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1. GENERAL POINTS

Selection Policies, Playing time and competitive games

Headley is an inclusive club and seeks to provide an environment, wherever possible, for all children to enjoy playing the game irrespective of ability. In this regard we do follow the FA guidelines for playing time, selection policies and competitive fixtures as detailed below;

U7 age group through to U11

- At these age groups the aim is to ensure not only the development and progression of the children involved but also their enjoyment and fun of the game. Games at these age groups are classified as non-competitive, non-results based and Managers/Coaches will where possible endeavour to allow players to get at least 50% of playing time. The two exceptions to this are;
- the competitive cup competitions where coaches will continue to include all available players in the squad but may choose to vary playing time of the players and;
- where a Manager/Coach identifies that a child's progressive development has not reached a certain level whereby it could compromise their safety on the field of play they may in consultation with the parent elect not to play the child
- At these age groups the Clubs role is to help players understand the Laws of the game, develop their personal skills in the four corners of the game (Technical, Psychological, Physical and Social) enable them to be listened to and feel success. Whilst not forgetting they appreciate and demonstrate good sportsmanship, form relationships and work together as part of a team. 9 V 9 Football at U11 age group still primarily focuses on the development of the player rather than the result of the match.

For U12 age group and above

- U12 – U18 football is classified as competitive football whereby Managers/Coaches can select the team based on abilities.

Paying by instalments

- In exceptional circumstances the club will agree to players paying for their annual membership in four instalments. Players wishing to do this must speak to their coach to agree this first. If on an instalment plan the following will apply;
- Annual membership will be split across four payments collected by CPA. If at the end of November monies are outstanding then that player will not be eligible to play in any games until the balance has been settled unless this has been explicitly raised by the coach and agreed with the Committee.

Deciding to leave the club / Refund of annual membership

We understand circumstances change and players may need or want to stop playing for their team at Headley. Out of courtesy we request that in such circumstance's players, or their parents/guardians notify their coach in writing of their intent to leave. In the event of player electing to leave the following will apply (subject to no other fees being owed by that player to the club);

1. Decisions to leave notified prior to the 31st of January will be reimbursed on a pro rata basis with each full month remaining through to the official end of the season as per Hampshire FA publicised dates being reimbursed
2. Notifications after 31st of January will not be subject to any refund of the annual membership payment
3. Upon leaving, players can be required to return all kit and equipment provided by Headey Youth FC including but not limited to: Home kit, away kit, training equipment, gloves, water bottles, balls etc.

Travel

Arrangements may be made to collect and return children to specific pick up points. The Club's responsibility stops and starts at these points. It is your responsibility to arrange safe travel to and from the pick-up points. If

you are ever delayed in collecting your child, please make every effort to contact the Club contact or the escorting helpers so we can discuss arrangements for your child.

Non-Football Activities

There may be occasions when your child is involved in planned and structured non-football activities such as a trip to the cinema, bowling or participating in a fund-raising event. The Club will have collected appropriate information in preparation for the activity (e.g. about the journey, the children's various needs and helper skills), identified any potential risks or dangers, minimised the risks and dangers by careful planning and precautions and made sure we know who is responsible for putting precautions into place (e.g. who will carry the First aid kit). This process is called a risk assessment.

Remote Supervision

There may be occasions when your child is involved in planned and structured unsupervised non-football activities (e.g. shopping trips whilst on tour). Players will only be permitted to participate in these activities if they are considered appropriate to do so. You will be informed prior to the event if any form of remote supervision will take place for such activities and the nature of these activities.

Photographs and recorded images

Headley Youth Football Club recognises the need to ensure the welfare and safety of all Young People. As part of this commitment adhere to the FA guidelines, permit photographs, video images or other images of Young People to be taken. We adhere to The FA Guidelines to ensure these are safe and respectful and used solely for the purposes for which they are intended, which is promotion and celebration of the activities of the Club and for training purposes.

If you do not wish your child to be photographed, please inform the Team Manager and Club Secretary.

2. COVID 19

Due to the recent COVID pandemic we have amended some of our rules and guidance. Currently there are strict restrictions on what we can and cannot do in relation to Football activities. Attached is the current rules as of the 1st June 2020.

Please can you discuss these rules with your player and support your coaches to help keep everyone safe.

Your child's team may be coming back to training, which will look and feel different to what the players have been used to. It is very important that all players, coaches and parents follow the guidance and rules to ensure the safety of all involved.

Training will take place in small bubbles of 5 players and a coach. These groups will be their group for the whole session and will not be mixed at any time during that session.

The pavilion will be available for hand washing before, during and after the session.

Equipment sharing will be avoided, and the equipment will be cleaned before each session.

A strict two metre social distance rule is in place and must be adhered to. If players are unable to do so, regrettably we may ask them to refrain from attending until restrictions are lifted further. The only exception to this would be where first aid is required and the trained first aider would need to prioritise the immediate wellbeing of the affected. We respectfully ask social distancing is complied with before and after session.

Social distancing does not make tackling, or close quarter activities possible, therefore there will be very little competitive type activities currently, and no game situations allowed.

Parent, please make sure you are available during the sessions in case there are issues with social distancing, but also further away from the bubble to ensure the session is not crowded and is distanced.

We ask that players only bring the minimum of possessions with them, for example an additional clothing layer and water bottle. Please do not bring any food or additional drinks other than what is needed in the session. If there is medication or medical reasons additional items need to be brought, please discuss with your coach. Water bottles are not to be shared.

If you, your player or anyone in your household exhibit any symptoms of COVID or feel unwell in line with latest government guidelines, please follow the required action which is usually not attending sessions until the self-isolating is finished or no longer required. Latest guidance, symptoms and help can be found here: <https://www.gov.uk/coronavirus>

The club take the safety of all our players, coaches, supporters and parents seriously, if you have any questions or concerns please feel free to contact me on 07881 372960. We know this is a difficult time, and we hope that this can help us towards some sense of normality. I am confident in the near future we will be back to tackling and experience some sort of game situation, but until further notice from the club, we must adhere to the rules to allow the restrictions to be lifted in the future.

Please can you confirm back to your manager that your household are in agreement with these rules before commencement of training.

3. CODE OF CONDUCT FOR PLAYERS, MANAGERS, COACHES, OFFICIALS & SPECTATORS

Headley Youth FC are very proud to be a FA Community Charter Standard Club, and we expect all Members of the club to abide by the **FA Respect programme** <http://www.thefa.com/get-involved/respect> and also, commit to abide by all rules from our respective leagues such as **North East Hants League rules** or any associated cup competitions or leagues.

4. PLAYERS

1. All players are to report for training and matches at the times stated. Any player unable to train or attend a scheduled match should notify their Team Manager 48 hours prior to the start of the activity. All players should make every effort to develop their own sporting abilities, in terms of skill, technique and stamina.
2. All players should have the correct attitude towards training, with a mix of enjoyment and serious commitment. They should give maximum effort and performance during games and training sessions. They should set a positive example to others, particularly young players and supporters.
3. Foul and abusive language will not be tolerated.
4. All players must adhere to Fair Play and abide by the Laws of the Game. Treat opponents with due respect at all times and accept defeat and success gracefully. Safeguard the well-being of opponents and avoid violence.
5. All players must show respect too and accept the match official's decision as final.
6. Any player incurring fines issued by either their county football association or local league will be suspended until such time as payment is made.
7. The club will provide a shirt, shorts and socks for matches, but players must provide themselves and wear proper footwear and shin pads.
8. No player must use prohibited or banned substances

9. When playing you will: always play to the best of your ability, play fairly – you won't cheat, complain or waste time; Respect team-mates, the other team, the referee or the coach/manager; Play by the rules, as directed by the referee; Shake hands with the other team and referee at the end of the game and listen and respond to what the coach/team manager tells you.

I understand that if I do not follow the Code, any/ all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

5. MANAGERS, COACHES AND OFFICIALS

1. Managers, Coaches and Officials must respect the rights, dignity and worth of each and every person and treat them equally. They show Respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
2. They must place the well-being and safety of each player above all other considerations, including the development of performance.

They must not discriminate anyone in relation to ethnic, religious or physical backgrounds. They must not exert undue influence to obtain personal credit and must recognise effort and achievement by players.

3. They must adhere to all guidelines laid down by governing bodies, including all qualifications and accreditations required by the Football Association to coach youth football.
4. They must not use or tolerate inappropriate language and must display a high level of behaviour. They must adhere to the laws and spirit of the game and promote Fair Play and high standards of behaviour.
5. They must not condone violations of the Laws of the Game, rules and regulations of the game.
6. They must prohibit the use of illegal substances and techniques.
7. When working with players, they will: Place the well-being, safety and enjoyment of each player above everything, and explain exactly what is expected of players and what they can expect from the coach.

6. SPECTATORS AND PARENTS

1. We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.
2. Remember children's football is a time for them to develop their technical, physical, tactical and social skills.
3. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/ carers at all times

I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success
- Always Respect the match officials' decisions

- Remain outside the field of play and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to Respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour
- Support the coaches in providing a safe environment for my child to train and play. In particular at training I will ensure I am present to collect my child from the actual training area and make the coach aware of my presence.

I understand that if I do not follow the Code, any/ all of the following actions may be taken by my club, County FA or The FA:

I may be:

- Issued with a verbal warning from a club or league official.
- Required to meet with the club, league or CFA Welfare Officer.
- Required to meet with the club committee.
- Obligated to undertake an FA education course.
- Obligated to leave the match venue by the club.
- Requested by the club not to attend future games.
- Suspended or have my club membership removed.
- Required to leave the club along with any dependents.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club. In any instance where the club is fined for my behaviour as a parent or supporter I understand I will be liable to pay that fine.

In General

Headley Youth Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal

and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs. Any breaches of the above will result in disciplinary action against those responsible.

Anti-bullying policy: <http://headleyyouthfc.co.uk/the-fa-anti-bullying-policy-for-clubs/>

Safeguarding children policy: <http://headleyyouthfc.co.uk/safeguarding/>

Club Grievance procedure applicable to Players, Coaches, Parents and Supporters

Raising a Grievance

In the first instance, persons should approach their respective Team Manager (or a Club Official if the grievance is against the Manager) and notify them that a grievance/complaint is being raised. Personnel must provide to their Team Manager or Club Official (normally the Club Secretary) a written statement (either hard copy or Email) explaining their grievance and the basis of it. All relevant points and factual supporting evidence should be clarified in the statement. The complainant will normally then be invited within 14 days of presenting the grievance to attend a meeting to discuss it. The complainant must take all reasonable steps to attend the meeting. Unless further investigation is required following the meeting, the complainant will be advised in writing of the outcome within 14 days or as soon as practicable after that. During an investigation if for some reason there is a delay in establishing outcomes for whatever circumstance all parties should be informed in writing by the lead person responsible for heading the investigation. If, at any time, a complaint is made against a Committee Member then this matter must be dealt with by the Chairperson. If the complaint is against the Chairperson, then the matter should be dealt with by the rest of the Management Committee.

Complaints involving Child Safety/Welfare

Complaints of a sensitive nature involving allegations of Child Abuse/Child safety or any Child concerns must be brought to the attention of the Child Welfare Officer (CWO) in the most confidential manner by either a verbal or written communication. Should an issue be raised in the form of verbal communication it must be followed up in writing within 48 hours. No

other Club members or Committee members are to be informed. The (CWO) will decide what action is to be taken based on the information received by the complainant following the disclosure. If, at any time, any person involved with the Club has a concern regarding the safety of any child they are encouraged to speak with the Child Welfare Officer in the strictest of confidence and no other party. Complaints of this nature will be dealt with under the direction of the (CWO) who may if required consult with senior Management Committee and then seek guidance from the DSO at Hampshire FA.

Appeals

The grievance\complaint and normally the outcome of the hearing are final. Should personnel wish to appeal, reasons for the appeal should be submitted in writing to the Club Secretary. When the individual is informed of the outcome of a disciplinary meeting, he/she will be advised of their right to appeal against the disciplinary decision. The basis of any appeal should be made in writing within seven (7) calendar days of notification of the disciplinary action. The individual will be invited within seven (7) days of putting in their appeal to attend an appeal hearing. Individuals attending appeal hearings have the same right to be accompanied as those attending disciplinary hearings. Unless further investigation is required, the decision in connection with the appeal should be notified in writing within seven calendar days of the appeal hearing or as soon as practical thereafter. If it is necessary to spend longer than seven days investigating the appeal the Club Secretary may advise accordingly. The outcome of any Club appeal is normally final. The grievance procedure may not normally be used for the purpose of appealing against a disciplinary decision. The grievance outcome and right to the grievance process will terminate upon the conclusion of any association with the Club by the complainant.

Whereby an individual is dissatisfied with the Club procedure and as such the complaint has not been seen to be investigated as per the written complaints procedure by time and fully taking into consideration both sides of accounts to any situation and has been deemed to be bias complainants can then seek to escalate their grievance to the County FA for subsequent intervention.

Any adult or young person with concerns about a colleague can also use whistle-blowing by contacting The FA's safeguarding team via email on safeguarding@TheFA.com. Alternatively personnel can go direct the Police or Children's Social Care and report concerns there, or they can contact the NSPCC Helpline via 0808 800 5000 or by emailing help@nspcc.org.uk

Consent of Parent/Legal Guardian

I give consent for my son/daughter to participate in Football Club's events and agree to the conditions outlined above. I accept that it is my responsibility to inform the club directly of any changes to the details recorded on this form. I agree to be accountable for the payment of any fines or costs of appeals incurred by the club arising directly from my actions or behaviour within 14 days of the fines being confirmed by Hampshire FA.

I agree to my child being registered as a player with Headley Youth Football Club and understand that he/she is not allowed to play for another club whilst registered. Boys or Girls wishing to change clubs are requested to make an application through their manager.

I understand that the Club accepts no responsibility for any injury that my child may sustain whilst playing for the Club. It is also agreed that I have no objection to my child receiving treatment from the qualified First Aider in attendance pending treatment from fully qualified personnel should it be necessary and that no action will be taken against that person or the Club in such an event.