



Welcome to Risborough Rangers JFC

2017 – 2018 Season Handbook

1. INTRODUCTION

- We are a very successful and well established club in Princes Risborough with a reputation for being well organised, our players being well behaved on and off the field and playing an important role within the local community.
- Our aim is to encourage as many boys and girls of whatever ability to have fun and enjoy playing football in a supportive environment, where they can develop their skills and confidence.
- Every season, we are grateful to the managers, coaches and parent volunteers who so generously give their time to help us and who have made it into one of the most successful clubs in the area.
- We are always open to new ideas and improving the quality of what we do. If you would like to help us, please go to www.risboroughrangersjfc.co.uk or contact Andy Quigley, Chairman on 07775 667800.

2. BACKGROUND TO THE CLUB

- Our club was started in 1971 and since then thousands of boys and girls have enjoyed their time with us. Today, we have nearly 500 registered boys and girls from age 6 up to 16 and are one of the largest clubs in Bucks, which speaks volumes for our popularity and profile within the local community.
- Beyond the age of 16, many of our players progress on to play football at a more senior level joining Risborough Rangers FC, with whom we have increasingly close ties.
- From u11 upwards, we are able to register separate Rangers and Colts teams, in order to give as many players as possible the chance to play in regular matches.
- Since September 2009, the club is proud to have FA Charter Status, with a record number of coaches having gained either FA Level 1 or Level 2 coaching qualifications.
- We are affiliated to the Berks & Bucks FA (www.berks-bucksfa.com) and fully support their efforts to encourage good sportsmanship and ensure that all our children have fun and enjoy themselves.
- Our club is run on a totally voluntary basis. Our main funding comes from the annual club registration fees and sponsorship from local individuals and businesses, to whom we are always grateful for their continued support year after year.
- We are a major local community organisation and take our community role very seriously, having close links with the local Town Council and all the local schools, many of whose facilities we use throughout the season.
- The Club is organised by age group with an appointed Manager, assisted by coaching staff and other parent volunteers taking responsibility for a particular age group. **Anyone wishing to become a Manager or coach must first be interviewed for suitability by the appropriate Vice Chairman.** For all contact details of the club officials and managers, go to www.risboroughrangersjfc.co.uk
- In January 2010, a dedicated Girls group was established to promote girls football in the area and give as many girls as possible the opportunity to improve their skills and play on a regular basis. We have two girls' teams – u14 & u17 who play regular matches against other teams in the Bucks area.
- Our teams play in three different league structures:
 - U7 to U12 age groups compete in the South Bucks Mini Soccer Conference (www.bucksfootball.co.uk)
 - U13 to U16 compete in the Wycombe & South Bucks Minor Football League (www.football-results.org)
 - U12 and U15 girls compete in the Bucks Girls Football League (www.bucksgirlsfootball.co.uk)
- Every May we hold our annual six a side tournament fundraiser, which is recognised as one of the most successful and best organised in the area. Every year over 200 teams compete, with all profits going towards ensuring that we continue to provide the highest possible standard of equipment, facilities and coaching for all our players.

3. PURPOSE OF THE CLUB

Our Mission is to inspire all our youngsters to have fun, enjoy themselves and achieve their fullest potential through being involved with junior football.

Our Guiding Principles include:

- **Promoting football as fun:** Whilst the club aims to achieve the highest standards of football skill, it will always strive to make football an interesting and enjoyable experience for players, whatever their age and abilities.
- **Providing encouragement and support:** The club will strive to provide an atmosphere of positive support and encouragement for all our players to enable them to achieve their fullest potential.
- **Promoting fair play, sportsmanship and discipline:** The Club insists on appropriate behaviour at all times and expects the principles of fair play and sportsmanship to be embraced by all players, coaching staff, parents and supporters alike.
- **Ensuring health and safety:** Within the Club, the health and safety of all players is of paramount importance and will not be compromised in any situation.

4. CLUB OFFICIALS AND MANAGERS

- Our Club is managed by a “**Management Committee**” which is made up of a Manager from each age group together with the offices of **Chairman, Three Vice Chairmen, Fixtures Secretary, League Secretary and Treasurer**, who are appointed at the **Annual General Meeting** in July each year.
- In addition, we have a **First Aid Officer** dedicated to ensuring we provide first aid to the highest possible standards, a **Club Welfare Officer**, who is responsible for all player health and safety, as required by the FA. Other volunteers are responsible for the Club’s registration system and purchasing activity.

5. FA CODE OF CONDUCT

The Club seeks to operate in accordance with the FA Code of Conduct which states:

- All those involved with the game at every level and whether as a Player, Match Official, Manager, Coach, Administrator or Spectator have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity and to ensure that the reputation of the game is, and remains, high.

More specifically:

- **Equality:** Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.
- **Participation:** Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters.
- **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.
- **Integrity and Fair Play:** Football is committed to the principle of playing to win but consistent with Fair Play. 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 ethical implications. 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.

6. PLAYER PROTECTION AND SAFETY

The Club and its representatives will apply all due care and attention in relation to the safety of player's.

In particular it will:

- Place the health and safety of players as the priority in all management decisions and actions.
- Have a registered first aider present at each coaching session and match.
- Implement a programme of screening all managers, coaches and parent volunteers in relation to the Child Protection Act.
- Require all adults/guardians of players to have signed a consent form regarding emergency treatment
- Ensure that Coaching staff are present before the commencement of training sessions and matches.
- Undertake an inspection of playing surfaces before a match or training session
- Ensure that the guidelines on goal post safety are adhered to.
- Have in place the appropriate public and product liability insurance. This provides protection for the Club in relation to claims for damages made against the Club for negligence arising from injury, disease, loss or damage to third parties and or third party property. All acts must be deemed to be accidental.
- Investigate all reports regarding health and safety and agree appropriate action.

Parents and Guardians are expected to:

- Bring to the attention of the Team Manager any particular medical condition of a player and current course of treatment.
- Have signed a consent form regarding emergency treatment.
- Ensure that younger players are escorted and collected from an agreed location by themselves or other person known by the Club.

Please note:

- **In the majority of cases, matches and coaching sessions take place in public areas where there is general access by the public. We strongly recommend that parents and guardians of younger children ensure that their child has been personally escorted to the Team Manager or Coaches and that in the absence of such club representatives, does not leave the child unattended.**
- Check that any person giving a lift to a player to a match or training session is a qualified driver, has adequate insurance cover and is in a vehicle that is road worthy. Please also remember that only Club officials will have been screened in relation to the Child Protection Act.
- Bring to the attention of the Club official any act or condition of property which they consider may be harmful to the health and safety of any individual who is a member of the Club. If a concern relates to the action of a Club Official, this in the first instance should be brought to the attention of the Team manager. If it relates to the Manager or you consider that inadequate actions has been taken then please contact immediately the Club Secretary or Chairman.
- Ensure that you have adequate health insurance for both players and supporters. Football is a physically demanding sport and injuries will occur.

Players are expected to:

- Bring to the attention of the Team Manager any concern you may have regarding your or another players health and safety.
- Think about your own health and the safety in your actions and actions towards other players and act accordingly.
- Follow the instructions given by the Team Manager or Coaching staff unless this will result in personal injury or harm to others.
- Bring to the attention of your parent or guardian anything that happens whilst at the Club which causes you concern.

7. PLAYER CODE OF CONDUCT

All players at the Club should adhere to and promote the following code of conduct at all times:

- 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.
- Fair play means that everyone connected with football shows understanding of and respect for the Laws of the game and supports the belief that the game should be played in an entertaining and positive way.
- Behaves on and off the field in a sporting manner towards all others involved, be they players, officials or spectators, irrespective of results.

More specifically:

- **Obligations towards one's own team:** All players should make every effort consistent with Fair play and the laws of the game to help their own team win. They must resist any influence which might, or might be seen to, bring into question their commitment to the team winning
- **Respect for the laws of the game and competition rules:** All players should know and abide by the laws, rules and spirit of the game, and the competition rules. They should accept success and failure, victory and defeat, equally.
- **Respect towards opponents:** All players should treat opponents with due respect at all times, irrespective of the result of the game. They should safeguard the physical fitness of opponents, avoiding violence and rough play, and help injured opponents.
- **Respect towards the match officials:** All players should accept the decisions of the match official without protest. They should avoid words or actions which may mislead a match official and always show due respect towards match officials. They must avoid all forms of gamesmanship, and time-wasting.
- **Respect towards team officials:** All players should abide by the instructions of their manager and coaches, provided they do not contradict the spirit of this code. They should also always show due respect towards the team officials of the opposition.
- **Obligations towards the supporters:** All players should show due respect to the interests of the Supporters and set a positive example for others.

Please note:

- **Players are expected to uphold the above code and any other standard contained within the individual competitions and leagues. Failure to do so will be handled in accordance with the disciplinary procedures of both the Berks and Bucks FA and or the clubs own internal disciplinary procedures.**
- **Being accepted into the Club does not give an automatic right for a player to enter into matches. Our objective is to give the greatest possible experience of match play to the widest range of players subject to the availability of our resources.**

8. MANAGERS CODE OF CONDUCT

All Managers should adhere to and promote the following code of conduct at all times:

- Set a positive example for others, particularly young players and supporters.
- Promote and develop their own team having regard to the interest of the players, supporters and reputation of the game.
- Avoid all forms of gamesmanship.
- Show due respect to match officials and others involved in the game.
- Always have regard to the best interests of the game, including where publicly expressing an opinions of the game and any particular aspect of it, including others involved in the game.
- Not use or tolerate inappropriate language.
- Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or un-sporting influences, including banned substances and techniques.
- Promote ethical principles.
- Always give priority to the interests of the team over individual interests and resist all illegal or unsporting influences including banned substances and techniques.
- Show due respect to the interest of players, coaches and other officials, at their own club/team and others.
- Always show due respect to the interests of supporters.

Please note:

- **The Management Committee will only consider complaints against a manager where this involves a clear and substantive breach of the above Code.**
- **Performance of an individual player will vary enormously over time and there may also be considerable differences between players both in their skill and physical development. The running of teams and selection of individual players is by no means an easy task and such decisions will rarely be accepted or considered as a basis for a complaint.**

9. COACHES CODE OF CONDUCT

All Coaches should adhere to and promote the following code of conduct at all times:

- 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 ethical implications.
- 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. 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.

Coaches must:

- Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Place the well-being and safety of each player above all other considerations, including the development of performance.
- Adhere to all guidelines laid down by governing bodies.
- Develop an appropriate working relationship with each player based on mutual trust and respect.
- Not exert undue influence to obtain personal benefit or reward.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- At the outset, clarify with the players (and, where appropriate, parents) exactly what is expected of them and also what they are entitled to expect from their coach.
- Cooperate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- 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.
- Consistently display high standards of behaviour and appearance and not use or tolerate inappropriate language.

Please note:

- **The Club seeks to ensure that each age group has access to at least one FA Level 1 qualified coach.**
- **The Management Committee will only consider complaints against a coach where this involves a clear and substantive breach of the above Code.**
- **The day to day decisions and tactics of a Coach will rarely be accepted as a basis for a justifiable complaint.**

10. PARENTS CODE OF CONDUCT

Children should expect their parents to:

- Help, encourage and support at all times
- Praise good behaviour, effort and performance more than results
- Be role models for good behaviour
- Show consistency
- Look for aspects to praise in players who might not otherwise get attention

Children should expect their parent NOT to:

- Coach or manipulate them while they are playing
- Attempt to 'referee' the game by appealing for free kicks, off-sides etc.
- Abuse or argue with the referee or linesman
- Shout, swear, become violent or use sarcasm
- Ignore children who need help
- Assess players by their incompetence

Please remember that our children are not professional footballers and will make mistakes.

11. CLUB CONSTITUTION

Name:

- **Risborough Rangers Junior Football Club.**

Mission:

- To inspire all our youngsters to have fun, enjoy themselves and achieve their fullest potential through being involved in junior football

Status of Rules:

- This Constitution effectively forms the Club Rules.
- These rules form a binding agreement between each member of the Club. Recognised supporters of the Club will also be bound by the rules.

Rules and Regulations:

- The Club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to the Berks and Bucks Football Association. The Rules and Regulations of the Football Association and County Association or any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- No alteration of the Club rules shall be effective without the prior written approval of the Berks and Bucks Football Association.

Club Membership:

- The members of the Club shall be those persons listed in the register of members (the membership Register). This consists of players **and their legal guardians**, coaching staff, and officials. The register shall be maintained by the Club Secretary.
- Any person who wishes to be a member must apply on the membership application form. Election to membership shall be at the sole discretion of the Club Management Committee.(CMC)
- Membership shall become effective upon an applicant's name being entered in the Membership Register.
- The Association or an Affiliated Association shall be given access to the Membership Register on demand.

Annual Membership Fee:

- An annual fee payable by each member shall be determined from time to time by the Club Management Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- The Club Committee shall have the Authority to levy further subscriptions from the members as are reasonably

necessary to fulfil the objects of the Club.

Resignation and Expulsion:

- 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.

Club Management Committee:

- Our Club is managed by a "Management Committee" which is made up of a Manager from each age group together with the offices of Chairman, three Vice Chairs representing three age bands (Minis to u10, u11 u12 and Girls and U13 to Youth), League Secretary, Fixture Secretary and Treasurer, who are appointed at the Annual General Meeting. The Club Officials are held responsible on behalf of The Club to the FA and any Leagues or competitions that The Club should enter and therefore have the authority to act on The Club's behalf in such circumstances.
- In addition, we have a club official dedicated to ensuring we provide First Aid to the highest possible standards and a Club Welfare Officer, who is responsible for all player health and safety, as required by the FA• The Club is organised by age group with an appointed Manager assisted by coaching staff and other parent volunteers taking responsibility for a particular age group.
- The Management Committee meets monthly during the season and is responsible for the efficient running of The Club, taking decisions about day to day activities, annual events such as the tournament and presentation event and ensuring that the clubs members and supporters respect the clubs code of conduct and FA and League standards and rules. The Management Committee will always act in the best interests of The Club as a whole and is therefore the final arbiter on all aspects of the running of The Club including its' policies; codes and procedures; organisation, teams and membership.
- In order to ensure that the Management Committee functions effectively certain behaviours should be expected of its members as follows:
 - Each member should treat other members of the Committee with respect at all times both in the meeting and subsequently
 - Each member should be able to contribute fully and equally to the meeting in confidence and without interruption
 - Members should not talk over the contribution of others
 - The Chairman of the meeting or deputy shall be solely in charge of ensuring the meeting follows the set agenda and is entrusted with ensuring the behaviours of members are appropriate
- Normally a request from the meeting chair is sufficient to bring a meeting to order but should an occasion arise where any member continues to be disruptive or not act in an appropriate manner after being requested to do so by the Chairman or their deputy that individual may be asked to leave the meeting.
- 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 the 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 Committee meeting.
- The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Management Committee shall be chaired by the Chairman or in his absence, the Vice-Chairman.
- 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
- Save as provided for in Rules and Regulations of the Association and the affiliated Association to which the Club is affiliated, the CMC shall have the power to decide all questions and disputes arising .in respect of any issue concerning the Club Rules and Codes of Conduct contained within the Club Handbook.
- Complaints received by the CMC or Club Officers which relate to an individual member of the Club will be investigated in line with the Clubs Complaints and Disciplinary Procedures.

- The position of Secretary is, without doubt, the most important in the club. The Secretary is the official contact between the club and any competition/ County Football Association and therefore The Football Association. The County Football Association will correspond with the Secretary rather than other club officials.

Annual General Meeting:

- 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's finances over the previous year
 - iii. Elect the members of the Club Committee
 - iv. Consider any other business
- Nominations for the election of members as Club Officers or as Members of the CMC 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 a resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- A Special General Meeting (SGM) may be called at any time by the CMC and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five Members stating the purposes for which the meeting is required and the resolution proposed. Business at an SGM may be any business which may be transacted at an AGM.
- The Secretary shall send to each member written notice of the date of the General Meeting together with the resolution to be proposed at least 14 days before the meeting.
- The Chairman or in his absence a Member selected by the CMC shall take the Chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the Meeting shall have a casting vote.
- The Club Secretary, or in his absence a Member of the CMC, shall enter minutes of General Meetings into the Minute Book of the Club.

Club Finances:

- A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories will include the Club Chairman, Treasurer and at least 2 other signatories.
- All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- The income and assets of the Club (the Club property) shall be applied only in furtherance of the objects of the Club.
- The Club shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.
- The Club Treasurer has a key role to manage and administer finances for the club. When a new club official with the authority to sign cheques is appointed, the bank must be notified without delay and a new bank mandate must be completed.

Dissolution:

- 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. The dissolution shall take effect from the date of the resolution and the members of the CMC shall be responsible for the winding up of the assets and liabilities of the Club.
- Any surplus assets remaining after the discharge of the debts and liabilities of the Club 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.

12. COMPLAINTS AND DISCIPLINARY PROCEDURES

- In the event that any member feels that he or she has suffered discrimination in any way or that the club policies rules or Code of Conduct have been broken, they should follow the following procedures.
 - i. They should report the matter to the Club Secretary or another member of the committee. The report should

include; details of what, when and where the occurrence took place:

- ii. Any witness statement 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.
- A formal complaint will be considered by the Club Management Committee where the case involves a **significant infringement** against the Club rules or Codes of Conduct contained in this handbook.
 - The day to day coaching and team selection decisions of managers and coaches will not be considered as grounds for a formal complaint. However, if you are concerned about any issue surrounding the running of a team, please discuss your concerns openly with the Team Manager.

- Where a complaint is received by a Management Committee member that an individual or team has breached the Code of Conduct or has acted in a way that might be seen as bringing The Club into disrepute or causing damage to its reputation this will be investigated by an individually convened disciplinary sub-group and a recommendation made to The Management Committee for approval.

- The Management Committee will make all such decisions and where necessary will do so by majority vote. The decisions of the Committee will be outlined in writing by the Chairman and may include the expulsion of individuals or teams from The Club. Codes of Conduct exist for players, supporters, managers and coaches and form part of the Club's handbook and constitution. Bringing the Club into disrepute could take many forms but could include:

- Acting in a way which damages the clubs relationship or threatens its membership of the FA or any Leagues or competitions in which it participates
- Acting in a way which causes distress to other Club Members either verbally; in writing or in digital media
- Causing serious offence or distress to members of the public or members of organisations whilst representing The Club

- The Management Committee will be responsible for deciding whether an individual or team should be investigated in regard to potential breaches of Club Codes or if The Club may have been brought into disrepute and will request that the Chairman appoints a disciplinary sub-group.

- The disciplinary sub-group will consist of at least three individuals drawn from the officers of The Club at the request of the Chairman. The Group should seek evidence, both written and in person of the validity of any complaint or suggestion of bringing The Club into disrepute, including from the individual/s who are the subject of the complaint.

- Should any complaint be upheld, the disciplinary sub-group should make a recommendation of appropriate action to The Management Committee. This action should be proportionate and could consist of the following actions, although this list is not intended to be exhaustive or exclusive:

- An oral warning as to the individuals future conduct
- A written warning as to the individuals conduct
- The requirement for an apology either in person or in writing
- A temporary suspension from participating in club events, activities or matches
- A permanent exclusion from certain club activities or events
- Expulsion from the club

The disciplinary sub group should take into account the perceived seriousness of the breach of club rules or of level of reputational damage and also the previous conduct of any individual or team in deciding what level of sanction to recommend to The Management Committee. Decisions should be kept on file by the Chairman to ensure that cases are dealt with proportionately and that similar sanctions are applied to similar cases.

There is no right of appeal.

- The Club's Management Committee will have the power to warn as to future conduct, suspend or remove from membership, any person found to have broken the club's polices or codes of Conduct. The Club will fully assist in any investigation or disciplinary investigation undertaken by its parent Associations.
- The Team Manager will be responsible for player discipline during matches and coaching sessions. In older age groups (Under 11 and above) the match referee may also consider what report to submit to the county Association or appropriate body if this has resulted in an infringement of the rules of The FA. The Club will assist in any subsequent investigation and will support the appropriate disciplinary action.
- In the event of unacceptable behaviour by a player **or supporter**, the Team Manager will issue a warning and where appropriate notify the player's parent or guardian. In the event of a reoccurrence of the problem this will be referred to the CMC, who will investigate the issue as though it were a formal complaint. In extreme circumstances this may involve expulsion from the Club. No repayment of subscription fees will be considered under such circumstances. **It should be noted that the behaviour of a parent or legal guardian may affect the right to club membership of their children.**
- Complaints against a Team Manager or Coach will be dealt with by the CMC under the normal complaint procedure. In cases where a complaint is upheld the appropriate disciplinary action will be considered at the next available CMC meeting. It will be normal practice to issue a warning in the first instance.
- The Club fully supports the FA Child Protection Policy and will act in accordance with the policy statement.

APPENDIX 1 - GOAL POST SAFETY

Following a number of serious injuries and fatalities the FA have issued specific guidelines.

It is the responsibility of the Team Manager and coaches to ensure that this code is adhered to.

- For safety reasons goal posts 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 either pinned or weighted to prevent them toppling forward.
- It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
- Metal hooks on goal posts are not recommended - goalposts of this nature are not recommended to be used.
- Homemade goalposts have been the cause of a number of deaths and injuries. Such goalposts should, under no circumstances, be used.
- Regular Inspections of goalposts should be carried out to check that they are kept properly maintained.
- If the posts fail to remain secure during this procedure, it is necessary to re-stabilise the equipment and carry out the same procedure again.

All Managers, Coaches and Match Officials belonging to the Club will apply this code for coaching sessions and Matches

APPENDIX 2 - MINI SOCCER (U12 AND BELOW)

The Club is a member of the South Bucks Mini Soccer Conference and fully supports the rules adopted by the Conference which are based on the FA rules and guidelines for mini soccer.

- The FA deems Mini-Soccer the most appropriate and fun introduction to football. It allows greater involvement in the game, with more touches, dribbles and passes.
- Mini-Soccer is the appropriate introduction to football. All available research and observation shows that children will have more fun and learn more playing- a game with smaller teams and modified rules. Mini Soccer is, therefore, a game children can actually play rather than struggling to understand a game created for adults.

If children are to enjoy and take part in soccer they need to:

- **Feel success**
- **Take an active part in the game**
- **Learn to play as a team**
- **Understand the laws**
- **Develop soccer skills**
- **Be able to take part whatever their ability**
- **Develop fitness**

Team managers and coaches should be reminded that:

- i. The emphasis is on the enjoyment of competing fairly and having fun;
- ii. They are responsible for the behaviour of their players and spectators during games;
- iii. Winning at all costs is not acceptable and teams must play within the rules of the game;
- iv. No intimidation of referees or officials will be permitted.

What can children expect from adults?

- Remember that children are often easily led, anxious to please and prone to over-enthusiasm, and so plenty of praise and positive reinforcement is needed.
- Children find it hard to understand negative instructions and easier to understand positive reinforcement and this can frequently mean playing down the result and playing up the performance. This reduces the child's anxiety and decreases their worry about failing.
- Make sure the players play by the rules -the majority of children at these ages will not knowingly infringe the Laws of the Game.
- The laws of the game should be a guide for the Referee in Mini-Soccer with the spirit of the laws being more important than the letters of the law.

APPENDIX 3 - THE FA CHILD PROTECTION POLICY

- Every child and young person who plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football. We recognise, however, that child abuse is also a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken.
- The FA recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standard of care.
- Clear practices and procedures, in addition to a detailed training programme already under way, will ensure that everyone knows exactly what is expected of them in relation to the protection of children and young people within our sport. It is essential that those children and young people attracted to and participating in football are able to do so in a quality safe and enjoyable environment.
- In striving to attain this, the FA has the following objectives:
 - ✓ A requirement that The FA Premier League and The Football League include in their rules a policy statement concerning child protection.
 - ✓ A requirement that all bodies affiliated to The Football Association as Charter Standard Organisations, affiliated through the County Associations, which provide the opportunity to work with children and young people up to the age of eighteen, include in their rules a policy statement concerning child protection.
 - ✓ To provide ongoing development and training opportunities to all organisations as mentioned above.
- The aims of The FA Child Protection Policy are:
 - ✓ To develop a positive and pro-active position in order to best protect all children and young people who play football, enabling them to participate in an enjoyable and safe environment.
 - ✓ To deliver quality assured child protection training and build a network of tutors to facilitate this delivery, in conjunction with, and supported by, the NSPCC.
 - ✓ To demonstrate best practice in the area of child protection.
- The key principles underpinning this 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 identity.
 - ✓ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- ✓ Working in partnership with children and young people and their parents/carers is essential. Social Services Departments have a statutory responsibility to ensure the welfare of children and young people.

APPENDIX 4 - ANTI-DISCRIMINATION AND EQUAL OPPORTUNITIES

Football belongs to, and should be enjoyed by, everyone equally. The commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and to encourage equal opportunity. The following policies are at the heart of our club:

1. The 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.
2. 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.
3. We 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.
4. We are 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 in the wider context, within football as a whole.
5. We are committed to a policy of equal treatment of all members and require all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality. All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995.

Specifically discrimination is prohibited in:

6. Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
7. Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different to the requirements for others.
8. Imposing on individual, requirements which are in effect more onerous on that individual than they are on others. 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 and other matters (in other words all instances where those in control of members are required to make judgments between them) it is essential that merit, experience, skills and temperament are considered as objectively as possible.

We commit ourselves to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination. Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

We also commit ourselves to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting, assistance will be given wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.