

Burntwood Dragons Constitution Inc. Burntwood Phoenix Girls

Revised 2007

CONTENTS

- 1.** Burntwood Dragons Management Structure
- 2.** Burntwood Dragons Football Club, Code of Conduct
- 3.** Burntwood Dragons Football Club, Child Protection Policy Statement & Objectives
- 4.** Burntwood Dragons Football Club, Welfare of Children and Young People
- 5.** Burntwood Dragons Football Club, Anti – Bullying Policy
- 6.** Burntwood Dragons Football Club, Code of conduct for Parents & Spectators
- 7.** Burntwood Dragons Football Club, Code of Conduct for Players
- 8.** Burntwood Dragons Code of Conduct for Managers / Coaches
- 9.** Use of Images – Ten Golden Rules
- 10.** Use of Photographs & Recorded Images
- 11.** Permission for the use of Photographs & Recorded Images
- 12.** Emergency Contact Details
- 13.** Medical Information
- 14.** Guardian and Player Agreement Form

1. Burntwood Dragons Football Club Management Structure

Position	Name
President	Dave Brown
Chairman	Gary Mills
Vice Chairman	Colin Phipps
Treasurer	Andy Walker
Mini Soccer Section Secretary	Matt Price
Junior Soccer Section Secretary	Mandy Hansen
Open Age Section Secretary	Kathy Clarke
Girls Section Secretary	Steve Morris
Fines	Neil Hansen
BURNTWOOD DRAGONS BOYS TEAM MANAGERS	
Under 8's Minor A Manager	Ian Lowndes
Under 8's Minor B Manager	Jamie Broadhurst
Under 8's Manager	Matt Price
Under 8's Red Manager	Mike Wardle
Under 8's Green Manager	Steve Morris
Under 9's Manager	Simon Coates
Under 10's Boys Manager	Kay Hollingshead
Under 10's Knights Manager	Dean Rafton
Under 11's Manager	Andy Bennett
Under 12's Manager	Gavin Lewis
Under 13's Manager	Gary Mills
Under 14's Manager	Colin Phipps
Under 15's Manager	Mark Watts
Open Age Manager	Steve Clarke
BURNTWOOD PHOENIX GIRLS TEAM MANAGERS	
Under 10's Girls Manager	Adrian Squire
Under 11's Girls Manager	Steve Morris
Under 12's Girls Manager	Steve Morris

Contact details:

Position	Name	Telephone	Mobile	Email
Chairman	G.Mills	01543 277030	07722 381999	gary.i.mills@royalmail.com
Vice Chairman	C.Phipps	01543 671481	07875 541369	suzanne@phippsgang.wanadoo.co.uk
Treasurer	A.Walker	N/A	N/A	andrew.walker@eaton-williams.com
Secretaries				
Mini Soccer	M. Price	01543 274470	07966 135356	matt.price1971@btinternet.com
Junior Soccer	M. Hansen	01543 300238	07961 006746	hansenhome1210@hotmail.co.uk
Open Age	K. Clarke			
Girls	S. Morris	N/A	07966 631332	s.morris900@btinternet.com
Fines	N. Hansen	01543 300238	07912 091391	hansenhome1210@hotmail.co.uk
BURNTWOOD DRAGONS BOYS TEAM MANAGERS				
U8's Minor A	I.Lowndes	01543 459897	07787 777477	ian.lowndes@ntlworld.com
U8's Minor B	J. Broadhurst	01543 278755	07792 902963	jambon_jamie@hotmail.co.uk
U8's	M.Price	01543 274470	07966 135356	matt.price1971@btinternet.com
U8's Reds	M.Wardle	N/A	07903 755559	
U8's Greens	S. Morris	N/A	07966 631332	s.morris900@btinternet.com
U9's	S.Coates	01543 459169	07752 367008	helen@allpressedout.co.uk
U10's Boys	K.Hollingshead	01543 425821	07803 256024	w.hollingshead@btopenworld.com
U10's Knights	D. Rafton	01543 683289	07970 197173	deanrafton@tiscali.co.uk
U11's	A. Bennett	01543 675767	07732 320230	bennett229@aol.com
U12's	G. Lewis	01543 274682	07799 475554	gavlewis@msn.com
U13's	G.Mills	01543 277030	07722 381999	gary.i.mills@royalmail.com
U14's	C.Phipps	01543 671481	07875 541369	suzanne@phippsgang.wanadoo.co.uk
U15's	M.Watts	N/A	07786 946054	watts2sl@aol.com
Open age	S.Clarke	01543 450718	07968 425049	Ice2k43@hotmail.com
BURNTWOOD PHOENIX GIRLS TEAM MANAGERS				
U10's	A. Squire	01543 302928	07805 840788	adrian.squire2@ntlworld.com
U11's	S. Morris	N/A	07966 631332	s.morris900@btinternet.com
U12's	S. Morris	N/A	07966 631332	s.morris900@btinternet.com

2. Burntwood Dragons Football Club Code of Conduct

To adopt and implement our Child Protection Policy

To make available a hard copy of a Parent / Player handbook with all Safety Policies, Procedures & Codes of Conduct if access to the Official Club Web Site is not available

The appointment of a Club Welfare Officer

To ensure Managers & Coaches attain relevant & suitable qualifications and work towards continuous Professional Development

To ensure all Parents and Players adhere to their relevant Codes of Conduct

To provide a framework where all Club members can enjoy the game of Football and improve their skills.

To ensure the overall image and professionalism of the Club is to the highest standard achievable

To promote friendliness and fair play to all Clubs and Officials

To promote confidential communication allowing Players and Parents to discuss any issues that may concern them.

(All relevant age group managers details to be displayed on the Club notice board)

To encourage involvement of Parents / Guardians in the preparation of match day games

(Assistance with nets, line running etc)

To encourage involvement of all Parents / Guardians in fundraising and social events

To insist upon prompt and correct payment of all Club Subscriptions and fees as not to jeopardise any payers membership within Burntwood Dragons Football Club

The Club policy dictates if players fall in arrears of three weeks subscription a **NO PAY, NO PLAY POLICY WILL BE ADOPTED**

This stance protects the interests of all Club Members who adhere to payment procedures.

3. Burntwood Dragons Football Club Child Protection Policy Statement

Every young person irrespective of race, creed, colour or gender who plays or participates in football-ing activities within Burntwood Dragons Football Club should be able to take part in an enjoyable, friendly & safe environment and be protected from any form of abuse.

This is the responsibility of every person involved with the running of the club.

Burntwood Dragons Football Club recognises its responsibility to safeguard the welfare of all young people by protecting them from any form of physical, sexual ,mental harm, and from neglect & bullying.

We are determined to meet our obligations of providing football-ing activities for young people to the highest standard of care.

OBJECTIVES

Burntwood Dragons Football Club in its objectives to become **FOOTBALL ASSOCIATION CHARTER STANDARD ORGANISATION** has set the following objectives.

- ☐ Adopt the above Child Protection Policy Statement as its first Club rule
- ☐ All adult volunteers having involvement with young persons in the club are required to have undertaken a CRB check
- ☐ Appointment of a Club Welfare Officer
- ☐ Implementation of the FA's Child protection and best practice guidelines
- ☐ Implementation of the FA's Policies & Procedures
- ☐ To obtain ongoing development and training for the enhancement of the club and it's young people

4. Burntwood Dragons Football Club Welfare of Children & Young People

The following action should be taken by anyone who has concerns about the welfare of a child or young person in:

- A. The football environment
- B. The home or other external environments

Remember Non-Action is NOT an option in Child Protection

☑ If medical treatment is needed, take the child or young person to hospital or call an ambulance, giving details of your concerns

☑ Avoid leading the child or young person, and keep questions to an absolute minimum

☑ Reassure the child or young person, but make no promises of confidentiality

☑ Parents / Guardians should be contacted following advice from Social Services

☑ Make a full record of what has been said, heard & seen as soon as possible

☑ Report your concerns to the Club Welfare Officer or Team Manager, unless your concern is about this person (See below)

☑ If the Club Welfare Officer or Team Manager are not available, or your concern is about them, then report your concerns directly to the Social Services or the Police.

These agencies will advise you of what action needs to be undertaken, but make it clear it is a Child Protection Referral

☑ If you are concerned about the welfare of a child / young person **YOU MUST ACT!** Do not assume somebody else will.

Contact The Club Welfare Officer, The Team Manager or seek advice from the FA/NSPSS Child protection 24 hour Free phone Helpline 0808 800 5000

Remember Non-Action is NOT an option in Child Protection

5. Burntwood Dragons Football Club Anti- Bullying Policy

The FA recognises bullying to be one of the main forms of child abuse, and to this end **BULLYING WILL NOT BE TOLERATED** in any form within the Burntwood Dragons Football club.

With guidance from the FA Child Protection Procedures & Practices Handbook we can identify three main forms of bullying:

1. Physical
2. Verbal
3. Emotional

PHYSICAL BULLYING – This may take one of several forms, including Hitting, Kicking, Theft, Shaking, Pinching, Biting & Hair Pulling

VERBAL BULLYING – This is probably the most common form of bullying, especially amongst young people. Again this may take one of several forms, including Racial Taunts, Homophobic Remarks, Threats, Name Calling & Persistent Criticism.

EMOTIONAL BULLYING – Not the easiest form to identify and can sometimes be mistook for shyness or not wanting to join in. It may take the form of one or more individuals being isolated from the majority, overprotection of a child preventing them from socialising and unrealistically high expectations of performance.

All forms of bullying will include:

- ☐ Deliberate hostility and aggression towards a victim
- ☐ A victim who is weaker and less powerful than the bully or bullies
- ☐ An outcome which is always painful and distressing for the victim

As a Club, that is Officials, Parents / Guardians, Supporters and young people, we have the duty to recognise and report any form of bullying.

Should anyone identify or suspect that Bullying in any form is taking place, please bring it to the attention of the Club Welfare Officer or Team Manager, who as soon as is practically possible will investigate the incident.

An investigation following any allegation of bullying (and due to seriousness of Burntwood Dragons stance on bullying) resulting in the identification of a bully, will be dealt with accordingly.

Ultimately this could result in the identified person or persons whether adult or young person being expelled from the Club permanently and being reported to the relevant authorities.

6. Burntwood Dragons Football Club Code of Conduct for Parents / Spectators

Parents / Spectators have a great influence on young persons enjoyment and success in Football. All young people play football because they first and foremost love the game – it's fun.

It is important to remember that however good a child becomes at football within Burntwood Dragons Football club it is important to reinforce the message to parents / Spectators that positive encouragement will contribute to:

1. Young people enjoying football
2. A sense of personal achievement
3. Self esteem
4. Improving the young persons skills and techniques

A Parents / Spectators expectations and attitudes have a significant bearing on a young persons attitude towards:

1. Other players
2. Officials
3. Managers
4. Spectators

As a club we need to ensure that Parents / Spectators within Burntwood Dragons Football Club are always positive and encouraging towards all of the young people involved, not just their own.

Burntwood Dragons Football Club encourages all Parents / Spectators to:

1. Applaud the opposition as well as our own team
2. Avoid coaching the young people during the game
3. Not to shout and scream
4. Respect the referee's decision
5. Give attention to all young people involved in Football not just the most talented
6. Give encouragement to everyone to participate in football

Burntwood Dragons Football Club ask that all Parents / Spectators adhere to the Club's Code of Conduct & Child Protection Policy

7. Burntwood Dragons Football Club 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 of all others in the game is equally important.

Obligations towards the game.

A player should:

1. Make every effort to develop his / her own abilities, in terms of skills, technique, tactics and stamina
2. Give maximum effort and strive for the best possible performance during a game
3. Set a positive example to others
4. Avoid all forms of inappropriate gamesmanship and time wasting
5. Not to use inappropriate language
6. Avoid spitting

Obligations towards Burntwood Dragons Football Club.

A player should:

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win
2. Resist any influence which might be seen to question his / her commitment to the team winning

Respect the Laws of the Game & Competition Rules.

A player should:

1. Learn and abide by the Laws, Rules and spirit of the Game
2. Accept success and failure, winning and losing equally
3. Not take any banned substance or use bad techniques

Respect towards opponents.

A player should:

1. Treat Opponents with due respect at all times, irrespective of the result of the game
2. Avoid violence and dangerous play, and help any injured player

Respect towards Match Officials.

A player should:

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

Respect towards Team Officials and Supporters.

A player should:

1. Abide by the instruction of his / her Team Coach and Team Officials
2. Show due respect to the Team Officials of the opposition
3. Show due respect to the interests of supporters

8. Burntwood Dragons Football Club Code of Conduct for Managers / Coaches

1. Managers / Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Managers / Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Managers / Coaches must adhere to all guidelines laid down by governing bodies.
4. Managers / Coaches develop an appropriate relationship with each player based on mutual trust and respect
5. Managers / Coaches must not exert undue influence to obtain personal benefit or reward.
6. Manager / Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Managers / Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Managers / 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 Manager / Coach.
9. Managers / Coaches must co-operate fully with other specialists (e.g. other Managers, Coaches, Officials, Sports Scientists, Doctors and Physiotherapists) in the best interests of the players.
10. Managers / 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 and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Not to use or tolerate inappropriate language.
13. Not to smoke on the touchline.
14. Not to consume alcohol on the touchline.

9. Use of Images of Children / Young People under the age of 18 years

TEN GOLDEN RULES TO REMEMBER

1. All children must be appropriately dressed
2. Photography or recording should focus on the activity not on a particular young person
3. Images should focus on small groups rather than individuals
4. Images of a child who is under a court order should never be used
5. If a young person is named avoid using their name
6. If a photograph is used avoid naming the person or use their name only. Personal details should never be revealed.
7. Make sure Parents / Guardians / Young Persons have signed and returned the Parent / Guardian / Young Person permission form
8. Use photographs that represent the broad range of youngsters participating in football
9. All people taking photographs or recording footage at a foot ball event should register with the event organiser
10. All concerns regarding inappropriate or intrusive photography should be reported to the appropriate organisation

GUIDELINES ISSUED BY THE FA CHILD PROTECTION DEPARTMENT

10. Parent / Guardian & Young Person Permission Form

FOR THE USE OF PHOTGRAPHS AND RECORDED IMAGES

This form should be completed and signed by the legal guardian (Usually Parent) of a young person under the age of 18, together with the young person.

It provides permission for images of the young person to be used.

Please note that if you have more than one young person under the age of 18 registered within Burntwood Dragons Football Club you will need to complete a separate form for each young person.

Burntwood Dragons Football club:

Recognises the need to ensure the welfare and safety of all young people in football, As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images of young people to be taken without the consent of the Parent / Guardian and the Young Person

Burntwood Dragons Football Club:

Will follow the guidance for the use of images of young people, a copy of which is attached **(THE TEN GOLDEN RULES)**

Burntwood Dragons Football Club:

Will take all steps to ensure these images are used solely for the purpose they are intended, which is the promotion and celebration of activities of [Burntwood Dragons Football Club](#)

If you become aware that these images are being used inappropriately you should inform **THE BURNTWOOD DRAGONS COMMITTEE IMMEDIATELY.**

If at any time either the Parent / Guardian or the young person wishes the data to be removed from the website, seven days notice must be given to the Website administrator. (SEE CONTACT LIST ON NOTICE BOARD)

11. Parent / Guardian and Young Persons Permission Form

FOR THE USE OF PHOTOGRAPHS AND RECORDED IMAGES

To be completed by the parent / Guardian and young person

I _____ (Full name of Parent / Guardian) consent to

BURNTWOOD DRAGONS Football Club, photographing or videoing of:

_____ (Full name of young person)

Under the stated rules and conditions and I confirm that I am legally entitled to give this consent.

I also confirm that _____ (full name of young person)

Is not under a court order.

(Insert Parent / Guardian signature)

Date: _____

I _____ (Full name of young person) consent to

BURNTWOOD DRAGONS Football club, photographing or videoing my involvement in Football activities under the stated rules and conditions

(Insert Young Person signature)

Date: _____

12. Emergency Contact Details

BLOCK CAPITALS PLEASE

Players name:	
D.O.B:	

Address:

Contact name 1:	
Home Telephone No:	
Mobile No:	
Email address:	

Contact name 2:	
Home Telephone No:	
Mobile No:	
Email address:	

13. Medical Information. (CONFIDENTIAL)

Please tick if the player suffers from any of the following:

Visual, Hearing or Learning Difficulties	<input type="checkbox"/>
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Asthma	<input type="checkbox"/>
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Diabetes	<input type="checkbox"/>
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Epilepsy	<input type="checkbox"/>
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If there are any other details or information you feel the club should know please detail below:

Doctors name:	
Phone No:	
Address:	

Consent from Parent / Guardian:

My child is in good health and I consider him / her capable of taking part in football activities.

I have completed the medical details and consent that, in the event of any illness / accident, any necessary treatment can be administered to my child, which may include anaesthetics.

I also understand that while Managers / Coaches and Club Personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury to my child.

Signature of Parent / Guardian:

Date:

THIS INFORMATION WILL BE RETAINED ON FILE BY THE CLUB AND THE DETAIL KEPT CONFIDENTIAL

14. Parent / Guardian & player agreement

I confirm that myself:

_____ (Parent / Guardian)

and:

_____ (Child / Young Person)

Have received / viewed a copy of **BURNTWOOD DRAGONS** Football Club Constitution.

Inclusive of all the elements stated in the constitution index.

We have read and understand the content's of the constitution and both agree to adhere to all Club Rules, Guidelines & Policies.

(Signed by Parent / Guardian)

(Signed by Child / Young Person)

DATE:

**Burntwood Dragons Football Club
Constitution agreement record.**

Name	Position	Signature	Date
D.Brown	President		
G.Mills	Chairman		
C.Phipps	Vice Chair		
A.Walker	Treasurer		
A.Mills	Secretary		
I.Lowndes	Under 8's Minor A Manager		
J. Broadhurst	Under 8's Minor B Manager		
M.Price	Under 8's Manager		
M. Wardle	Under 8's Reds Manager		
S. Morris	Under 8's Greens Manager		
S.Coates	Under 9's Manager		
K.Hollingshead	Under 10's Boys Manager		
D. Rafton	Under 10's Knights Manager		
A. Bennett	Under 11's Manager		
C.Black	Under 12's Manager		
G. Mills	Under 13's Manager		
C. Phipps	Under 14's Manager		
M. Watts	Under 15's Manager		
	Under 16's Manager	No team	
	Under 17' Manager	No team	
	Under 18's Manager	No team	
S.Clarke	Open age group Manager		