



CLUB HANDBOOK

CONTAINING THE CLUB'S SAFEGUARDING CHILDREN POLICY, CODE OF CONDUCT AND CLUB RULES

Please keep in a safe place

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SAFEGUARDING CHILDREN POLICY

The Safeguarding Children Policy has been set up to protect all children and young persons within Killamarsh Dynamos Athletic Football Club (here after known as KDAFC).

These procedures apply to anyone involved in KDAFC, whether it be Managers, Coaches, parents/guardians or Club Officials. It is the responsibility of every adult to ensure that our Safeguarding Children Policy is adhered to. For this reason all parents/guardians of children and young persons involved in KDAFC are required to sign the Safeguarding Children Declaration prior to the start of each season. Any child or young person who's parent/guardian has not, or will not, sign the declaration will not be registered with KDAFC. If at any time during the football season any parent/guardian is found not to be adhering to the policy their child or young person will be suspended from playing and possibly de-registered.

Any concerns regarding a child or young person, whether it be from a Manager, Referee, parent/guardian, Club Official or the child or young person themselves, should be reported to the Club's Safeguarding Children Officer.

THE AIMS OF THE CLUB ARE:

- To provide a safe and enjoyable environment in which all children and young persons can participate.
- To protect all children and young persons from abuse, regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
- To safeguard the welfare of all children and young persons by protecting them from physical, sexual or emotional harm and from neglect and bullying.

WE WILL DO THIS BY:

- Ensuring that any person actively involved, in any capacity, with KDAFC has a valid Certificate of Safeguarding Children Registration card issued by the Sheffield & Hallamshire County Football Association.
- Excluding known abusers.
- Treating all suspicions and allegations of harm/abuse seriously and responding swiftly and appropriately.
- Following the F.A.'s Safeguarding Children Procedures and Regulations, a copy of which is available from the Club's Child Welfare Officer.

DEFINITION OF CHILD ABUSE:

An abused child or young person is someone under the age of 18 years who has suffered physical injury, physical neglect, non-organic failure to thrive, emotional or sexual abuse which the person or persons who had custody, charge of care of the child or young person either caused or knowingly failed to prevent.

PHYSICAL: Actual or likely physical injury to a child or young person or failure to prevent physical injury (or suffering) to a child or young person including deliberate hitting, shaking, squeezing, poisoning or suffocation.

NEGLECT: Actual or likely persistent or severe neglect of a child or young person including failure to protect a child or young person from exposure to any kind of danger (e.g. cold, starvation, being left unattended, not seeking appropriate medical attention), or extreme failure to carry out important aspects of care, resulting in the significant impairment of a child's or young person's health or development.

SEXUAL: Actual or likely sexual exploitation of a child or young person by an older person, often a familiar adult, who induces that child or young person to be involved in sexual activity which he/she does not truly comprehend and to which he/she is unable to give informed consent. The abuser may use bribes, threats or physical force to persuade the child or young person to participate in sexual activity. It also includes inappropriate physical contact e.g. through inappropriate supporting, treatment or touching.

EMOTIONAL: Actual or likely severe adverse effects on the emotional behavioural development of a child or young person caused by persistent or severe emotional ill treatment or rejection.

This includes persistent scapegoating, criticism, bullying, harassment, ridiculing, belittling, frequent shouting, taunting or unrealistic pressure to perform.

BULLYING: Deliberate hostility and aggression, towards a child or young person, usually over a long period of time by a stronger more powerful person. It can be physical, verbal or emotional.

EMERGENCY CONTACT NUMBERS

Clay Cross Social Services	-	(01246) 348 888
NSPCC	-	0808 800 5000
Police Protection Unit, Chesterfield	-	(01246) 220 100
Police Safeguarding Children Unit, Sheffield	-	(0114) 220 2020
Childline	-	0800 11 11
National Drugs Helpline	-	0800 776 600
Anti-Bullying Campaign	-	(0207) 378 1446

A CODE OF CONDUCT FOR FOOTBALL

Football is the national game. All those involved in the game at every level and whether as a player, Match Official, Coach, Owner or Administrator, have a responsibility, above and beyond compliance with the law, to act accordingly to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of the Football Association.

Community - Football at all levels, is a vital part of the community. Football will take into account community feeling when making decisions.

Equality - Football is opposed to discrimination of any form and will promote measures to prevent it, whatever form, from being expressed.

Participants – 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. Football is committed to appropriate consultation.

Young People – Football acknowledge the extent of its influence over young people and pledges to set a positive example.

Propriety – Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

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.

Fairness – Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play – Football is committed to the principle of playing to win consistent with Fair Play.

The FA Code of Conducts can be found here –

<https://www.thefa.com/get-involved/respect/play-your-part>

And are broken down below in further detail.

CODE OF CONDUCT FOR MANAGERS

Managers are key to the establishment of ethics of football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Managers are, therefore, expected to pay particular care to the moral aspects of their conduct.

Managers 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 Managers. This code is not intended to conflict with that. However, the code calls for Managers to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from Managers involved in coaching young people. The health, safety, welfare and moral education of young people are first priority, before the achievement or the reputation of the Club, School, Coach or parent.

Set out below are the standards required by KDAFC:

- 1) Managers must respect the rights, dignity and worth of each and every person and treat each equally within the context of sport.
- 2) Managers must place the well-being and safety of each player above all other considerations, including the development of performance.
- 3) Managers must adhere to all guidelines laid down by governing bodies.
- 4) Managers must develop an appropriate working relationships with each player based on mutual trust and respect.
- 5) Managers must not exert undue influence to obtain personal benefit or reward.
- 6) Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
- 7) Managers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 8) Managers should, at the outset, clarify with players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- 9) Managers must co-operate fully with other specialists (e.g other Managers, Officials, Sport Scientists, Doctors, Physiotherapists) in the best interests of the player.
- 10) Managers must always promote the positive aspects of the sport (e.g fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- 11) Managers must consistently display high standards of behaviour and appearance.
- 12) Managers must not use or tolerate inappropriate language.

CODE OF CONDUCT FOR PLAYERS

Players are the most important people in the sport. Playing for the team, and for the team to win, is the important fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

Obligations towards the game

A player should:

- 1) Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- 2) Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- 3) Set a positive example for others, particularly young players and supporters.
- 4) Avoid all forms of gamesmanship and time-wasting.
- 5) Always have regard for the best interests of the game, including where publicly expression an opinion on the game and any particular aspect of it, including others involved in the game.
- 6) Not use inappropriate language.

Obligations towards your own team:

A player should:

- 1) Make every effort consistent with Fair Play and the Laws of the Game to help his/her own team win.
- 2) Resist any influence which might, or might not be seen to, bring into question his commitment to the team winning.

Respect for the Laws of the Game and the Competition Rules

A player should:

- 1) Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- 2) Accept success and failure, victory and defeat, equally.
- 3) Resist any temptation to take banned substances or use banned techniques.

Respect towards Opponents

A player should:

- 1) Treat opponents with due respect at all times, irrespective of the result of the game.

- 2) Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.
- 3) Always shake hands with the opposition at the end of the game.

Respect towards the Match Officials:

A player should:

- 1) Accept the decision of the Match Official without protest.
- 2) Avoid words or actions which may mislead a Match Official.
- 3) Show due respect towards Match Officials.

Respect towards Team Officials

A player should:

- 1) Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- 2) Show due respect towards the Team Officials of the opposition.

Obligations towards the Supporters:

A player should:

- 1) Show due respect to the interests of supporters.

CODE OF CONDUCT FOR TEAM OFFICIALS

Obligations towards the Game

The team official should:

- 1) Set a positive example for others, particularly young players and supporters.
- 2) Promote and develop his/her own team having regard to the interest of the Players, Supporters and reputation of the national game.
- 3) Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- 4) Avoid all forms of gamesmanship.
- 5) Show respect to Match Officials and others involved in the game.
- 6) Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- 7) Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should:

- 1) Make every effort to develop the sporting, technical and tactical levels of the Club/Team, and to obtain the best results for the team, using all permitted means.
- 2) Give priority to the interests of the team over individual interests.
- 3) Resist all illegal or unsporting influences, including banned substances and techniques.
- 4) Promote ethical principles.
- 5) Show due respect for the interests of the players, Managers and Officials , their own Club/Team and others.

Obligations towards the Supporters:

The team official should:

- 1) Show due respect for the interests of supports.

Respect towards the Match Officials

The team official should:

- 1) Accept the decisions of the Match Official without protest.

- 2) Avoid words or actions which may mislead a Match Official.
- 3) Show due respect towards Match Officials.

CODE OF CONDUCT FOR PARENTS/SPECTATORS

Parents/Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within our Club it is important that parents/spectators give positive encouragement and so contribute to:

- Children enjoying football
- A sense of personal achievement
- Self-Esteem
- Improving the child's skills and techniques.

A parent's/spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players
- Officials
- Managers
- Spectators

Parents/spectators should always be positive and give encouragement towards all of the children not just their own.

Parents/Spectators should:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not shout, scream or criticise any child or young person.
- Not use foul, racist or abusive language.
- Respect the referee's decision
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.
- Be responsible for getting to and from matches and training.
- Inform the Manager if your child is ill, injured, late or not attending.
- Make sure your child has a drink before, during and after play.
- Make sure your child wears appropriate footwear, shin pads and clothing at all time.s

Alcohol is not permitted at any KDAFC fixtures, either home or away.

Parents/spectators must agree and adhere to our Club's Code of Conduct. Failure to do so may result in your child being suspended or ultimately, de-registered.

ANTI-DISCRIMINATION POLICY

- Killamarsh Dynamos Athletic 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.
- Equality of opportunity at Killamarsh Dynamos Athletic 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 of 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.
- Killamarsh Dynamos Athletic 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.
 - Killamarsh Dynamos Athletic 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 within football as a whole.

EQUAL OPPORTUNITIES POLICY FOR CLUBS

- Killamarsh Dynamos Athletic Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level of 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 by:
 - 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 from 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 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, by virtue of 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 matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- Killamarsh Dynamos Athletic 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.
- Any member found guilty of discrimination will be instructed to desist forthwith. Such discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.
- The 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, whenever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

CLUB RULES

AIMS OF THE CLUB

1. The Committee will provide a good financial and supportive back up for Managers, players and parents at all times.
2. It will sort out any disagreements.
3. It will keep up-to-date with issues relating to the game of football and will inform all members of any relevant changes immediately.
4. It will follow policies relating to children and young persons and have a Safeguarding Children Policy (enclosed). Every parent whose child is connected with KDAFC will be required to sign the appropriate form to say that they have read, and agree to follow the guidelines set out.

FEES

1. A set registration fee will be determined and agreed each year by the Club's Committee based upon the Treasurer's predicted expenditure for the forthcoming season. This must be paid in full before the start of the season. Should you incur any financial difficulties in paying this please contact your Team Manager. An agreed payment plan, either monthly or weekly can be arranged. This fee includes insurance.
2. Weekly subscription fees, which will cover match subs and training fees, will be determined and agreed each year by the Club's Committee based upon the treasures predicted expenditure for the forthcoming season.
3. End of Season presentation night to be paid for by way of tickets. All players and their siblings who are aged 4 and under will be given a free ticket. The cost of tickets will be determined by the Committee and based on the cost of the evening. All teams are expected to attend.
4. Any player not having paid match subs for 2 weeks may be suspended by their Manager. If payment is still outstanding after 1 month the Committee may withhold the player's registration card until payment is brought up to date. Should payment not be received by the end of the season the Club will notify the League.
5. If any team wish to collect additional money i.e. bonus ball, one hundred club or get sponsors to raise money for purchasing of sweatshirts etc then this is fine. The collecting of such money should be documented and available for the Committee to see if it wishes. All parents need to sign this documentation which is available from the Manager. If any payment has been made for sweatshirts etc by a parent then the item is then theirs to keep even if they do no play for KDAFC in future seasons.

PITCHSIDE FUNDING

The Club asks each team to run a bonus ball or similar at home matches to pay for the referee. Any excess monies generated can be held by the team for purchasing additional items not provided specifically by the club.

CLUB MEMBERSHIP

Upon signing for Killamarsh Dynamos each player becomes a member of the club. All parents are classed as members by association. Any parent can get involved with developing the club by becoming a committee member and helping the club to move forward and develop. This is actively promoted by all existing members of the committee. Committee Members can only stay in position whilst their child is still a member or they have been made a Life Member.

RELATIONSHIP WITH KILLAMARSH JUNIORS CLUB & INSTITUTE

All parents of signed players (members) of Killamarsh Dynamos are automatically entitled to use the facilities of the above club and are actively encouraged to do so. In using the facilities, you have to abide by the rules of the club.

Killamarsh Juniors does have a full member upgrade which carries a small annual fee but this does entitle the member to access special events (Kids Christmas Party, Halloween Party etc.) as well as reduced beer prices.

INSURANCE

The Club has Public/Products Liability as well as Sports Personal Accident Injury cover for all players. A copy of this policy is available upon request.

FINES

Any fines incurred due to bad behaviour by parents/spectators will be automatically directed to the perpetrator for payment. If the offender does not make payment the fine will be directed to the team for payment.

All fines incurred by a player will be paid by the player. The only exception to this is a fine resulting from a miss-timed tackle. In this case the Club will pay a players first fine. Subsequent fines for this offence will be paid by the player. If payment is not made, the fine will be directed to the team for payment. The player will be reported to the League and their registration suspended until the fine is paid.

SAFETY

1. Players/parents are responsible for their own belongings and must ensure they are kept safe.
2. **ALWAYS** wear shin guards for matches and training (if not worn you will not be permitted to play in training or a match). Micro Shin-Pads are NOT permitted for matches or training.
3. **REMOVE** all items of jewellery (watches, rings, necklaces, earrings) to reduce risk of damage to yourself and others.

TRAINING AND MATCH ATTENDANCE

1. Players should attend training whenever possible. Anyone not attending a training session and/or match should notify their Manager as soon as possible. No prior notification of non-attendance could lead to substitution.
2. Everyone should be prompt to training and matches.
3. More than one trainer should be in attendance. The ratios are, for children between the ages of 3 and 7 – 1 adult to 8 children and for children 8 years over – 2 adults up to a maximum of 20 children (preferably one of each gender when the group consists of both sexes).
4. It is the player/parent/guardian's responsibility to make sure that the right and adequate footwear and clothing is worn for all training sessions and matches.
5. A kit will be provided for matches only or when representing the Club. It is the parent's responsibility to launder the kit, which remains the property of Killamarsh Dynamos and will be replaced every 3 years (if funding permits). It must be returned to your Manager should your child stop playing for the Club. **The kit is provided for match attendance only and should not be worn at any other times.**

ANNUAL FUN DAY

Each year the Clubs holds a fun day, usually Sunday before the Bank Holiday in August. This day is a very important event in the Clubs calendar as the money raised goes towards the purchase of new kits, balls, nets etc which is of benefit to the whole Club.

It is organised by the Committee members and Team Managers. This event could not take place without the help of the parents ie the selling of raffle tickets, burger stalls, sweet stalls etc. We try to start the general organisation for the event in January. If you have any ideas for this event then please contact either a Committee member or your Team Manager. All parent's help is gratefully received.

CLUB SOCIAL EVENTS

Throughout the season the club aims to run a number of function nights. These can be varied, and the aim is to get parents of all teams together for a social evening that does not focus on football and just the team you are involved with. It also allows the club to generate additional funds which is fed back to the teams to keep the costs of participation down.

For example, we have done comedy nights, race nights and music events. These are all promoted on our social media pages, and we ask all to get involved.

END OF SEASON PRESENTATION

In May the Club holds the annual presentation night. This is usually split into three nights in order to accommodate all the teams comfortably.

The aim of the night is to reward all the players by giving each one a trophy. The Managers also give special trophies for individuals who have shown particular qualities within their teams. All teams are expected to attend.

Only Club trophies should be given out at Presentation Nights.

AGM

The Annual General Meeting for Killamarsh Dynamos takes place at the end of the season in June. The Committee will advise the parents, via the Managers, of the exact date, time and venue.

All parents are encouraged to attend the meeting. Anyone wishing to join the Committee should be nominated and seconded, in writing, 7 days prior to the AGM.

COMPLAINTS PROCEDURE FOR ANYONE WITHIN KILLAMARSH DYNAMOS

If you have a complaint please put this in writing and place it in a sealed envelope marked for the attention of the Club Secretary. This can be passed via your Team Manager or Committee member. Please refrain from telephoning Committee members at home in relation to a complaint – **follow the procedure above.**

If it is felt that the complaint is significant then the perpetrator will be brought before the Committee and their future with Killamarsh Dynamos will be discussed. Any decisions reached will be put in writing and will be final.

NOTES

REVIEWED – 04/04/2024