club Committee shall be 7.
- e) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- f) The Club Committee shall have the ultimate decision on all matters
- g) All The Club Committee decisions are final.
- h) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- i) An outgoing member of the Club Committee may be re-elected. Any vacancy of the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee member and approved by a simple majority of the remaining Club Committee members.
- j) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.



## Section 1 - Club Constitution and Rules

---

9. Annual and Special General Meeting
- a) An Annual General Meeting (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 Committee
    - iv) Consider any other business
  - b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing 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. Notices 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 Meetings.
  - c) A Special General Meeting (SGM) may be called at any time by the 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 SGM may be any business that may be transacted at an AGM.
  - d) The Secretary shall send to each member, via Team Managers written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
  - e) The quorum for a General Meeting shall be 9.
  - f) The Club Chairperson, or in their absence a member selected by the Club 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 Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
10. Discipline and Appeals
- a) All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
  - b) The Club Committee, excluding the Chairmen will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
  - c) 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
  - d) There will be the right of appeal to the Chairmen following disciplinary action being announced. The Chairmen should consider the appeal within 7 days of the Secretary receiving the appeal
11. Club Teams
- At its AGM, Team Managers will be appointed for each of the Club's football teams. The appointed Team Managers shall be responsible for managing the affairs of the teams. They shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.



## Section 1 - Club Constitution and Rules

---

### 12. Club Finances

- a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. No surpluses or assets will be distributed to members or third parties.
- c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or person for services rendered to the Club.
- d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- e) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- f) The Custodians shall be appointed by the Club in a General meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- h) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties

### 13. 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 Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies :
  - i) A registered charitable organisation(s)
  - ii) Another Club which is registered CASC (Community Amateur Sports Club)
  - iii) The sports national governing body for use by them for related community sports.

### 14. Changes to the Club Rules / Constitution

- a) Any proposed changes to the Club Rules/Constitution should be made in writing to the Club Secretary
- b) These proposed changes will then be put to the committee for discussion and agreement.
- c) Once any changes are agreed the document will be updated and sent to all Committee Members 21 days prior to an EGM being held to formally accept the changes.

## Section 2 – Penkridge Junior Football Club Safeguarding Children Policy

---

1. Penkridge Junior 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.

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

3. Penkridge Junior 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.

4. 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 Penkridge Junior 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 Penkridge Junior 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 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.

## Section 2 – Penkridge Junior Football Club Safeguarding Children Policy

---

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

6. Penkridge Junior 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 Penkridge Junior 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

## Section 2 – Penkridge Junior Football Club Safeguarding Children Policy

---



NB – The FA’s Safeguarding Children Policy and Procedures are available via [www.TheFA.com/Footballsafes](http://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:

- Sheila Edwards - Welfare Officer Penkridge Junior Football Club  
T: 01785 715144
- The Staffordshire County Football Association’s Child Protection Officer, Stephen Kirkham  
T: 01785 256994  
E: [Stephen.Kirkham@staffordshirefa.com](mailto:Stephen.Kirkham@staffordshirefa.com)
- [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)
- Emailing – [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)
- The FA Safeguarding Children general enquiry line 0845 210 8080

## Section 3 – Code of Conduct

---



### A Code of Conduct for Football

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

#### *Community*

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

#### **Equality**

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

#### **Participants**

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

#### **Young People**

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

#### **Propriety**

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

#### **Trust and Respect**

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

#### **Violence**

Football rejects the use of violence of any nature by anyone involved in the game.

#### **Fairness**

Football is committed to fairness in its dealings with all involved in the game.

#### **Integrity and Fair Play**

Football is committed to the principle of playing to win consistent with Fair Play.

## Section 3 – Code of Conduct

---



### Code of Conduct for Coaches

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly effects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is the FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching :

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (eg fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.

## Section 3 – Code of Conduct

---



### Code of Conduct for Players :

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

### Obligations towards the game

*A Player should :*

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.

### Obligations towards one's own team

*A Player should :*

1. Make every effort consistent with Fair Play and the Laws of the Games to help own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

### Respect for the Laws of the Game and competition rules

*A player should :*

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

### Respect towards Opponents

*A player should :*

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

### Respect towards the Match Officials

*A player should :*

1. Accept the decision of the Match Official without protest
2. Avoid words or actions which may mislead a Match Official
3. Show due respect towards Match Officials

## Section 3 – Code of Conduct

---



### Code of Conduct for Team Official

This code applies to all team/club officials (although some items may not apply to all officials).

#### Obligations towards the Game

*The team official should :*

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not to use or tolerate inappropriate language.

#### Obligations toward the Team

*The team official should :*

1. Make very effort to develop the sporting, technical and tactical levels of the club-team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques
4. Promote ethical principles
5. Show due respect for the interests of the players, coaches and officials, their own club/ team and others.

#### Obligations towards the Supporters

*The team official should :*

1. Show due respect for the interests of supporters

#### Respect towards the Match Officials

*A team official should :*

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official
3. Show due respect towards Match Officials

## Section 3 – Code of Conduct

---



### Code of Conduct for Parents / Spectators :

Parents/Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parent / spectators that positive encouragement will contribute to :

- Children enjoying football
- A sense of personal achievement
- Self-esteem
- Improving the child's skills and techniques

A parent's/spectator's expectations and attitudes have a significant bearing on a child's attitude towards :

- Other players
- Officials
- Managers
- Spectators

Ensure that parents/spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage Parents/Spectators to :

- Applaud the oppositions as well as your own team
- Avoid coaching the child during the game.
- Not to shout and scream
- Respect the referee's decision
- Give attention to each of the children involved in football not just the most talented
- Give encouragement to everyone to participate in football

Ensure that parents/spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy.

## Section 4 – Anti-Discrimination and Equal Opportunities Policies for Clubs

---



### Anti Discrimination Policy

Penkridge Junior Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

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

This includes :

- The advertisement for volunteers
- The selection of candidates for volunteers
- Courses
- External coaching and education activities and awards
- Football development activities
- Selection for teams
- Appointment of honorary positions

Penkridge Junior Football 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.

Penkridge Junior Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

### Equal Opportunities Policy

Penkridge Junior Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

## Section 4 – Anti-Discrimination and Equal Opportunities Policies for Clubs (Cont.)

---



All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Act 1995. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Penkridge Junior Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practices cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspect of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.



## Section 5 – Goalpost Safety Guidelines

---

### Goalpost Safety Guidelines

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For Safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely into the ground.
  - Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
  - It is essential that under no circumstances should children or adults be allowed to climb, swing or play with the structures of the goalposts.
  - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
  - Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage
3. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.
4. Goalposts which are “home made” or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. Guidelines to prevent toppling :
  - a) Follow Manufacturer’s guidelines in assembling goalposts
  - b) Before use, adults should :
    - Ensure each goal is anchored securely in its place
    - Exert a significant downward force on the cross bar
    - Exert a significant backward force on both upright posts
    - Exert a significant force on both upright posts.These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, please note : The FA and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

## Section 6 – 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 procedure below :

They should report the matter to the Club Secretary or another member of the Committee

Your 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

The Club's Management Committee will sit for any hearings that are requested.

The Club's 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 Club's Policies or Codes of Conduct.