



Hilton Harriers FC

“The First FA Charter Standard Club in Derbyshire”

Affiliated to the Derbyshire County FA



Club Managers & Officials Handbook Version 11

Created & Controlled by Maxine Harlow

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Hilton Harriers FC



Introduction to Hilton Harriers Football Club

Welcome to Hilton Harriers. My name is Alan Blanksby and as President, I would like to give a brief introduction to the Club and how it all began.

Hilton Harriers FC was formed out of Hilton Athletic FC in the 1980's. The Club as it stands today was formed in 1992 when it became clear that there were a lot of young children in the village who had considerable interest in football but had no one to train them. Two other Dads and myself started training at the school on a Sunday morning. We invited both boys and girls not only from Hilton but also the surrounding villages.

Over the next two years the numbers and interest grew and in 1994 a team was formed and entered into the Derby Community League at under 9 level. In the beginning we had very little funds and we relied heavily on local support. We borrowed equipment and kit from other teams. Some of the players involved in the original team still recall our first match when they played in an adult's kit. They spent most of the match holding up their shorts. We were in desperate need of a suitable kit and bought a second hand kit from Mickleover Jubilee for £30.00. Half way through that season one of our Dads secured sponsorship from TNT International in Holland. They provided us with a brand new strip and training tops, which duly arrived direct from Amsterdam. This was in the colours of their National side, which went on to be our adopted colours for the Club, tangerine and black.

In 1998 another younger team was formed, this developed into yet a further team in the following year. And so the Club grew. In 1999 the under 14 side moved to the City League. As the village has expanded our Club has grown with it and we now have over 350 Members spread between 26 teams including 3 adult teams and two girls teams, within the Midlands Regional Alliance, Derby City and Burton Junior Football Leagues.

The future looks good for Hilton Harriers FC we now have our own home at the Mease Pavilion in Hilton which has taken many years of hard work and is something for the club to be very proud of. Our development is moving forward also after becoming the first club in Derbyshire to achieve the FA Chartered Status and we now hold the FA Charter Development club status and at present we are completing our application to become a FA Charter Community Club.

As I draw to a close I would like to thank everyone who has been involved with the Club or who is now, for all the hard work, time and effort they have and continue to put in. I can only ask for your continuing support, or if anyone would like to be more involved with the Club, please contact one of the Managers or myself.

Alan Blanksby

President



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Version Control

Version	Date	Reason for Issue
1	4 th November 2001	First Draft Version for Review
2	3 rd January 2002	Second Draft for review by Solicitors
3	8 th January 2002	Third Draft After Solicitors Recommendations
4	11 th February 2002	Final check completed and Introduction added
5	7 th March 2002	Addition of Anti-Bullying Policy
6	8 th May 2002	Addition of FA Chartered Status
7	21 st June 2004	Updated Logo's
8	7 th September 2004	Updates required to rules for CASC application and FA Charter Development Club application
9	25 th August 2006	Updates on welcome and constitution agreed at the Ex AGM
10	6 th June 2008	Update on Welcome and changes to constitution
11	18 th October 2009	Updates to codes of conduct
12	6 th January 2011	Update welcome

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Hilton Harriers FC



Club Constitution & Regulations

1. Name

The Club shall be called **Hilton Harriers F.C. (the Club)**

2. Objects

The objects of the Club are to:

- Undertake football training for all children of primary school age and above in Hilton and surrounding rural districts.
- To promote football as a sport, and encourage participation by providing access to coaching and facilities.
- To encourage good sportsmanship, to ensure good manners are observed and respect is held, for their peers, coaches, the opposition and officials.
- To enter teams into the local FA Registered leagues where possible.
- To arrange social activities for it's Members.

3. Status of Rules

These Rules (the Club Rules) form a binding agreement between each member of the Club.

4. Rules and Regulations

- The Club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation 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.
- No alteration can be made to the Club Rules except at an Annual General Meeting (AGM) or Special General Meeting (SGM) called for this purpose. Alterations to the Club Rules shall receive the assent of two thirds of the Members present and the approval of the Parent County Association.
- 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.
- All Coaches, Officials, Players and Parents/Guardians and Spectators will abide by the Clubs Codes of Conduct.

5. Club Membership

- The Club shall exercise discretion in the numbers of children it accepts for training in order to comply with the health and safety guidelines published from time to time by the F A.
- The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register), which will be maintained by the Club Secretary.
- Membership shall consist of all Parents/Guardians of the children attending training and such other persons who have completed a Club Registration form and are accepted as members by the Club. A Register of all children attending training will be kept and maintained by the Club Secretary/ Managers.



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- Any person wishing to be a member must fill out the Clubs Registration form and return it to the Club Committee. Membership is at the sole discretion of the Club. All memberships must be renewed at the beginning of the season.
- Membership will be accepted by the Club Secretary following agreement with the appropriate Manager.
- Membership will not be unreasonably refused except in case of:
 - Prior expulsion from the club
 - Non-availability of places due to health and safety constraints
 - Majority vote of club committee following any objection to membership being offered.
- In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- The Football Association and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- There is a Membership fee for Members, payable annually on application or renewal of membership.
- The Annual Membership fee figure is set annually at the AGM and will only be set at a level reasonably necessary to fulfil the objects of the Club.
- The Registration fee shall be no-refundable
- A 50% discount will be applied to the second and subsequent children from an individual family registered.
- Free Club Membership will be granted to any member applying confidentially to two of the Club Secretary, Chair or Treasurer and requesting free membership. Reasons for such a request should include, but are not limited to:
 - Financial means
 - Family Circumstances

7. Resignation and Expulsion

- If anybody is found to be breaking any of the above rules and regulations, the Club Committee shall have the power to expel a member, when in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal process.
- 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 who resigns or is expelled shall not be entitled to claim any, or share of any, of the Clubs Property.

8. Club Committee

The affairs of the Club shall be managed by a Committee, which shall consist of the following Club Officers:

- A President
- A Chairperson
- A Club Secretary
- A League & Fixture Secretary
- A Treasurer.
- A School Liaison Officer
- A Soccer Parent
- A Managers Representative



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- A Fund Raising Team Representative
- Plus 4 others.

All of the Committee shall be elected at an Annual General Meeting (AGM).

An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee, which arises between Annual General Meetings (AGMs), shall be filled by a member, proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at a Special General Meeting (SGM). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club.

Decisions of the Club Committee shall be made by a simple majority of those attending the meeting. The Chairperson 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 **Club Secretary**. The quorum for the transaction of business of the Club Committee shall be three

Decisions of the Club Committee meetings shall be entered into the minute book of the Club, to be maintained by the Club Secretary.

Any member of the Club Committee can call a meeting of the Club Committee by giving not less than 7 days notice to all members. The Committee meetings will be held when necessary throughout the season.

Save, as provided for in the Rules and Regulations of the Football Association and the County Football 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.

8.1. Sub Committee for the Mease Pavilion Management

A permanent subcommittee in consultation with the main club committee is constituted in accordance with the terms of the lease agreement between the club and Hilton Parish Council. This sub-committee shall oversee the overall management of the Mease Pavilion as defined in the lease agreement and shall consist of:

- A Member of the HHFC Committee
- A Parish Councillor or representative
- The Booking Clerk
- And no less than two other independent parties from recognised local groups or from local authorities, (The FA/Rotary/District or county council or similar organisations)

9. Annual and Special General Meetings.

The Annual General Meeting (AGM) will be held each year in the Summer Term to elect the members of the Committee and for presentation of the annual report and statement of accounts and any other business.

- Nominations shall be proposed and seconded by existing members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting (AGM), by notification in writing to the Club Secretary.
- A Special General Meeting (SGM) shall be called by the Secretary within 21 days of a written request signed by not less than 10 members or may be called by the Committee.
- Members shall receive 14 days notice of the Annual General Meeting (AGM) and 21 days notice of a Special General Meeting (SGM).
- The quorum for a General Meeting is 8 Members.



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- The **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.
- The Club Secretary, or in their absence a member of the Club Committee, shall enter minutes of General Meetings into the Minute Book.

10. Club Teams

The Club Committee shall appoint a member for each Club Team, who will be responsible for managing the affairs of the Team. This appointed member shall present to the Club Committee at its last meeting prior to the Annual General Meeting (AGM) a written report on the activities of the Team.

11. Club Finances

A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club President, Club Chairman, Club Secretary and the Treasurer. No sum of money shall be drawn from the Club Account except by cheque signed by two of the four designated signatories. The appointed member of each team will be responsible for the team monies and accounts and will provide an end of year account for the Treasurer at the final meeting before the AGM. All other monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

The financial year shall commence on June 1st.

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.

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.

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 newly – elected Custodians 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 (SGM) shall be convened as soon as possible to appoint another Custodian.

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.

The Club does not permit any distribution of club assets, in cash or kind to members or third parties. This does not prevent donations by the club to charities or to other clubs that are registered as Community Amateur Sports Clubs.

The club will ensure it has public liability insurance in place as per the FA recommended insurance policies and requirements.

12. Dissolution



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A resolution to dissolve the Club shall only be proposed at a Special General Meeting (SGM) and shall be carried by a majority of at least three-quarters of the Members present.

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.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club, will not be distributed among the members of the club, but will be given or transferred to either the purposes of the sports governing body for use in community related sport and/or the purposes of another CASC within the scheme and/or the purposes of a charity, which shall be decided upon by the members of the club.



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Club Child Protection Policy

The Football Associations (FA) Child Protection Policy Statement

Every child and young person who plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

The football association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect and bullying. It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standard of care. (Football Associations Regulations)

These procedures apply to anyone in football whether in paid or voluntary capacity. For example, volunteers in clubs, referees, club officials, helpers on club tours, football coaches and medical staff.

The Football Association will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or sexual offences should be excluded from working with children and young people. This position is re-inforced, by UK legislation and guidance.

Hilton Harriers Football Club agree and adhere to the FA Child Protection Policy and by doing so, we will make sure that every Manager / Coach, Official or Helper / Volunteer under goes the following process to satisfy membership criteria.

Convictions

- all individual members must complete and certify a statement testifying to any criminal offence related to child abuse, sexual offences, violence or drugs
- any subsequent offence relating to child abuse, sexual offences, violence or drugs must be reported to FA Coaches Association
- failure to disclose convictions, or provision of false information, may result in expulsion – without refund – from FA Coaches Association

Social Services

Prospective individual members are required to certify that they are:

- not known to any Social Services department as being an actual or potential risk to children
- have not been disqualified or prohibited from fostering children or had their rights or powers in respect of any child vested in or assumed by a Local Authority
- have not had a child ordered to be removed from their care

Dismissal

Prospective individual members are required to certify, as to sanctions imposed against them, in any matter relating to child abuse, sexual offences, violence or use of drugs.



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The FA Child Protection Policy

The issue of the abuse within Society, Sport and Football is a concern for all.

The Football Association is in regular dialogue with Government, Police, Social Services, NSPCC, and other bodies in an effort to place at the forefront the interests of the child and to serve his/her best interests and has now approved a FA. Child Protection Policy.

This general policy for football will ensure that the necessary steps are taken to protect those children who participate in football at all levels and that football takes place in an environment that is safe and enjoyable.

The Key Principles that underpin this policy are:

- The child's welfare is and must always be the paramount consideration.
- All children have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- The Football Association will have the authority through its rules to prohibit the involvement of adults in football on the basis of conviction, caution, or concern expressed by the police or social services.

The FA Child Protection Policy will ensure that:

- New rules are adopted by The F A. in order to empower the organisation to take all necessary steps to protect children
- The F A. Premier League and Football League will include a Child Protection Policy Statement in their rules
- All organisations who apply for Charter Standard status must include Child Protection statements in their rules
- Training and development will be continued through courses for staff in F A. Academies and Centres of Excellence, courses for members of FACA, and those involved with Charter Standard organisations
- From January 1 2000, the following F A. Courses will included a 3 hour Child Protection module: F A. Junior Team Managers' Award, F A. Coaching Certificate, and F A. Basic Treatment and Management of Injury course.

The main body of this work is derived from material produced by the National Coaching Foundation and NSPCC who, it is hoped, will play a full part in delivering this essential training.

The Football Association will, in conjunction with other authorities, develop a screening process for those adults working with young people in football.

All coaches involved in FACA, FA. Academies and Centres of Excellence, Charter Standard organisations, FA Coaching Award and Medical Education courses, will be subject to a screening procedure, which will be designed to access the highest level of information available to voluntary organisations; under the Police and Criminal Evidence Act.

It is clear that Child Protection is an important element in the work of all Governing Bodies of sport. By developing this policy, the Football Association is firmly stating its commitment to ensuring that football has a safe and secure environment in which young people can participate.



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The Football Association's Regulations on Child Protection.

1. Any act, statement, conduct or other matter, which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour, which is improper and brings the game into disrepute.
2. In these regulations, the expression "Offence", shall mean any one or more of the offences contained in schedule one to the Children and Young Persons act 1933 and any other criminal offence which reasonably causes The Association, to believe that the person accused of the offence poses, or may pose a risk of harm to a child or children.
3. Upon receipt by the Association of:
 - Notification that an individual has been charged with an offence; or
 - Notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an offence; or
 - Any other information, which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children.

The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit

4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors: -
 - Whether a child is or may be at risk of harm;
 - Whether the matters are of serious nature;
 - Whether an order is necessary or desirable to allow an investigation by The Association or any other authority or body to proceed unimpeded.
5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the rules or The Association or any offence is decided or brought to an end.
6. Where an order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.
7. Where a person is convicted, or is made the subject of a caution in respect of an offence, that shall constitute a breach of the rules of The Association. The Association shall have the power to order the suspension of the person from all or any specific football for such period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purpose of these regulations, The Association shall act through its council or any committee or sub-Committee thereof, including the Board.
9. Notification in writing of any order referred to above shall be given to the person concerned and/or any Club with which he is associated as soon as reasonably practicable.

The Football Association, through confirming this Policy Document, has indicated its determination to ensure that children and young people can participate in all forms of football activity and do so with their safety being of paramount importance.

It is essential that this document is representative of a process of continual improvement in the area of child protection within football. It is for all adults engaged in football activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.



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Hilton Harriers FC Child Protection Officers

The Club has also appointed two-child welfare officers who have completed the Safe guarding children/Welfare officer's courses run by the FA. They also have contact with the Derbyshire FA child welfare officer Cath Morton

They are:

Caroline Morris - 01283 733608

Maxine Harlow - 01283 733396

If anyone has any concerns about a child or young person, or the behaviour of an Adult, then please contact one of the above people or your child's Manager/Coach.

NON ACTION IS NOT AN OPTION IN CHILD PROTECTION

The Child Protection Officer for Derby is – Ian Henderson, **01629 772024**, for information or discussion.

The Football Association / NSPCC Child Helpline number is: **0808 800 5000 (free call)**

For Deaf Users Text phone: **0800 056 0566 (free call)**



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Introduction to Policies

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunities.

The following policies are at the heart of our club's activities

Club Anti-Discrimination Policy

Hilton Harriers 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 Hilton Harriers 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.
- Appointments to honorary positions.

Hilton Harriers 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.

Hilton Harriers 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.



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Club Equality Policy

Hilton Harriers 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 Discrimination 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 is 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.

Hilton Harriers 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 practice 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 aspects 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.



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Anti-Bullying Policy

Hilton Harriers Football Club is committed to preventing bullying within the Club. All members must be aware that any form of bullying will not be tolerated whether it is Emotional (e.g. isolating an individual from activities), Verbal (e.g. racist or homophobic remarks, threats, name calling) or Physical (e.g. hitting, kicking, theft)

If bullying does occur then action will be taken!

The Club Committee / Managers / Coaches will:

- Take the problem seriously
- Investigate the incident
- Talk to the bullies and the victims, separately.
- Keep a written record of the incident and the action taken

The Club Committee / Managers / Coaches will then decide on the appropriate action, such as:

- Obtain an apology from Bully/ies
- Inform Parents of the bully/ies
- Insist on the return of items "borrowed" or stolen
- Insist bullies compensate victim
- Impose sanctions against bully/ies (e.g. bully/ies will be excluded)
- Be dealt with under the disciplinary procedure (which could result in expulsion from the Club)

The Club Committee will support its members during this time by:

- Supporting and holding a follow up meeting with the victim's family to report progress.
- Encourage/support bully to change his/her behaviour
- Provide support for the coach of the victim
- Inform all members of the Club about the incident and action taken
- Discuss with members, bullying and the Clubs Anti-Bullying policy at the Clubs General Meetings.



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Complaints Policy & Procedure

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

1. 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 statements and names.
 - Names of any others who have been treated in a similar way.
 - Details of any former complaints made about the incident, date, when and to whom made.
 - A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are required.
 3. 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 Code of Conduct. There shall be no appeal process.



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Coaches Child Protection Policy Guidelines

It is possible to reduce situations in which abuse can occur and help to protect staff / volunteers by promoting good practice. The following are more specific examples of care, which should be taken when working within a sports context.

- Always be public and open when working with children or young people. Avoid situations where a teacher/coach and individual child or young person is completely unobserved.
- Always treat players in an open environment or, if treatment is required within a closed area, ensure parents/guardians are aware of this.
- Where appropriate, parents/guardians should take on the responsibility for their children or young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure that you work in pairs.
- Where there are mixed teams away from home, they should always be accompanied by a male and female coach/official.
- When working with children or young players of the opposite sex, coaches must agree with parents/guardians when, or if, it is appropriate to enter the changing area. It may be prudent to set a time, for example, 10 minutes before a game, when the coach could enter the room accompanied by parents/guardians, at least one of which must be the opposite sex.

Everyone should be aware that as a general rule it **does not make sense** to:

- Spend excessive amounts of time alone with a child/young person.
- Take children or young people alone on car journeys, however short!
- Take children or young people to your home where they will be alone.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and/or the child's/young person's parents/guardians.

Adults should never.

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Share a bedroom with a child or young person.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexual suggestive comments to a child or young person, even in fun.
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or young people they can do for themselves.
- Invite or allow children or young people to stay with you at your home unsupervised.

It may sometimes be necessary for you to do things of a personal nature for children or young people, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and prior consent of parents/guardians and the children/young people involved.

There is a need to be responsive to a child's or young person's reactions, if a child or young person is fully dependent upon you, talk with him / her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact or lifting or assisting a child/young person to carry out particular activities.

If you accidentally hurt a child or young person and he/she seems distressed in any manner, or appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done. Then you should report any such incident as soon as possible, to another colleague, and make a brief written note of it.
Parents / Guardians should be informed of the incident.



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Club Official Recruitment Policy

Recruitment and Selection of Officials & Volunteers

Anyone may have the potential to abuse children or young people in some way and it is reasonable to expect that the Club Officials will take reasonable steps to ensure unsuitable people are prevented from working with children and young people. It is essential the same procedure is used consistently whether staff are paid or unpaid, part-time or full-time.

When undertaking pre-selection checks, the following should be included:

- **Application Forms.** All volunteers/staff seeking to work within football should complete an application form, which has been designed to elicit the necessary information.
- Successful candidates should then be asked to complete a **Personal Disclosure Form.**
- **References.** At least two references should be taken – one associated with former work with children or young people and, where appropriate, one with previous sport involvement. These references must be followed up by a Club Official to ensure suitability and minuted at the next Club meeting where an application can be confirmed as a matter of record. If there has been no involvement with children / young people, or sports, then references should come from someone (not a relative) who has known the Applicant more than five years.

All forms are available in the Appendices



Hilton Harriers FC



Introduction to Codes 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.



Hilton Harriers FC



Club Officials Code of Conduct

All Officials of **Hilton Harriers Football Club**, in whatever capacity, must abide by the following at all times:

Obligations towards the Game & Match Officials

- Set a positive example for others, particularly young players and supports.
- Promote and develop the team having regard to the interest of the players, supporters and reputation of the national game.
- 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 without protest
- 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.
- Avoid words and actions, which may mislead a Match Official.
- 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.
- Avoid all forms of gamesmanship.
- 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.
- Not use or tolerate inappropriate language.

Obligations towards the Players

- You must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- You should emphasise enjoyment and fun as well as encouraging your players to play by the rules.
- You must place the well being and safety of each player above all considerations, including the development of performance.
- 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
- You must develop an appropriate working relationship with each player based on mutual trust and respect.
- You must not exert undue influence to obtain personal benefit or reward.
- You must encourage and guide players to accept responsibility for their own behaviour and performance.
- You should support all efforts to remove verbal and physical abuse from children's sporting activities.
- You should never be abusive, sneer or use sarcasm against a child for making a mistake.
- You should always promote the positive aspects of the sport (e.g. 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.
- You must co-operate fully with other specialist's (e.g. other coaches, officials, doctors, physiotherapists) in the best interests of the player.
- You must consistently display high standards of behaviour and appearance.
- You must never use or tolerate inappropriate language.
- You should never be alone with any child
- Abide and Understand the Club Goalpost Safety Guidelines (See Appendix)
- You should check that all equipment and playing areas are safe for the children and **MUST** be inspected prior to play. ALL potential or real safety breaches **MUST** be rectified or safety established before play can commence. ALL such incidents **MUST** be reported in writing to the Club Secretary within 5 days of the incident.
- You must be aware of people, other than the supporters, who are taking photos or videotape of the teams and if need be question why they are doing so.



Hilton Harriers FC



Obligations towards the Team

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- 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.
- Make every effort to develop the sporting, technical and tactical levels of the Team, and to obtain the best results for the Team, using all permitted means.
- Give priority to the interests of the Team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Show due respect for the interests of the players, coaches and officials, their own Club/Team and others.
- ALL accidents or incidents occurring during official club activities **MUST** be recorded on the appropriate official form (See Appendix) and handed to the Club Secretary within 5 days of the incident. This form must bear the signature of an adult who witnessed the entire incident or the affected Parent / Guardian.

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 meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.
- My FACA (FA Coaches Association) may be withdrawn



Hilton Harriers FC



Club Players Code of Conduct

All Players at **Hilton Harriers Football Club** must abide by the following at all times

Team players are chosen solely on merit, but a large degree of self- selection occurs in as much as those who really want to play make sure they regularly attend practice sessions. A player cannot expect to be selected for the start of, a game if he does not come to practice.

Obligations towards the Game

A Player should:

- Make every effort to develop their own sporting ability, in terms of skill, techniques, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if your team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly younger players.
- Avoid all forms of gamesmanship and time wasting
- Never use bad or Un-sportsman like behaviour or language at any time during training or matches.
- Abide by the instructions of your coach and team officials, provided they do not contradict the spirit of this code.
- Should be playing for fun – not just to please their Parents/Guardians, Coaches or Manager!
- Come prepared for training/Matches (your kit on, a drink and weather protection) and remember to pay your training /match fees on time.
- Look after their kit and take pride in wearing it. Ensuring it is worn only on match days / Competitions and training.
- 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
 - 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.
 - Show due respect towards the Team Officials of the opposition.
 - Know and abide by the laws, rules and spirit of the game and the competition rules – **Do Not Cheat.**
 - Accept success and failure, victory and defeat equally.
 - Resist the temptation to take banned substances or use banned techniques.
 - Be fair, show good sportsmanship and ensure that good manners are observed and respect is held, for their peers, coaches, the opposition and officials.

Obligation towards One's Own Team

A Player should

- Make every effort consistent with Fair Play and the Laws of the game to help his/her own Team win.
- Resist any influence, which might, or might be seen to, bring into question his/her commitment to the Team winning.
- Support his/her team even when **not** playing.

Respect towards Opponents

A Player should:

- Shake hands with the other team and referee at the end of the game
- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.



Hilton Harriers FC



Respect towards the Match Official.

A Player should:

- Play by the rules, as directed by the referee
- Accept the decision of the Match Official without protest – the decision will not be changed
- Avoid words or actions, which may mislead a Match Official.
- Show due respect towards Match Officials – Thank them at the end of the game without them you would not have a 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. 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.



Hilton Harriers FC



Club Parents / Guardians & Spectators Code of Conduct

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 abide by the following at all times

Your child is accepted for training with Hilton Harriers Football Club, on the basis that the Parents / Guardians act in a reasonable and courteous manner both to the Managers, children and parents of your child's team, as well as the other teams Managers, parents and players. The same applies to the responses to the Referees decisions; please, suffer in silence if you feel a mistake has been made, **WE ARE NOT ALL PERFECT!**

- Never force a child to play football – But when he/she does play, please try and attend, because although they will not admit to doing so, all players enjoy the opportunity of demonstrating to their parents /guardians how well they can play.
- Remember that children play for FUN, playing football for their enjoyment – NOT YOURS!
- Applaud good football – by either team!
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Always respect the match officials' decisions & encourage the players to respect the opposition, referee and match officials
- Do not question a Managers or Referees fairness or ability. Remember children learn by example.
- Encourage a child to play by the rules.
- Let the coach do their job and not confuse the players by telling them what to do
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.
- Do not insist that your child should be given a place or particular position, as this is the decision of the Managers.
- If you do wish to discuss anything with your child's Manager / Coach, then please can you wait and speak to them after training/match has finished or in private, not in front of the children. If you wish to speak to a Manager outside of their club duties, please make a mutually convenient appointment.
- Please be courteous at all times when dealing with club coaches, managers, officials and other volunteers, respecting their privacy whist away from club activities. Verbal or physical abuse to club officials will not be tolerated.
- Please inform your child's manager/ coach if there is any change in your child's health or medication.
- Please make sure your child comes prepared for training i.e. wearing appropriate clothes for the weather, has a raincoat if the conditions change, has plenty of fluids especially in hot weather and can you please apply any sun protection cream when needed.
- Applaud effort and good play as well as success
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Parents / Guardians should never smoke near to the edge of the pitch or training area. Anyone wishing to smoke must find an appropriate area away from the children.
- Parents or Guardians wishing to photograph or video the children do so on the understanding that it is for their personal home use and no other.

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 issued with a verbal warning from a club or league official
- Be required to meet with the club, league or CFA Welfare Officer
- Be required to meet with the club committee
- Be obliged to undertake an FA education course
- Be obliged to leave the match venue by the club
- Be requested by the club not to attend future games
- Be suspended or have my club membership removed
- Be 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.

Relax and enjoy watching your child play!



Hilton Harriers FC



Appendices

1. Sample Player Club Registration Form
2. Sample Parental Consent Form for Special Football Activities
3. Sample Club Accident / Incident Form
4. Sample Club Official or Volunteer Application Form
5. Sample Application Reference Take-up & Report Form
6. Sample Club Official or Volunteer Official FA Child Protection Disclosure Form
7. Sample Club FA Child Protection Referral Form
8. Goalpost Safety Guidelines