



# **BUNTINGFORD COUGARS RULES AND POLICIES**

June 2009



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## Club Rules

## Club Policies

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## Rules

### 1. NAME AND PURPOSE

Mission Statement:- "It is the intention of this Club to support Youth Football in Buntingford and the surrounding area, across as many age groups as can be reasonably accommodated, in the fairest sporting manor and to include as many of the youth population of the area as possible."

The Club shall be called the Buntingford Cougars Youth Football Club.

- a) The purpose of the Club shall be:
  - I. to provide football facilities for the youth of Buntingford and surrounding areas.
  - II. to promote a sporting attitude towards the game.
  - III. to develop football skills.
- b) The Club shall be affiliated to the Royston Crow Youth Football League, Herts F.A. and any other Youth Football League or Competition deemed necessary by the Management Committee.
- c) The Club shall be bound by the rules of the Leagues to which it is affiliated and to the Herts F.A.

### 2. CLUB MANAGEMENT

- a) The Club Management shall consist of:
  - I. Officers –
    - Chairman
    - Vice Chairman
    - Secretary
    - Treasurer
    - Fixtures Secretary
    - Registration Secretary
    - Fund Raising Secretary
    - Press Secretary.
    - Child Protection Officer/s
    - Youth Development Officer
  - II. Minimum of Four Committee Members
- b) The Club Management shall be elected at the Annual General Meeting for a period of one year by voting parents of players who have been members for one full calendar year (See rule 3c).
- c) The Club Management is empowered to co-opt a maximum of 5 parents to the Committee to assist the Officers of the Club in their duties.
- d) No Committee Member or Officer shall be considered eligible for re-election unless he/she has attended a minimum of 50% of Committee Meetings during the current year in office.
- e) Officer or Committee Membership of the Management Committee shall lapse if the member does not attend, without satisfactory reason, three consecutive meetings of the Management Committee.
- f) Committee Meetings shall take place at least once a month during the playing season at a venue and date to be advised —either by the Secretary in writing

or at the previous meeting. (It shall be the responsibility of the Committee Members not attending the previous meeting to ascertain details of future meetings.)

- g) The Management Committee may appoint either a Special Sub-Committee or a Disciplinary Sub-Committee as necessary and may delegate all or any of its powers to such a Committee. The decision of all such Committees shall be reported to the Management Committee.
- h) A quorum for a Sub-Committee shall be either THREE or FIVE people, one of which shall be an Officer of the Management Committee.

### **3. ANNUAL GENERAL MEETING (A.G.M.)**

- a) The A.G.M. shall be held no later than 31st July in each year. At the A.G.M. the following business will be transacted:
  - I. Minutes of the preceding A.G.M. read and adopted.
  - II. Presentation and adoption of Statement of Accounts.
  - III. Chairman's Report.
  - IV. Election of Officers and General Committee Members.
  - V. Appointment of Auditor from outside of Committee.
  - VI. Alterations of rules (if any) of which due notice has been given.
  - VII. Other business of which due notice has been given
- b) "Due notice" shall be considered as being in writing to the Club Secretary no less than fourteen days before the A.G.M.
- c) The Club Management Committee shall be elected at the Annual General Meeting by those players representatives present. The representative must be the parent or legal guardian of a player who has completed one year's membership of the Club. There can only be one vote per family i.e. a parent of two member players can only have one vote.
- d) All Officers and General Committee Members shall be entitled to one vote each.
- e) All Officers and General Committee Members shall be elected by a simple majority. In the event of a tie only those involved in the tie shall stand again.
- f) Copies of the Agenda and Minutes of the previous A.G.M. will be available by request from the Club Secretary for all members, fourteen days prior to the date of the A.G.M.

### **4. SPECIAL MEETINGS**

- a) Extraordinary General Meetings will be convened at written request to the Secretary summarising the nature of the business it is sought to bring before the Meeting.
- b) Extraordinary General Meetings may be convened:
  - I. when accompanied by the signature of TEN parents or guardians of Club Members.
  - II. at the discretion of the Club Management.
- c) The Secretary shall give at least fourteen days notice in writing to all parents of Club members summarising the business, which will be brought before the Meeting.
- d) Only the business specified in the Notice shall be considered at the E.G.M. No resolutions shall be deemed to be carried unless supported by a majority of two thirds of those present and voting.

## **5. MEMBERSHIP**

- a) No boy/girl shall be considered to be a member of the Club until he/she has:
  - I. Completed a Club Registration Form and submitted the same with registration fee to the Registration Secretary.
  - II. Paid the Club annual subscription fee for the current season in full – or as otherwise agreed with the Club Management
  - III. Been accepted as a Club member by the Management Committee.
  - IV. Paid all outstanding fees, fines and debts to the Club.
- b) Subscription fee shall be as agreed at the A.G.M.
- c) Registration fee shall be as laid down by the relevant League.
- d) All teams registered in each age group shall include the majority of their members from the immediate Buntingford and surrounding area where adequate numbers are available.
- e) All Club members are entitled to attend all matches whether playing or not.
- f) Each Club member is to be given all reasonable opportunity to participate in Club activities during the current season.
- g) All complaints from Club Members, parents, etc. relating to “acts of misconduct,” are to be referred to the Club Secretary in writing for consideration by the Club Management.
- h) Offenders of misconduct should meet their own disciplinary costs.
- i) Club Management reserves the right to suspend or expel a member for acts of misconduct considered bringing the Club into disrepute. No disciplinary action of this nature shall be considered valid unless agreed by a majority vote at a Club Management meeting.
- j) All members are entitled to appeal in writing to the Club Secretary within fourteen days following notification of any disciplinary decision by a Disciplinary Sub-committee.
- k) All such appeals will be heard by the full Management Committee who reserve the right to suspend or expel a member for acts of misconduct where it is considered that the act has brought the Club into disrepute. No disciplinary action of this nature shall be considered valid unless agreed by a majority vote of the Management Committee.
- l) Offenders of misconduct should meet their own disciplinary costs.
- m) Members will normally be allocated to a team as defined by the birth dates laid down by the Herts F.A. and the appropriate league. However, in exceptional circumstances and at the Committee’s sole discretion members may be allocated to an older age group team provided that the rules of the Herts F.A. and the appropriate League are observed. It will though be this clubs policy to keep players in their respected age groups.
- n) Long Service Awards will be given for six years continuous membership from U10 to U16.

## **6. TEAM MANAGEMENT**

- a) The individual Team Management shall be decided by the Club Management following the A.G.M. and shall consist of one Manager and one Coach. All applicants for Management will be interviewed by the Management Committee and must complete personal disclosure forms before taking up the post, All teams are required to be represented at all meetings. In the event of a Manager not being able to attend a meeting he must nominate a representative to attend in his place.
- b) Team Managers will have to obtain the Minimum FA coaching qualification in their first year of management. However it is the preferred policy of this Club

- for prospective Managers/Coaches to do the award in advance of taking up the post.
- c) Team management shall assume full responsibility for the operation of the relevant team from August 1st to May 31st the following year.
  - d) The Team Manager must pass all Club Registration Forms and League Registration Forms to the Club Registration Secretary before they are sent to the relevant League.
  - e) The Team manager may delegate any person over the age of 16 to assist either himself or the Trainer subject to the approval of the Club Management.
  - f) The Team Management shall carry out the following duties:
    - I. Select the team for all matches.
    - II. Arrange adequate transport facilities to away fixtures.
    - III. Ensure clean kit is available for each fixture.
    - IV. Contact Fixtures Secretary at least 4 days before any game to determine the venue of match, Kick Off time, and availability of Referee.
    - V. Consult League Handbook to determine opposition colours (if home fixture) and arrange a kit change if necessary.
    - VI. Advise all team members of game arrangements.
    - VII. Complete result card if required and give to the Fixtures Secretary before 5.00pm on the day of the match.
    - VIII. Pay the Referee the standing match fee as stipulated by the relevant League Council (N.B. Any fee refused by the Referee is considered a donation to the Club and the Manager should advise the Treasurer accordingly).
    - IX. Provide one linesperson for each fixture.
    - X. Comply with any League rulings applicable to all fixtures.
  - g) The Team Trainer shall carry out the following duties:
    - I. Organise and activate all training session venues, time and methods of training subject to the approval of the Team manager.
    - II. Ensure that the following equipment is available for each game:
      - Suitable First Aid Kit.
      - Two Match Balls.
      - Goal Nets.
      - Corner Posts.
      - Pitch Markings.
      - Linespersons Flags
  - h) Each Team should possess the following equipment as a minimum at the commencement of each season:
    - 13 Shirts (Blue with Club badge). 13 Shorts (Blue). (All Prostar Brasillia)
    - 13 Pairs Socks (Blue).
    - 2 Goalkeepers Shirts
    - 2 Match Balls
    - 1 First Aid Kit.
    - 1 League Handbook.

(any purchases of the above should be done with agreement of the Committee and with the knowledge of the Treasurer before hand)
  - i) At the termination of each season (i.e. July 7th of the current year) Team Managers shall return the above equipment to the nominated Committee Member for inventory on the “designated kit day”.
  - j) Managers are responsible for ensuring that all members observe all rules displayed within the Changing Rooms used by the Club.
  - k) A Manager will be required to pay the Club any monies which the Club has had to pay to a League or the Herts F.A. for fines incurred as a result of that Manager’s failure to deal with administrative matters.

## 7. GENERAL

- a) The membership shall understand that the Club is a non-profit making organisation run on a voluntary basis. Membership is therefore only accepted on the basis that no claim of any kind will be entertained as a result of any accident sustained during club activity including travel to and from any such activities.
- b) Any member attending a Club activity will be assumed to be there with parental permission. It will be the responsibility of the parent to ensure that the Club member is in sufficiently good health to participate in the Club's scheduled activities.
- c) Out of season activities shall be managed as follows:
  - I. First option for management of teams involved in out of season activities (i.e. between June 1st and July 31st) shall be with the Manager and/or Trainer completing the current season.
  - II. Second option shall be with the Manager and/or Coach commencing the following season.
  - III. Managers shall return all kit to the Secretary within 5 days of any out of season activity.
  - IV. No persons other than appointed Managers shall enter any activity under the name of Buntingford Cougars Youth Football Club or use any item of the Club's equipment without first securing the approval of at least three current serving Officers of the Club Management .
- d) All Club fund raising activities must be with the approval of the Club Management Committee. All fund raising carried out in the name of the Club shall be considered on behalf of the Club as a whole. Any monies received therefore shall be deposited with the Treasurer for the use of the Club.
- e) All expenditure on behalf of the Club – with the exception of standard fixture expenses – are to be approved as follows:
  - I. Under £200 refer to the Treasurer.
  - II. Over £200 refer to Treasurer for full Club Management Committee approval.
- f) The Financial Year shall be from 1st April to 31st March.
- g) The Building Fund, or monies within the Building Fund, can only be used for other purposes by Agreement at the A.G.M. or by the calling of an E.G.M.
- h) All requests for transfer will be referred to the appropriate Team Manager before formal agreement is made.
- i) The Club accepts no responsibility for loss of personal property.
- j) Buntingford Cougars Youth Football Club fully endorses and adopts the F.A. Policies on "Child Protection", "equal opportunities" and 'Kick Out Racism'. Any proven breach of either of these, then the Management Committee shall have the power to exclude or deal with at their discretion any Club Member, Parent or Club Official whose conduct has, in their opinion been objectionable Under the club rules and procedures.
- k) Disposal of Club assets (such as loaning/sale of kit etc) can only be undertaken by agreement of the Committee.

# The Football Association Safeguarding Children Best Practice Guidelines



## Club Safeguarding Children Policy

[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

(INSERT NAME)

### Football Club Safeguarding Children Policy

1 (INSERT NAME) 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 Safeguarding Children Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2 The key principles of The FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents or carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

(INSERT NAME) Football Club recognises that this is the responsibility of every adult involved in our club.

3 (INSERT NAME) Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are volunteers, match officials, helpers on club tours, football coaches, club officials or medical staff.

4 We endorse and adopt The FA's Safeguarding Children Guidelines for Recruiting Volunteers and will:

- Develop a role profile
- Request identification documents
- As a minimum, meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current (INSERT NAME) Football Club members with direct access to children and young people will be required 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 who has approached us to become part of

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## Club Safeguarding Children Policy

[TheFA.com/FootballSafe](https://www.thefa.com/footballsafe)

(INSERT NAME) Football Club, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the 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 (INSERT NAME) 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 4912, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going directly to the Police, Social Services or the NSPCC.

(INSERT NAME) Football Club encourages everyone to know about it and utilise it if necessary.

6 (INSERT NAME) Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children 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 practice and abuse amongst club members.

7 We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players, 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 (INSERT NAME) 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 will be informed of these Codes.

9 Further advice on Safeguarding Children matters can be obtained from:

- The County Football Association's Child Protection Officer, whose details can be found in the County Handbook
- The Football Association/NSPCC Child Protection
- 24-Hour Helpline 0808 800 5000
- [www.FootballSafe@TheFA.com](mailto:www.FootballSafe@TheFA.com)
- The FA Child Protection Team 0207 745 4895.

# The Football Association Safeguarding Children Best Practice Guidelines



## Anti-Bullying Policy for Football Clubs

### Recommended Guidelines

[TheFA.com/FootballSafe](https://www.thefa.com/footballsafe)

#### Statement of Intent

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

#### What is Bullying?

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

#### Bullying can be:

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

#### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of

bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

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

#### Objectives of this Policy

- All Club members, coaches, officials and parents/carers should have an understanding of what bullying is.
- All Club members, officials and coaching staff should know what the Club's policy is on bullying, and what they should do if bullying arises.
- As a Club, we take bullying seriously. Players and parents/carers should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- All Club members, coaches, officials and parents/carers should have an appreciation of the signs and indicators of bullying.



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## Anti-Bullying Policy for Football Clubs

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

- Says he or she is being bullied
- Is unwilling to go to Club sessions
- Becomes withdrawn, anxious or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions that go 'missing'
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above.

Or, in more extreme cases, if a child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away.

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

#### Procedures

1. Report bullying incidents to the Club Welfare Officer or a member of the Club's 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, the Police will be consulted.

5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.

6. An attempt will be made to help the bully (bullies) to change their behaviour

7. If mediation fails and the bullying is seen to continue, the Club will initiate an investigation and possible disciplinary action under the Club constitution.

8. 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.

9. All coaches involved with both individuals should be made aware of the concerns and outcomes of the process.

#### 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. This may include initiating an investigation and possible disciplinary action under the Club constitution.

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.

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## Anti-Bullying Policy for Football Clubs

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[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

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 Policy is one part.
- All Club members and parents/carers 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.

This policy is based on guidance provided to schools by KIDSCAPE

KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via [www.kidscape.org.uk](http://www.kidscape.org.uk).

You may also wish to access [www.bullying.co.uk](http://www.bullying.co.uk) - another website designed to give advice and guidance to parents and children who are faced with dealing with bullying.

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

# The Football Association Safeguarding Children Best Practice Guidelines



## Recruitment and Selection of Volunteers Working with Children and Young People

[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

These Safeguarding Children Best Practice Guidelines have been developed to provide clubs and leagues with advice and guidance on the recruitment and selection of volunteers working with children and young people.

Any change to these guidelines will be notified via TheFA.com and in any relevant publications. Please remember that the safety of children and young people should be paramount in all your activities and this document has been designed to help you with this.

The FA is committed to providing a safe environment for children/young people under the age of 18. By adopting the points outlined in these guidelines, you will be putting in place the best possible practice to protect children and young people whenever a volunteer is sought to work with them.



### Introduction

The intentions of most people in football involving children and young people are good. However, The FA recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. Sound recruitment and selection procedures will help to screen out those who are not suitable.

When clubs or leagues recruit new members, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. In addition, a club's or league's volunteer selection processes must be consistent and fair at all times. This guidance outlines methods that club or league officials can use to assist with their recruitment choices.

While these guidelines have special emphasis on recruiting volunteers to work with children and young people, they could easily be applied to recruitment of all volunteers, as well as paid staff.

### Planning

The first stage of any recruitment process involves planning. Club or league officials would draw up a role profile, which highlights the main areas of an identified voluntary role. They should also decide upon the skills and experience that an individual would need to fulfil the requirements of the role and draw up a person specification.

A club or league's recruitment process must be developed in such a way that every applicant is treated in a fair and consistent manner.

# The Football Association Safeguarding Children Best Practice Guidelines



## Recruitment and Selection of Volunteers Working with Children and Young People

[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

### Advertising

In order to attract new volunteers, it may be necessary to advertise outside the club itself, for example - on a sport hall notice board, a local school, shop, community hall or newspaper.

The advertisement should reflect the club or league's Safeguarding Children Policy and it should contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race, gender or disability.

### Application Form

Clubs and leagues should use application forms to collect information on each applicant. The Volunteer Application Form can be adapted for a club's or league's use. Each applicant's information is then collected in a consistent way.

At least two officials should work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. It is very important that clubs or leagues also ask for identification documents to confirm the identity of the applicant – for example: a passport or driving license displaying a photograph.

### Meeting/Interview

It is highly recommended that club or league officials meet with all applicants prior to any recruitment decisions being made. More than one official should be present. The meeting/interview will enable the club or league to explore further the information provided in the application form. The questions to be

asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.

Whilst it is important to elicit information regarding an applicant's technical capabilities, it is also necessary to explore his or her attitudes and commitment to child welfare. Listed below are examples of questions that could be used to discover this information:

- 'Tell us about any previous experience you have working with children or young people'.
- Give a child-related scenario and ask the applicants what they would do. For example: 'It is a winter evening and the training session has finished. A parent has not arrived to pick up their child – what would you do?' The applicant would be expected to say that they would stay with the child and contact the parents to find out where they were.
- 'Is there anything we should know that could affect your suitability to work with children or young people?'
- You should also ask applicants to bring along certificates or other proof of any qualifications to the meeting or interview – for example, a coaching certificate or proof of attendance at any safeguarding children courses.

### References

At least two references should be requested from individuals who are not related to the applicant. The Volunteer Reference Form can be adapted for the club's or league's use. One reference should be associated with the applicant's place of work and, if

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## Recruitment and Selection of Volunteers Working with Children and Young People

[TheFA.com/FootballSafe](http://TheFA.com/FootballSafe)

possible, one that demonstrates that the individual has been involved in sport, particularly children's football, previously. References should be followed up prior to any offer of appointment being made. If the references raise any concerns, you are advised to contact The FA Child Protection Department for advice and guidance.

### **Criminal Record Bureau (CRB) Disclosures**

CRB checks are another tool in the recruitment procedure.

A CRB Enhanced Disclosure tells The FA about a person's recorded offences. It can indicate that a person is not a suitable person to work with children – for example: if they have a history of sexual offending. It may also tell The FA that further investigations are required – for example: if the person has a history of drug dealing or racist offending.

Volunteers and others in football should be assured that The FA will take into account the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision and training of children.

The FA is not allowed to tell the club or County FA about the actual offending, so applicants can be assured of confidentiality. The FA will, however, tell the club and County FA whether or not the person is considered suitable to work with children.

Applications for CRB checks should be dealt with by the club's Designated Person for Child Protection. If

an applicant claims to have an FA CRB Unit Enhanced Disclosure, the club should seek advice from The FA CRB Unit or the Safeguarding Children website on how to proceed.

Further information can be found at [www.FootballSafe@TheFA.com](mailto:www.FootballSafe@TheFA.com)

### **Recruitment Decisions**

Clubs should consider all the information they receive via the application form, confirmation of identity, the outcome of the take-up of references and The FA CRB Unit Enhanced Disclosure. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept the applicant into the club.

### **Post Recruitment**

It is important that once a new volunteer has been recruited, follow-up action is taken – for example:

- Ensuring that new volunteers are made aware of and sign up to the club's Safeguarding Children Policy and Procedures, Best Practice Guidelines and any Codes of Conduct
- Ensuring that any training needs are established and actioned
- Ensuring a statement of roles and responsibilities is prepared and making sure that this is agreed by the new volunteer
- Initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer.

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## Recruitment and Selection of Volunteers Working with Children and Young People

[TheFA.com/FootballSafe](http://TheFA.com/FootballSafe)

### Summary

Safeguarding Children is about putting in place the best possible practices and procedures. This will protect not only the child but also you, the adult, in football. If you have any comments on this guideline, or require any further support or guidance relating to children and young people, please contact The FA Equality and Child Protection Department.

Guidelines issued by The FA Equality and Child Protection Department. Revised March 2007.

### The FA Equality and Child Protection Department

The Football Association  
25 Soho Square, London W1D 4FA  
Telephone: 0800 085 0506  
[FootballSafe@TheFA.com](mailto:FootballSafe@TheFA.com)  
[www.FootballSafe@TheFA.com](http://www.FootballSafe@TheFA.com)

Access The FA website, the Home of English Football, for the latest safeguarding children information.

### Your County Football Association Child Protection Officer

See The FA website for contact details for County FAs

### The FA/NSPCC Helpline

Telephone 0800 800 5000

This is a 24-hour, free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

Asian Helpline: 0800 096 7719

Welsh Helpline: 0800 100 2524

Deaf Users Text phone: 0800 0056 0566

[www.nspcc.org.uk](http://www.nspcc.org.uk)

### Safeguarding Children in Sport Unit (CPSU)

NSPCC National Training Centre

3 Gilmour Close

Beaumont Leys

Leicester LE4 1EZ

Telephone: 0116 234 7278/7280

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

The CPSU co-ordinates and supports Safeguarding Children across a range of sports organisations. Further advice and guidance for sports organisations can be found on their website or in 'Sportscheck – a Step-by-Step Guide for Sports Organisations to Protect Children' (2002).

# The Football Association Safeguarding Children Best Practice Guidelines



Celebrating Football Through Photographs and Video

[TheFA.com/FootballSafe](https://www.thefa.com/FootballSafe)

**There has been much talk about whether it's safe to take pictures of under 18s playing sport. The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.**

## Potential risks

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often referred to as pornography sites);
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'; and
- The identification and locating of children in inappropriate circumstances which include: (i) where a child has been removed from his/her family for their own safety; (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases; (iii) in situations where a child may be a witness in criminal proceedings; or (iv) other safeguarding children concerns. The majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

**Common sense considerations to ensure everyone's safety:**

## Do

1. share The FA's guidance on taking images with all parents, carers and members when they join the club;
2. ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below;
3. ensure that any child in your club who is under care proceedings is protected by ensuring that their image is not placed in the public domain. This can be done by using an Annual Consent Form, so that parents/carers can identify whether this applies to children in their care;
4. focus on the activity rather than the individual;
5. ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts);
6. aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities; and
7. report any instances of inappropriate images in football to The FA Case Manager or the Internet Watch Foundation (IWF). Contact details can be found on the following page.

## Don't

1. publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used;
2. use player profiles with pictures and detailed personal information on websites;

# The Football Association Safeguarding Children Best Practice Guidelines



Celebrating Football Through Photographs and Video

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3. use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture; and
4. allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

## Remember

- It's not an offence to take appropriate photographs in a public place even if asked not to do so;
- No one has the right to decide who can and cannot take images on public land;
- If you have serious concerns about a possible safeguarding children issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk;
- The land or facility owner can decide whether or not photography and/or videoing at football activities will be permitted when carried out on private land. However, you will need to make this known before allowing individuals access to the private property;
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

## Commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football activity, ensure you and they are clear about each other's expectations.

Remember the key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales;
- Issue the professional photographer with identification, which must be worn at all times;
- Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken – remember this can be done by using the Annual Consent Form at the start of the season.

To report potentially unlawful materials on the internet please contact:

### The Internet Watch Foundation

Email: [report@iwf.org.uk](mailto:report@iwf.org.uk)

Telephone: 08456 008844

Fax the hotline: 01223 235921

[www.iwf.org.uk](http://www.iwf.org.uk)

### FA Case Management

Email: [ComplianceQueries@TheFA.com](mailto:ComplianceQueries@TheFA.com)

[www.FootballSafe@TheFA.com](http://www.FootballSafe@TheFA.com)

# The Football Association Child Protection and Best Practice Guidelines



## Travel, Trips and Tournaments

[TheFA.com/Goal](https://www.thefa.com/Goal)

Travelling to away games and having trips away from home should be both safe and fun for children (which includes all those aged under 18). It should be a chance for all children to grow in confidence, self-esteem, and skills.

Parents and carers will nearly always worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

To help you organise trips and travelling the following Child Protection and Best Practice Guidelines have been developed. Much of this preparation can be done at the start of the season when you register members at your club. For regular away trips you will find that very little needs to change from week to week although if you have a new team member or helper with additional needs or a different cultural background you may need to consider your planning again.

### Essential planning - At the Start of the Season

It is likely that you have already put much of this in place but please ensure that your club has put into practice:

- Club Child Protection Policy
- Policy and Procedures for selecting/recruiting staff or volunteers
- A designated person for child protection
- Procedures for reporting concerns
- Code of best practice

### Make Sure You Use the Following:

- Consent forms, make sure they are signed, returned and kept safely in line with data protection legislation

- If the group is aged over 8 years there should always be 2 adults and a minimum of 1 adult to 10 children (more adults are required when working with younger age groups)
- When taking a male group, there should always be a male member of staff and of course when you have a female group, there should always be female staff
- There should always be a qualified first aider and a full and up to date first aid box
- If any of the group have asthma or diabetes, ensure that appropriate club members are aware of how to deal with any situation
- Ensure you have the following insurance in place, this includes:
  - Public and civil liability
  - Personal accident
  - Vehicle
  - Breakdown cover (whether it's a car or mini bus)
- Remember to let everyone know where and when to meet, this is needed for both home and away games

### Other Important Considerations

- Holding a meeting with parents/carers at the start of the season, to explain your club philosophy, introduce staff, discuss club rules and your club code of conduct is very helpful. This is a great opportunity to discuss procedures for travelling for away fixtures, future trips or tours and the importance of the club's consent forms
- Ensure that anyone transporting children or young people on behalf of the club has a valid driving licence and MOT and tax when using their own vehicle
- The more people who have completed the Child Protection and Best Practice - A Guide or Workshop the better

# Travel, Trips and Tournaments

TheFA.com/Goal

## Essential Planning - When Staying Away

During the season, many clubs organise trips to take part in festivals/tournaments or go on a tour. These trips often include an overnight stay. The organisation of trips can be demanding, however properly planned they are often the highlight of the club year and very rewarding for all.

When booking accommodation you need to consider the following:

- Is there a current fire certificate?
- What is the locality like?
- Is there secure parking?
- Can varied dietary needs be met?
- Can valuables be stored safely?
- What are the night-time security arrangements?
- Are there en-suite facilities or separate facilities for children and adults? Remember all beds must be single and staff and players must not share a room



Also consider:

- Make sure every child has a safe away card
- On trips away, the children may take part in non football activities for example swimming - make sure your Event Specific Consent Form covers such activities
- Check your insurance covers non-football activities
- Draw up a programme, including departure dates & times and when you are returning
- Have a meeting with parents/carers and players and run through the trip's programme of events and address any questions or concerns
- Someone from the club who is not going away needs to be identified as a point of contact, they should have a list of who is on the trip and their contact details (including the leaders/helpers)
- Name the designated person for child protection for the trip and ensure the group is aware who this person is
- Give everyone an information pack, that should include: dates, what you are doing, where you are going, rules, kit list, pocket money, medical care needs
- Ensure all helpers have a copy of the Emergency Procedures

# Travel, Trips and Tournaments

TheFA.com/Goal

## Other Important Considerations - When Staying Away

- Before you leave work with the players to establish rules for the trip (and what will happen to those who break them)
- You've provided the adults with a detailed pack, it's a good idea to provide the younger children with a scaled down version of the pack
- Ideally children shouldn't wear shirts or hats with their names on
- Agree who is sharing with whom before you go, however, be ready to change this as friendship groups with children can change very quickly!
- In an ideal world you would visit the accommodation before booking, but this is not always possible. So can you check with another club who have used this accommodation before or check with the local Tourist Information or visit their website?
- When you arrive at your accommodation, check that all windows and doors are safe
- Remember to check the rooms for any damage and report any you find or you may end up with a bill!
- Check if there are any no smoking rooms - this is very important for anyone who has asthma
- If there is a bar, what rules will you have in place?
- Is there a social area, what is there for children to do when not playing football?
- Some children have enuresis (bed-wetting) ensure that the hotel can deal with this discretely
- Ensure that you have your staff bedrooms spread out, for example if the group is over 3 floors, there should be at least one adult room on each floor
- If self-catering, who will do the cooking? Are there any special dietary needs? Agree the menu before you travel.

## Essential planning - Whilst You're Away

On arrival

- Check all rooms (are there the correct number of beds?)
  - Ensure there is no access to alcohol in the rooms
  - Ensure movie access is appropriate or indeed not available in the rooms
  - Ensure that everyone is aware of fire exits and emergency procedures
  - Store money and valuables
  - Have a group meeting to review the programme and rules. Give out the safe away cards
- The Child Protection in Sport Unit have produced a comprehensive booklet – Safe Sports Event (£19.95) which is available via the CPSU, 3 Gilmour Close, Beaumont Leys, Leicestershire LE4 1EZ.  
Email: [Cpsu@Nspcc.org.uk](mailto:Cpsu@Nspcc.org.uk) Telephone: 0116 234 7278

## During the Trip

- Hold daily group meetings and a staff meeting - this an opportunity to discuss any issues or problems and solve them

## On Return

- Ask the children and the staff what they enjoyed and what they would change, this will help with next years planning

## Essential Planning - When Going Abroad

- Make sure that your insurance covers you when abroad, you may need to take out additional cover, e.g. medical
- Check if you need visas
- For some trips, you may need vaccinations, or to take pre-trip medication such as anti malaria
- Don't forget European Health Insurance cards (replaces E111 forms).

# Travel, Tips and Tournaments

TheFA.com/Goal

- Check the weather, what precautions are needed?
- Make sure passports and return tickets are stored in a secure place

## Other Important Considerations

- Check the cultural traditions of the country. This may have an implication on what clothes you ask the group to take e.g. Muslim communities
- Consider the implications of communication barriers where countries are not English speaking
- Consideration needs to be given to the use of remote supervision when utilising host families

## Essential Planning - For Football for All

Football is an inclusive sport and should be open to all. If you have young people with additional health needs/disability you need to consider the following:

- Do any children with additional health needs/disabilities need extra helpers?
- Will these helpers need any extra training e.g. asthma medication/diabetes management?
- Make sure any accommodation is suitable and has suitable access for players/supporters with a disability
- Volunteers from various ethnic groups don't only provide positive role models, they provide knowledge of language/diet/prayer needs
- Be aware of dietary needs of children from different ethnic groups. This includes fasting times linked to religious traditions
- Some activities may not be permitted with a mixed gender within some cultures e.g. not all teenage girls will be allowed to attend mixed swimming sessions



## Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Buntingford Cougars Youth Football Club is equally accessible to them all. Buntingford Cougars 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 anyone who wants to participate in it.

Buntingford Cougars Youth Football Club's commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

Buntingford Cougars Youth Football Club, in all its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Buntingford Cougars Youth Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Buntingford Cougars Youth Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Buntingford Cougars Youth Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

We are committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within the club and within football.

Buntingford Cougars Youth Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts.

Buntingford Cougars Youth Football Club commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.