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SPENCERS WOOD YOUTH FOOTBALL CLUB

CLUB RULES / CONSTITUTION

1. Name of Club

The club shall be called the ‘Spencer’s Wood Youth Football Club’ (The Club).

2. Objects

The object of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

These rules (the club rules) form a binding agreement between each member of the club.

4. Rules & Regulations

(a) The Club shall have the status of an affiliated member of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules & 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 made except at an Annual General Meeting or an Extraordinary General Meeting convened for that purpose and only if supported by the majority present at such a meeting. No alterations 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 members of The Club from time to time shall be those persons listed in the register of members (The Membership Register) which shall be maintained by The Club Secretary.

(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 discretion of The Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the club committee in accordance with the complaints procedure in force from time to time. Membership shall become effective upon an applicant's name entered in The Membership Register.

(c) In the event of a member's registration 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 Membership Register on demand.

6. Annual Membership Fee

(a) An annual membership fee payable by each member shall be determined from time to time by The Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. 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 objectives of The Club.

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 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 procedures.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of The Club Property.

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: President, Chairperson, Vice-Chairperson, Hon Treasurer, Hon Secretary, Fixtures Secretary and Child Protection Officer plus one parent representative per team, elected at an Annual General Meeting. Team Managers shall be co-opted onto the Committee.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. 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 Club meeting. The Chairperson, of The Club Committee meeting shall have a casting vote in the event of a tie. The meetings of The Club shall be Chaired by the Chairperson or in their absence the Vice-Chairperson. The quorum for the transaction of business of The Club shall be three.

(c) Decisions of The Club Committee of meetings shall be entered into the Minute Book of The Club to be maintained by The Club Secretary.

(d) Any member of The Club Committee may call a meeting of The Club Committee by giving not less than 7 days notice to all of The Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of The Club Committee may be re-elected. Any vacancy on 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 members and approved by a simple majority of the remaining Club Committee members.

(f) 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 Meetings

(a) An Annual General Meeting (AGM) shall be held in each year to:

(i) receive a report of the activities of The Club over the previous year

(ii) receive a report of The Club finances over the previous year

(iii) elect members of The Club Committee

(iv) consider any other business

(b) Nominations for election of Club Officers or members of The Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of The Club, to The Club Secretary not less than 21 days before the AGM. Notice of any resolutions to be proposed at an AGM shall be given in writing to The Club Secretary not less than 21 days before the meeting.

(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 of The Committee, stating the purpose for which the Meeting is required and the resolution. Business at an SGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member or their parent or representative, if under 18, at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be five.

(f) The Chairperson or in their absence The Vice-Chairperson shall take the chair. Each member present or their representative 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.

(h) The year end date shall be 30th June.

10. Club Teams

At an AGM The Club Committee shall appoint a Club member to be responsible for each of The Clubs football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to The Club Committee at its last meeting before the AGM a written report on the activities of the team.

11. 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, The Club Secretary, and The Treasurer. No sum shall be drawn from The Club Account except by cheque signed by two of the three 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.

(c) 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.

(d) The club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance act 2002.

(e) The club shall prepare an 'Annual Financial Statement', in such format as shall be available from the F.A. from time to time. The Financial Statement shall be verified by an independent appropriately qualified accountant and shall be approved by members at a General meeting. A copy of any Financial Statement shall, on demand, be forwarded to The F.A.

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

(g) 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.

(h) The Custodians shall be appointed by The Club Committee in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(i) 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 SGM shall be convened as soon as possible to appoint another Custodian.

(j) The Custodians shall be entitled to an indemnity out of Club Property for all expenses and other liabilities reasonably incurred in carrying out their duties.

12. 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 winding up of the assets and liabilities of The Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of The Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively such assets may be disposed of in such other manner, as the members of The Club with the consent of the parent association shall determine.

SPENCERS WOOD YOUTH FOOTBALL CLUB

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 accordingly 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.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play the game, 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 practice.

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.

Code of Conduct for Coaches (and Team Managers)

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

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

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

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

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

1. Coaches must respect the rights, dignity and worth of each and every person and treat equally within the context of the sport.
2. Coaches must place the well being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all the guidelines laid down by the governing body.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or gain.
6. Coaches must encourage and guide their players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the players.
8. Coaches should, at the outset clarify with the players (and where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.

10. Coaches must always promote the positive aspects of the sport (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 or use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.

Code of Conduct for Players

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

The key concepts in the code are valid for players at all levels:

Obligations towards the game

A player should;

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game even if his team is in apposition where the desired result has been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time wasting.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.

Obligations towards one's own team

A player should;

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

Respect for the Laws of the Game and competition rules

A player should;

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

Respect towards Opponents

A player should;

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

Respect towards the Match official

The player should;

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

Respect towards Team Officials

A player should;

1. Abide by the instructions of their Coach, Manager and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the team officials of the opposition.

Obligations towards the Supporters

A player should;

- 1 Show due respect to the interests of supporters.

Code of Conduct for Team Officials

*(This Code of Conduct applies to all Team / Club Officials
although some items may not apply to all Officials)*

Obligations towards the Game

The Team Officials should:

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

Obligations towards the Team

The Team Officials should

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

Obligations towards the Supporters

The Team Officials should

1. Show due respect for the interests of supporters.

Respect towards the Match Officials

The Team Officials should

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

Code of Conduct for Parents and Spectators

Parents and Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – its fun. It is important to remember that however good a child becomes at football, Spencer's Wood Youth Football Club feel that it is important to reinforce the message that positive encouragement will contribute to:

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

Parents and Spectators expectations and attitudes have a significant bearing on a child's attitude towards:

- ◆ Other players
- ◆ Officials
- ◆ Managers
- ◆ Spectators

Parents and Spectators should always be positive and encouraging towards all of the children not just their own by:

- ◆ Applauding the opposition as well as your own team
- ◆ Avoid coaching a child during the game
- ◆ Not to shout and scream
- ◆ Respect the Match Officials decisions
- ◆ Give attention to each of the children involved in football not just the most talented
- ◆ Give encouragement to everyone to participate in football.

All parents and Spectators must adhere to this Code of Conduct.

ANTI DISCRIMINATION POLICY

Policy Statement

Spencer's Wood Youth 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.

General

Equality of opportunity at Spencer's Wood Youth 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 and awards
- ◆ Football development activities
- ◆ Selection for teams
- ◆ Appointment for honorary positions

Spencer's Wood Youth 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.

Spencer's Wood Youth 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

Policy Statement

Spencer's Wood Youth Football Club is committed to a policy of equal treatment of all members. It 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.

General

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1975. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic origin, religion, sexual orientation or disability less favorably than others.
- Expecting an individual solely on the grounds stated above, to comply with requirements for any reason whatsoever related to their membership, which are different from 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

Spencer's Wood Youth Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds. 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 Club's Policy, **any members** offending will be dealt with under the **Disciplinary Procedure**.

The 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, whenever possible to ensure that, disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

CHILD PROTECTION POLICY

1. Spencers Wood Youth 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 child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
2. The key principles of The FA child protection policy are that:
 - (a) The child's welfare is, and must always be, the paramount consideration.
 - (b) All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs and sexual orientation.
 - (c) All suspicions and allegations of abuse are to be taken seriously and responded to swiftly and appropriately.
 - (d) Working in partnership with other organisations, children and young people and their parents or carers is essential.
3. 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.

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

Spencers Wood Youth 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 child protection regulation (see the FA handbook), applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt the FA's child protection and best practice guidelines for recruiting volunteers and will:
 - a) Develop a role profile.
 - b) Request identification documents.
 - c) As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.
 - d) Request and follow up with two references before appointing.
 - e) Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Spencers Wood Youth Football Club members with direct access to children and young people will require to complete a CRB Enhanced Disclosure via the FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or has approached us

to become part of Spencers Wood Youth 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 CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of ‘grooming’ within Football.

5. Spencers Wood Youth 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 Child Protection manager on 0207 745 4771, or by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the Police, Social Services or the NSPCC. Spencers Wood Youth Football Club encourages everyone to know about it and utilise it if necessary.
6. Spencers Wood Youth Football Club has appointed a Club Welfare Officer (CWO) in line with The FA’s role profile and required completion of the child protection and best practice workshop, The post holder will be involved with designated person’s training provided by The FA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practise 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, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the committee or, in cases of serious bullying contact the CFA CPO.
8. Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Spencers Wood Youth Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions, which may be implemented by leagues or the CFA in more serious circumstances. All prospective members shall be informed of these codes.
9. Further advice on child protection matters can be obtained from:
 - (a) The County Football Association’s Child Protection Officer, whose details can be found in the County Handbook.
 - (b) The Football Association/NSPCC Child Protection
 - (c) 24-Hour Helpline 0808 800 5000
 - (d) www.TheFA.com/Goal
 - (e) The FA Child Protection Team 0207 745 4649.

ANTI BULLYING POLICY

Procedures

1. Report bullying incidents to the club welfare officer or a member of the clubs committee or contact the County Football Association Child Protection Officer (CFA CPO)
2. In cases of serious bullying, the incidents will be referred to the CFA CPO for advice and possibly to the FA Case Management System.
3. Parents/carers should be informed and will be asked to come in for a meeting to discuss the problem.
4. If necessary and appropriate, 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 or is not appropriate, a small panel, (made up from Chairman, Club Welfare Officer, Secretary, Committee Members), should meet with the parents/carers 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 three persons should meet with the alleged bully and parents/carers 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/carers 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 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 CFA CPO 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 Child Protection and Best Practice awareness training may be recommended.
3. More serious cases may be referred to the Police and/or Social Services.

Prevention

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

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

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.

COMPLAINTS PROCEDURE

In the event that any member feels that he or she has suffered discrimination in any way or that The Club Policies, Rules or Codes of Conduct have been broken, should follow the procedures bellow.

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

You should include:

- i Details of what, when and where the occurrence took place.
 - ii Any witness statements and names.
 - iii Names of any others who have been treated in a similar way.
 - iv Details of any former complaints made about the incident, date, when and to whom made.
 - v A preference for a solution to the incident.
2. The Clubs management Committee will sit for any hearings that are requested.
 3. The Clubs Management Committee will have the power to:
 - i Warn as to future conduct.
 - ii Suspend from membership.
 - iii Remove from membership.

any person found to have broken The Clubs Policies or Codes of Conduct.

GOALPOST SAFETY POLICY

General Statement

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 associated with Spencer's Wood Youth Football Club, MUST play their part to prevent similar incidents from occurring in the future.

Guidelines

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 to the ground.
 - Portable Goalposts must be secured, by the use of chain anchors or appropriate anchor weights to prevent them from toppling over.
 - 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
2. Portable Goalposts should not be left in place after use. They should be dismantled and removed to the nominated place of secure storage.
3. It is strongly recommended that the nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks must 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.
5. To prevent toppling:
 - Always follow the Manufacture's guidelines in assembling Goalposts.
 - Before use Adults should always:
 - a) ensure each Goalpost is anchored securely in place
 - b) exert a significant downward force on the cross bar
 - c) exert a significant backward force on both upright posts
 - d) these must be repeated until it is established the structure is secure. **If not, alternative goals/pitches must be used**

**REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY
AT ALL TIMES**

**Spencers Wood Youth Football Club
Accident Form**

1. Time and Place of Accident													
Date:			Time:			Venue:			Precise Location:				
2. Description of Accident (Give a detailed description of what happened, Use these headings for guidance) a) Circumstances b) Accident c) Effect d) Remedial Action													
What assistance was called? <i>AMBULANCE FIRE SERVICE POLICE FIRST AIDER NONE</i>													
3. Details of injured/affected person (A separate form must be filled in for each person injured).													
Surname:				Christian names:					Sex: M / F				
Address:								Date of Birth:					
Name of GP:						Next of Kin:							
4. Details of Injury(s) - <i>Circle appropriately</i>													
Not yet known	Bruise	Strain/Sprain		Head	Neck		L	Shoulder	R		L	Leg	R
Trap/Crush	Cut	Inhalation		Face	Chest		L	Arm	R		L	Knee	R
Penetration	Graze	Burn/Scald		Nose	Abdomen		L	Elbow	R		L	Ankle	R
Asphyxiation	Irritation			Jaw	Pelvis		L	Wrist	R		L	Foot	R
Foreign Body	Fracture			Mouth	Back		L	Hand	R		L	Eye	R
Unconscious	Shock			Throat	Buttocks		L	Finger	R		L	Ear	R
5. The injured person was: <i>(tick appropriate box)</i>													
				Treated by First Aider				Sent Home			Sent to Hospital		
6. Detail of Witness(s)													
Name:				Address:				Tel:			Signature:		
7. Form completed by:													
Name:				Address:				Tel:			Signature:		
8. Signature of Parent /Guardian:										Date:			

