



OurClub

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

Club Constitution and Code of Good Practice

Season 2015/2016

Norman Mence – Chairman

Joanne Richards – Club Secretary

Peter Davies - Treasurer

v2 Sept 2015

www.pjfc.co.uk

Chairman: Norman Mence Vice Chairman: Pete Spillard Treasurer: Peter Davis Secretary: Joanne Richards
Communications Officer: Ben Whitehouse Development Officer: Recruitment Officer: Nigel W. Miller
School Liaison: Paul Mallowand Social Officer: Marc Thompson Welfare Officer: Chris Lester, Carl Patton
Postal:

Registered with Staffordshire Football Association





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1. The Club shall be called Penkridge Junior Football Club (The Club). To achieve the aims and objectives, the club will be divided into two sections.

Junior – Soccer School through to and including u18's

Senior – u21, open age and veteran.

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. Club Membership
 - a) The Club consists of Junior members and members, junior members are none voting members, all members are members of the club 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.
 - 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 and Subscriptions
 - a) An annual fee is payable on successful application for membership by each member. The Annual Fee shall be agreed at the AGM. Fees are to be paid in full at the point of registration as a member of the Club. An instalment plan can be agreed and arranged if necessary. Application forms for instalment payments are available from the Club Secretary or Treasurer. Fees shall not be repayable
 - 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 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 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 Membership fee will activate the following action ;
 1. No 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 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.

8. The Club Management Committee
 - a) The Club Management Committee shall consist of the following Club Officers :
Chairperson, Vice Chairperson, Treasurer, Secretary, Admin Secretary, Junior Team Secretary, Senior Team Secretary, Welfare Officer (s), Schools Liaison Officer, Development Officer, Recruitment Officer, Communications Officer, Social Officer, Charter Standard, Volunteer Co-ordinator
 - b) All to be elected at an Annual General Meeting.
 - c) 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.



- d) The Club Committee shall be responsible for the management of all the affairs of the Club.
 - e) Decisions of the Club Committee shall be made by a simple majority of these 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.
 - f) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
 - g) The Club Committee shall have the ultimate decision on all matters
 - h) All The Club Committee decisions are final.
 - i) 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.
 - j) 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.
 - k) 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.
9. Annual and Special General Meeting
- a) An Annual General Meeting (AGM) shall be held in each year to :
 - 1. Receive a report of the activities of the Club over the previous year
 - 2. Receive a report of the Club's finances over the previous year
 - 3. Elect the members of the Club Committee
 - 4. 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 14 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 Special 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, Managers and Sections

- a) At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the club's football teams.
- b) The appointed Team Managers shall be responsible for managing the affairs of the teams.
- c) Each team will have a 'club' team bank account, any monies received to support the team must be paid to the Club Treasurer, an income and expenditure statement will be produced upon request or at a minimum of every 3rd committee meeting.
- d) A manager and/or a coach will manage each team of which both have to be CRB checked and either should have obtained FA Coaching Level 1 standard or above.
- e) The Team Manager will be over eighteen years of age.
- f) The Team Manager shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.
- g) At its first meeting following each AGM, the Club Committee shall appoint a sub-committee for each section, which will include a section secretary and at least two team managers/coaches/members.
- h) The appointed sub-committee will be responsible for producing forecasts and budgets for each section.
- i) Junior and Senior sections finance is to be separate.
- j) Monies can be loaned between sections providing supporting plans are submitted and agreed. Loans cannot be carried over and must be returned in the same financial year/season.

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 Treasure (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 :
- d) A registered charitable organisation(s)
- e) Another Club which is registered CASC (Community Amateur Sports Club)
- f) 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.

2. 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 Policies 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.

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.

- a) If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- b) 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
- c) 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
- d) 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.
- e) 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 0800 800 5000 or Deaf users text phone 0800 056 0566

NB – The FA's Safeguarding Children Policy and Procedures are available via www.TheFA.com/Footballsafesafe – 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:

- Chris Lester - Welfare Officer Penkridge Junior Football Club
T: 01785 715790
- Ms Mandy Woodhams The Staffordshire County Football Association's Child Protection Officer,
T: 01785 256994
E: mandy.woodhams@staffordshirefa.com
- www.TheFA.com/Footballsafesafe
- Emailing – Footballsafesafe@TheFA.com
- The FA Safeguarding Children general enquiry line 0845 210 8080

3. Respect - A Code of Conduct for Football



Respect works by placing responsibility on individuals for their actions: break your Code, and bear the consequences. Each Respect Code of Conduct explains that action can and will be taken if the Code is broken. Clubs have three main responsibilities around the Codes:

- To ensure everyone within the club (club members), whatever their role, has read, agreed and signed up to their relevant Code – and understands the actions, which could be taken if Codes are broken. The inclusion of Codes into the registration process of club members ensures that all playing members can be made aware of their responsibilities at the point of joining the club.
- To collect and retain the Codes so that they can be referred back to if an individual's behaviour becomes unacceptable.
- To deal fairly and consistently with anyone who breaks 'their' Code.

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.

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.

Young People

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

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.



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.



Parents and Spectators

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.



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.

4. Anti-Bullying Policy



Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

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

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

Individuals who are bullying need to learn different ways of behaving.

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



Objectives of this Policy

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

Signs and Indicators

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

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above

In more extreme cases

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings



- stops eating
- attempts or threatens suicide or runs away

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

Procedures

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

Recommended club action

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

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.



5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

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

1. The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.

2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.

3. More serious cases may be referred to the Police and/or Children's Services.

Prevention

1. The club will have a written constitution, which includes that is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.

2. All club members and parents will sign to accept the constitution upon joining the club.

3. The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk. You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

www.anti-bullyingalliance.org.uk

www.stoptextbully.com

www.bullying.co.uk

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

5. Anti-discrimination and Equal Opportunities Policies



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.

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.

Responsible use of social networking sites

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

If a club decides that the most effective way of communicating to young people is via a social networking site then the club is strongly advised to set up an account in the name of the club and explicitly for use by named club members, parents and carers solely about football matters e.g. fixtures, cancellations and team selection.

6. Responsible use of Social Media



Coaches, referee mentors, club officials and others in a position of trust in football need to act responsibly both on and off the field and this includes the use of electronic communications.

Therefore The FA would suggest that as a general principle coaches, managers etc should avoid using social networking sites as the primary way of communicating with players. Children and young people should be advised by their coaches, parents/carers and

CWO to always tell an adult they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication.

The following is best practice in relation to social networking.

Do

- ensure all the privacy settings are locked so that that the page(s) are used explicitly for club or league matters and are not used as a place to meet, share personal details or have private conversations
- nominate a club/league official to monitor the club/league social networking page regularly and remove access for anyone behaving inappropriately
- make sure everyone within your club knows who is responsible for monitoring the content of the social networking areas and how to contact them
- provide all users with The FAs best practice guidance on using social networking sites
- gain written parent/carer permission before access is given to U18s
- inform the CWO if you have received inappropriate communications online, keeping a record of any inappropriate, threatening or offensive material as this may be needed as evidence.

Don't

Unless a child/young person is a direct relation, the coaches, managers, referees, medics and club officials should not:

- accept as a friend, players or referees U18 on social networking sites they are members of or share their own personal social networking sites with children or young people involved in youth football
- make contact with children or young people known through football outside of the football context on social networking sites
- use internet or web based communications to send personal messages of a non football nature to a child or young person
- engage in any personal communications, 'banter' or comments.

7. 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.

8. Club Complaints Procedures



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

from any person found to have broken the Club's Policies or Codes of Conduct.