

APPENDIX

Resources

This section contains a collection of information and templates you and your club may find useful in assisting with day-to-day administration

Resource A: Suggested Club Rules



1. Name

The Club shall be called
..... (the "Club").

2. Objects

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

3. Status of Rules

These Rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. Club Membership

(a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

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

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

(c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Minutes Secretary and up to five (5) other members, all elected at an Annual General Meeting ("AGM").

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall

have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the , or in their absence the The quorum for the transaction of the business of the Club Committee shall be three (3).

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

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

(a) An 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 members of the Club Committee; and
(iv) consider any other business.

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

(c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members,



stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- (e) The quorum for a General Meeting shall be
- (f) The Chairperson, or in their absence a member selected by the Club Committee, 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 Chairperson of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club:
 - (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- (g) The Club shall prepare an annual "Financial Statement" in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

- (h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.
- (i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

- (j) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

AT ITS FIRST MEETING FOLLOWING EACH AGM, THE CLUB COMMITTEE SHALL APPOINT A CLUB MEMBER TO BE RESPONSIBLE FOR EACH OF THE CLUB'S FOOTBALL TEAMS. THE APPOINTED MEMBERS SHALL BE RESPONSIBLE FOR MANAGING THE AFFAIRS OF THE TEAM.

Resource B: Anti-discrimination & Equal Opportunities



As the governing body of the game, The FA is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to work towards the elimination of discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion, ability or disability and to encourage equal opportunities.

The following policies should be at the heart of your club's activities.

Anti-Discrimination Policy for Clubs

- (1) Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- (2) Equality of opportunity at Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- the advertisement for volunteers;
- the selection of candidates for volunteers;
- courses;
- external coaching and education activities and awards;
- football development activities;
- selection for teams;
- appointments to honorary positions.

- (3) 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.
- (4) Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.

Equal Opportunities Policy for Clubs

- (1) Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- (2) 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:
- 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;
 - 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;

- imposing on an individual, requirements which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex;
- victimisation of an individual;
- harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination);
- any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the club's recruitment, selection, promotion and training processes, as well as disciplinary and other matters (in other words all instances where those in control of members are required to make judgements between them) it is essential that merit, experience, skills and temperament are considered as objectively as possible.

- (3) Football Club commits itself 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.
- (4) 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.
- (5) Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting, assistance will be given wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Resource C: Goalpost Safety Guidelines

The FA, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

For safety reasons, goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.

- Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling 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.
- Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
- Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
- Portable goalposts should not be left in place after use; they should be dismantled and removed to a place of secure storage.

It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should, if possible, be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.

Goalposts which are home-made or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.

Guidelines to prevent toppling:

- follow manufacturer's guidelines in assembling goalposts;
- before use, adults should:
 - ensure each goal is anchored in its place;
 - exert a significant downward force on the cross bar;
 - exert a significant backward force on both upright posts;
 - exert a significant forward force on both upright posts.

These must be repeated until it is established that the structure is secure. If not, alternative goals / pitches must be used.

For reference, you should note that The FA and BSI have developed two standards for goalposts - BSEN748 (2004) for full-size goals and BS8462 (2005) for all other sizes. There is also a code of practice standard - BS8461 (2005). Further details are available from TheFA.com/GetIntoFootball/ facilities.

Remember to use all equipment, not just goalposts, safely at all times.

Resource D: Risk Assessment / Goalpost Safety Form

Venue:

Date of check:

Name and position of person doing check:

Playing / Training Area

Check that the area and surroundings are free from obstacles

Is the area fit and appropriate for activity? Yes No
Please outline the hazard, who may be at risk, and action taken, if any:

Goalposts

Check that posts are both safe and anchored for activity and suitable for age group / activity

Are the goalposts safe and appropriate for activity (see Goalpost Safety leaflet)? Yes No
Please outline unsafe equipment, who may be at risk, and action taken, if any:

Players

Check that the Players' Register is up to date with medical information and contact details

Is / are the register(s) in order? Yes No
Please outline current state and action taken, if any:

Check that players are appropriately attired and safe for activity

Are players appropriately attired and safe for activity? Yes No
Please outline unsafe equipment / attire and action taken, if any:

Emergency Points

Check that emergency vehicles can access facilities, a working telephone is available with access to emergency numbers, and that exit points are clear

Are emergency points checked and operational? Yes No
Please outline the issues and action taken, if any:

Is a working telephone available? Yes No
Please outline the issues and action taken, if any:

Safety Information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the Club? Yes No
Please outline what information is missing and action taken, if any:

Signed: Date:

Name (print):

Resource E: Club Complaints Procedure



In the event that any member of the club feels that he or she has suffered discrimination in any way or that the club's Policies, Rules or Codes of Conduct have been broken, they should follow the procedures here.

- (1) They should report the matter to the Club Secretary or another member of the Club Committee. The report should include:
 - details of what, when and where the occurrence took place;
 - any witness statement and names;
 - names of any others who have been treated in a similar way;
 - details of any former complaints made about the incident, date, when and to whom;
 - a preference for a solution to the incident.
- (2) The Club's Management Committee will sit for any hearings that are required.
- (3) The Club's Management Committee will have the power to:
 - warn as to future conduct;
 - suspend from membership;
 - remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

If the complaint is in regard to the Club's Management Committee, the member has the right to report the discrimination to the relevant County FA.



Resource F (i) - Membership Register

Club:

Name	Address	Date of Birth	Date In / Out

Resource F (ii) - Training Attendance Register

Age Group:

Name	Date										

Resource G: Membership Registration Form / Parental Consent Form

Full name:
 Home address:
 Post code:

Ethnic origin (please tick)

White Chinese Black African Black Caribbean

Black Other Pakistani Indian

Other (please specify):

Player position (if applying as a player member) (please tick)

Goalkeeper Defender Midfield Forward

Non-playing skills (please tick)

Coach Administrator Fund-raising Other

Education Details (if applicable)

School:

Head teacher: PE teacher:

Address:

..... Post code:

Current school year: Telephone no:

Medical Details

Please indicate if you have any medical condition we should be aware of (eg, asthma):

.....

Emergency Parent / Carer Details

Status (please tick): Mr Mrs Ms Other:

Full name:

Emergency telephone no.: Mobile no.:

In the event that the above named person cannot be reached, please give two extra emergency contact names and numbers:

Name: Emergency telephone no:

Name: Emergency telephone no:

Parental Consent

In the event that my son / daughter is injured while playing football / travelling to or from football events and I cannot be contacted on the above number, I hereby give my consent for my child to receive medical attention. I also agree to be bound by and to observe the Club Rules and the Rules and Regulations of The Football Association Limited and Football Association, and all competitions in which the club participates. I enclose £..... as a membership fee to be repayable if this application is not successful. I further consent to disclosure by the relevant County Football Association.

Signed: Date:

Name (print):

Please note that it is important to appropriately store the contact and medical details of under 18s, and that this information should only shared with and be used by those officials who have a specified need, such as a team manager when taking a group to away games.

It may benefit your club to have an additional consent for for the taking of photographs and video to promote the club. Additionally, you may wish to check on childrens' ability to swim and to seek consent for wider club activities. For more information on this, download the Safeguarding Children Travel, Trips and Tournaments guidance available on TheFA.com/footballsafes.

Resource H: Dealing with an Incident / Accident Incident / Accident Report Form

Name of club:

Site where incident / accident took place:

Name of person in charge of session / competition:

Name of injured person:

Address of injured person:

.....

.....

Post code:

Date and time of incident / accident:

Nature of incident / accident:

Give full details of how and precisely where the incident / accident took place. Describe what activity was taking place (eg, training programme, getting changed):

.....

Give full details of the action taken, including any first aid treatment and the name(s) of the first aider(s):

.....

Were any of the following contacted (please tick)?

Police Ambulance Fire Service Parent / Guardian

What happened to the injured person following the accident (eg., went home, went to hospital, carried on with session)?:

.....

All of the above are a true and accurate record of the incident / accident

Signed: Date:

Name (print):

Incident Guidelines

- (1) Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- (2) Listen to what the injured person is saying.
- (3) Alert the first-aider who should take appropriate action for minor injuries.
- (4) In the event of an injury regarding specialist treatment, call the emergency services.
- (5) Deal with the rest of the group and ensure that they are adequately supervised.
- (6) Do not move someone with major injuries - wait for the emergency medics.
- (7) Contact the injured person's parent/guardian.
- (8) Complete this incident / accident report form.

Resource I (i): Player Annual Review Form

Another season has come and gone. Firstly, we would like to thank every one of the players, coaches managers, officials, volunteers, administrators, parents and supporters for all their hard work this season.

In order for the club to continue to develop, the Committee would appreciate five minutes of your time to complete this form.

Player:

(1) Age group and coach:

(2) Did the coach help you to learn any new skills / techniques at training?:

(If not, why not?)

(3) Were the training sessions enjoyable?:

(If not, why not?):

(4) What did you enjoy most about the training sessions?:

(5) What would you most like to change at training?:

(6) Did you play competitive football this season?:

(If not, why not?):

(7) Do you want to play competitive football next season?

(If yes, which age group? If not, why not?):

(8) Have you any new ideas to help improve the club?:

The club would like to thank you for completing this form.

Please return to:

Resource I (ii): Coach Annual Review Form

Another season has come and gone. Firstly, we would like to thank every one of the players, coaches managers, officials, volunteers, administrators, parents and supporters for all their hard work this season.

In order for the club to continue to develop, the Committee would appreciate five minutes of your time to complete this form.

Coach name:

(1) Which age group did you coach:

(2) Did the you have sufficient...:

Space?:

Equipment?:

Support?:

Time?:

If not, how could this be improved?:

(3) Do you feel your players learned new skills / techniques this season?:

(4) What aspects of your training sessions were you pleased with?:

(5) What areas would you like to improve?:

(6) Did your team have sufficient competitive opportunities at the right level this season?:

(If not, why not?):

(7) Are there any training courses you would like to attend?

(If yes, do you have any specific courses in mind?):

(8) Have you any new ideas to help improve the club?:

The club would like to thank you for completing this form.

Please return to:

Resource I (iii): Parent Annual Review Form

Another season has come and gone. Firstly, we would like to thank every one of the players, coaches managers, officials, volunteers, administrators, parents and supporters for all their hard work this season.

In order for the club to continue to develop, the Committee would appreciate five minutes of your time to complete this form.

Parent / Guardian:

(1) Age group and coach:

(2) Do you feel your child learned any new skills / techniques at training?:

(If not, why not?)

(3) Does your child enjoy coming to training sessions / competitive games?:

(If not, why not?):

(4) Does the coach have a good rapport with...:

(a) your child?:

(b) the team?:

(If not, how do you think this could be improved?):.....

(5) Are you happy to leave your child in the care of their coach?:

(If not, why not?):

(8) Have you any new ideas to help improve the club?:

The club would like to thank you for completing this form.

Please return to:

Resource J: Club Meeting Minutes

Club:

Date of meeting:

Present:

Apologies:

Action points:

Meeting Minutes

Club Meeting Agenda

- Apologies
- Action points from last meeting
- Financial matters
- Team matters
- Special events
- Any other business

Club AGM Agenda

- Apologies
- Notes from last AGM
- Chairperson's report
- Secretary's report
- Annual accounts
- Elections (Chairperson / Vice-Chairperson / Secretary / Treasurer / Committee)
- Any other business

Action	Responsible	Timescale

Date of next meeting:

Resource K: Club Safeguarding Children Policy Template

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.

1. (Insert name) FC 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 (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. 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, race, sexual orientation, faith or belief
 - 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/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) FC recognises that this is the responsibility of every adult involved in our club.

3. (Insert name) FC 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 FA's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - Specify what the role is and what tasks it involves
 - Request identification documents
 - As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
 - Ask for and follow up with two references before appointing someone
 - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current (insert name) FC members who are regularly caring for, supervising, training or being in sole charge of 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 (insert name) FC guidance will be sought from The FA. 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) FC supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA or alternatively by going direct to the Police, Children's Services or the NSPCC. (Insert name) FC encourages everyone to know about it and utilise it if necessary.

6. (Insert name) FC has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person.

The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of RESPECT, poor practice and abuse amongst club members.

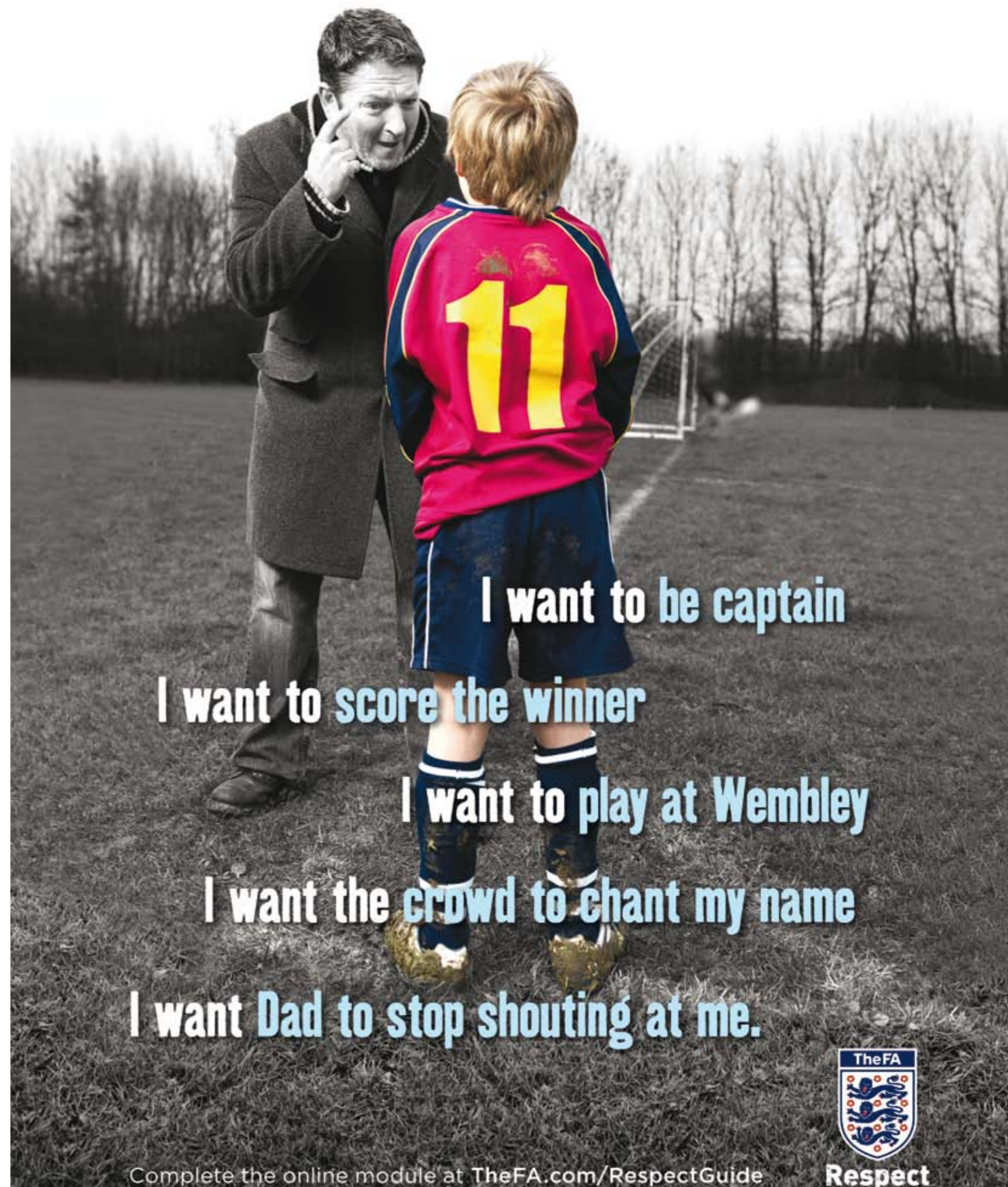
7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

8. RESPECT Codes of Conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by (insert name) FC. In order to validate these RESPECT Codes of Conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice, the Club Welfare Officer will either:
 - deal with the matter themselves; or
 - seek advice from the CFA Welfare Officer.
- iii. If the concern is more serious- eg possible child abuse – then contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - contact your CFA Welfare Officer directly;
 - contact the Police or Children's Services;
 - call The FA/NSPCC 24 hour Helpline for advice on 0808 800 5000 or Deaf users text phone 0800 056 0566.

10. Further advice on Safeguarding Children matters can be obtained from:
 - (insert Club and County Welfare Officers' contact details)
 - (insert County FA Welfare Officer details)
 - www.TheFA.com/Footballsafesafe / Footballsafesafe@TheFA.com
 - The FA Safeguarding Children enquiry line: 0845 210 8080



Complete the online module at TheFA.com/RespectGuide

Respect