



Organization

Your

September 2024
Volume 1, Issue 1

T1D YFC

Club Handbook 2024/25

WELCOME

At T1D, we aim to nurture and encourage young talent. Kids loving football is what inspires us. It isn't about winning every cup, league or game, but about setting an example of excellence in the way we do things. We pride ourselves on being more than just a football club—we are a family. As a new club, we want to change up the culture and provide an environment that is inclusive and encouraging, yet challenging enough for our young people to set big goals and build up their skills to achieve them.

Our team of community coaches offer high level coaching and training plans that focus on player development and fun! We focus on player development, both on and off the pitch. We encourage our young players to look beyond the scores and statistics and see the value of improving not just technical football skills, but also critical skills, such as leadership, problem-solving and teamwork

CORE VALUES

- Fun, Friendly, Fair**—we are committed to making our club a place where everyone enjoys themselves, feels welcome and plays fairly. We want T1D Football Club to be a place where players remain throughout their development, enjoying every step of the journey.
- Inclusivity**— we welcome players of all backgrounds ensuring that everyone, regardless of experience or medical condition, is valued and welcomed in our team
- Community Spirit**—Our club is a family. The support and unity of parents, players and volunteers makes us strong—fostering a true sense of belonging and teamwork
- Respect & Fair Play** —we uphold fairness, sportsmanship and respect for everyone—teammates, opponents and officials alike. These principles guide our actions both on and off the field.
- Determination and Resilience**—the tenacity and determination of our players, especially those living with Type 1 diabetes, are the foundation of our club. Their resilience insures us all to face challenges head-on.



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Owen Broadway

Club Manager & Head Coach



Paul Cretu

Vice Chair & Assistant Manager



Claire Broadway

Chair

MEET YOUR COMMITTEE



Tiffany Kerr

Secretary



Lyndsey Dunn

Child Welfare Officer



Victoria Bullivant

Registrations Secretary

Email:



Charlie Dunn

Treasurer



Caption describing picture or graphic

OUR HISTORY

T1D Football Club was founded in 2023, by a dad whose son was diagnosed with Type 1 diabetes at a young age. Driven by a dream to create a football team to raise awareness for Type 1 diabetics, he founded the club with that vision.

Our name and our values remain deeply rooted in this origin, honouring the spirit with which the club was created.

Midway through 2023 season, the founding father had to step away, and a new committee took over the team, with an intention of continuing on with his dream.

Under new leadership, T1D Football Club has evolved to be an all inclusive club, welcoming players of all backgrounds—whilst staying true to its original mission.

The tenacity and determination of our Type 1's, form the foundation of T1D's heartbeat. It is the community spirit of you—our parents and players—that make us a community—*One Family.*



THE T1D FOOTBALL PLAYER

There are 4 core areas that our coaches work on to develop the T1D Football Club Player:

1. *Social*

We want to develop leaders, both on and off the pitch

2. *Psychological*

We want to develop resilient, confident and self assured decision makers

3. *Technical*

We want to develop intelligent and creative games players

4. *Physical*

We want to develop players who are athletic, who have a strong physical platform to play football or any other sport they wish

"I believe football teaches the values of teamwork, resilience, hard work, commitment and integrity that leaves a lasting impression on the youth who play the game.."

parent of T1d player

CLUB CONSTITUTION



T1D Youth Football Club Constitution

1. The club is registered with the Colchester and District Youth Football League as **T1D Youth Football Club** and is affiliated to Essex County Football Association.
2. **Objectives**
The objectives of T1D YFC shall be to arrange association football matches and social activities for its members.
3. **Status of Rules**
These rules (the Club Rules) form a binding agreement between each member of T1D Youth Football Club.
4. **Rules & Regulations**
 - a) T1D YFC shall have the status of an affiliated member club of The Football Association by virtue of its affiliation to Essex County FA. The Rules and Regulations of The Football Association and Essex County FA shall be deemed to be incorporated into the rules.
 - b) No alteration to the club rules shall be effected without prior written approval by Essex County FA
 - c) T1D Youth Football Club will also abide The FA's Safeguarding Children Policies and Procedures, Respect Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy.
 - d) If any Club member feels that they have a grievance, or that Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:-



- Report the matter to the Club Secretary or other member of the Executive Committee including:-
 - i. Details of what/where and when the occurrence took place
 - ii. Any witness statements and names
 - iii. Details of any former complaints about the incident
 - iv. A preference for a solution to the incident
- The Clubs Executive Committee will sit for any hearings that are required to facilitate arbitration and conflict resolution.
- The Clubs Executive Committee will have power to:
 - i. Warn as to future conduct.
 - ii. Suspend from membership.
 - iii. Remove from membership any person found to have broken the Clubs policies or Code of Conduct

5. Club Membership

- a) The members of the club shall be those persons listed in the register of members; this shall be maintained by the club secretary.
- b) Any person who wishes to be a member must apply on a membership application form and submit it to the club secretary. Election to membership shall be at the sole discretion of the club committee. Membership shall be 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 Essex County FA shall be given access to the membership register on request.



6. Annual Membership Fee

- a) An annual fee payable by each member shall be determined from time to time by the club committee. Any fee shall be payable on a successful application for membership and monthly by each member. Fees shall not be repayable.
- b) The club committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the club.
- c) The Club allows non- members to attend training sessions with the club for a fee. It is at the discretion of the coaching team to determine whether or not those training non-members are ready/ suitable to join a team.

7. Resignation and Expulsion

- a) A member shall cease to be a member of T1D YFC if, and on the date of which, he/she gives notice to the Club Committee of their resignation.
- b) 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.
- c) A member who resigns or is expelled shall not be entitled to claim any of the club's property.

8. Club Committee



- a) **The Club Committee shall consist of the following club officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Fixtures Secretary, Player Registration Officer, Welfare Officer, Social Secretary, Manager/Coach, 2nd and Assisting Coach.**
- b) **Each Club Officer and 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 not hold any more than two positions of Club officer at any one time. The Club Committee shall be responsible for the management of all the Club affairs. 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 the casting vote in the event of a tie. Meetings of the club committee shall be chaired by the Chairperson or in their absence the Vice chairperson. The quorum for the transaction of business of the club committee shall be three.**
- c) **Decisions of the Club Committee of meetings shall be entered into the Clubs minute book which will be maintained by the Club Secretary.**
- d) **Any Member of the Club Committee may call a meeting of the Club Committee by giving no less than 7 days notice to all members of the Club Committee. The Club Committee shall hold no less than 4 meetings per year.**
- e) **An out-going member of the Club Committee may be re-elected. A member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.**
- f) **Save as provided for in the Rules & Regulations of The Football Association and the Essex County FA to which T1D YFC is affiliated;**



the Club Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club rules

- g)
- h) The position of a Club Officer shall be vacated if such 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.
- i) The Club Welfare Officer will sit upon the committee as a standing member

9. Annual and Special General Meeting

- a) An Annual General Meeting (AGM) shall be held in each year to:
 - 1. Receive a report of the activities of the club over the previous year.
 - 2. Receive a report of the clubs finances over the previous year.
 - 3. Elect the members of the Club Committee.
 - 4. Consider any other business.
- b) Nominations for elections of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both whom must be existing members of the Club, to the Club Secretary no 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 no less than 21 days before the meeting.



- c) A Special General Meeting (SGM) may be called at any time by the committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by no less than five members stating the purposes for which the meeting is required and the resolutions proposed. Business at an SGM may be any business transacted at an AGM.
 - d) The Secretary shall send to each member written notice of the date of a General Meeting together with resolutions to be proposed at least 14 days before the meeting.
 - e) The quorum for a General Meeting shall be 5 members.
 - 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 a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the meeting shall have the casting vote.
 - g) The Club Secretary, or in their absence a member of the Committee, shall enter minutes of General Meetings into the minute book of the Club.
10. At its first meeting following each AGM the club committee shall appoint a club member to be responsible for each of the clubs football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present a written report of the activities of the team at club meetings.

11. Club Finances

- a) A bank account shall be opened and maintained in the name of T1D FC., (C. Dunn for an interim period of 30days). Designated account signatories shall be the Club Treasurer. Evidence of transactions and



Respect

financial affairs to be reported monthly to the Committee recorded with the minutes.

- b) All monies payable to T1D Football Club, shall be received by the Treasurer and deposited into the Club account.
- c) The income and assets of the Club shall be applied only in furtherance of the objects of the Club.
- d) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- e) The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.
- f) The Club Property, other than the Club account shall be vested in no less than two and no more than four 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 decision.
- g) The Custodians shall be appointed by the club in a General Meeting and shall hold office until death or resignation unless removed by resolution passed at a General Meeting.
- h) On their removal or resignation a custodian shall execute a conveyance in such form as is prescribed by the FA from time to time to a newly elected custodian or the existing custodians as directed by the Club Committee. 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, a Special General Meeting shall be convened as soon as possible to appoint another custodian.



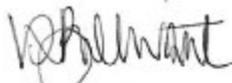
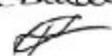
- i) The custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them carrying out their duties.

12. Dissolution

- a) A resolution to dissolve the club shall only be proposed at a General Meeting and shall be carried by a 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 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.

Signed:  Date: 10.2.24

Print Name: Tiffany Kerr (Secretary)

 10.2.24 Registration Officer
Paul Ceto 10.2.24 Vice Chair / 2nd Coach
C. Beadley 10.2.24 Chair.
 10.2.24 Fixtures Secretary



HOW CAN YOU SUPPORT?

T1D is one big family. We ask parents to be involved in supporting the club on and off the pitch. Whether it is putting out goals, helping with match day admin or running the line. We ask that, however tempting, parents do not intervene during games by regularly shouting out instructions. The players are still learning the game and any instructions from the touchline may contradict what the coach has said. More importantly, it doesn't allow for the players to think about the multiple situations in hand.

We want all of our players to have support. Young people thrive off encouragement and being praised not only for winning, but more importantly, for their efforts. We at T1D want to focus on the long term holistic interests of every player and we ask for your support in achieving this.

CODES OF CONDUCT

The following few pages contain our codes of conduct and policies and procedures regarding safeguarding and complaints. Please read through and familiarise yourself with these. Should you have any queries, do not hesitate to contact a committee member



CODE OF CONDUCT –FOR PLAYERS

I RESPECT THE STANDARD

THE GRASSROOTS CODE FOR YOUTH FOOTBALL



We're here to enjoy ourselves...win, lose or draw.

To help make football more enjoyable for all I should:

- Remember that football is about enjoyment, not just winning.
- Encourage others and behave well.
- Bring a positive attitude to training and matches.
- Recognise when my team-mates give respect, work together, or try their best.



We always treat others as we'd like to be treated. To give respect at football I must:

- Always use respectful language and actions.
- Not argue with the referee, coach, and officials, and accept their decisions about football and my behaviour.
- Show fair play by shaking hands with our opponents whether we win, lose or draw.
- Tidy up after myself and take care of the facilities we use.



We embrace our differences, football is a game for everyone.

To be inclusive at football I must:

- Welcome everyone, whoever they are and whatever their background or ability.
- Involve everyone and always be kind.
- Treat everyone fairly and tell a trusted adult if this doesn't happen.
- Celebrate everyone's good play, effort and success.



We're a team, on and off the pitch. To help us bond as a team I should:

- Encourage my team-mates if they make a mistake.
- Try my best and help my team, by being positive and supportive.
- Play fairly, without cheating, diving, complaining, or wasting time.
- Accept that I may not be able to play in my favourite position all the time, or that I may need to take a break to give someone else playing time.
- Recognise that if I'm the Captain, I need to try hard to set a positive example for others to follow.



LOVE FOOTBALL.
PROTECT THE GAME.





We all have a role in safeguarding children. To help keep everyone safe I must:

- Remember football is about making friends, learning new skills and of course, being active!
- Take responsibility, encourage others, and keep it positive.
- Know that I have a right:
 - To feel safe online and offline.
 - To have healthy relationships with appropriate boundaries.
 - Not to feel uncomfortable or unsafe.
 - Not to be bullied, harassed, or intimidated.
 - Not to be treated unfairly.

If this doesn't sound like your football experience, speak to an adult you trust.



I understand that my Club, League or County FA may take action, that could include:

- Giving me a verbal warning.
- Inviting me to a meeting to explain my behaviour.
- Warning me about my behaviour.
- Asking that I complete an FA education course.
- Suspending me, meaning I do not take part in games for a period of time.
- Removing my registration, meaning I can't play for my team again.
- Filing and/or suspending my Club.

SIGNED:

(Ask all team members to sign their name in the box below).

DATE:



LOVE FOOTBALL.
PROTECT THE GAME.



The coaches will explain the code of conduct at the start of the season and get players to sign their agreement

CODE OF CONDUCT —FOR ADULTS IN YOUTH FOOTBALL

I RESPECT THE STANDARD

THE GRASSROOTS CODE FOR ADULTS IN YOUTH FOOTBALL

ENJOY THE GAME

We're here to enjoy ourselves...win, lose or draw.

To help make football more enjoyable for all I should:

- Come to training and matches with a positive attitude and put the well-being of children first.
- Recognise examples of respect, effort and good play, as well as achievement.
- Appreciate grassroots football should be about children playing and having fun, not solely about results.

GIVE RESPECT

We always treat others as we'd like to be treated. To give respect at football I must:

- Always use respectful and positive language and actions.
- Not argue with the referee, coach, and officials, and accept their decisions.
- Avoid coaching from the sidelines as a spectator, recognising this is likely to cause uncertainty and confusion across the team.
- Encourage children to show fair play by shaking hands with opponents and being kind, whether we win or lose.
- Stay in designated spectator or technical areas.
- Tidy up after myself and take care of the facilities we use.

BE FAIR

We embrace our differences, football is a game for everyone.

To be inclusive at football I must:

- Show zero tolerance for discrimination of any kind.
- Report anything that concerns me via the relevant channel.
- Treat people based on their character, and nothing else.
- Accept that we all bring our own personal perspectives to the game.
- Not exclude anyone because of background or personal characteristics.
- Strive to give fair playing time to all children.

WORK TOGETHER

We're a team, on and off the pitch. To help us bond as a team I should:

- Remember we are 'one team' helping young people enjoy football.
- Encourage players and celebrate their effort.
- Avoid criticising players if they make a mistake.
- Discourage shouting, complaining and time wasting from everyone.
- Accept that my child may not always be able to play in their favourite position, or may need to make a break to give someone else playing time.



LOVE FOOTBALL.
PROTECT THE GAME.





We all have a role in safeguarding young people and vulnerable adults.

To keep everyone safe I must:

- Accept it is my responsibility to know if my role in football places me in a position of trust.
- Speak to my Club or League Designated Safeguarding Officer if I am unsure whether I am in a position of trust.
- Understand appropriate boundaries must be in place, both online and during face-to-face activity.
- Let a Club Official know if I see anything that looks unsafe.
- Be aware of who the first aiders are, and where the nearest Automatic External Defibrillator is located.
- Keep appropriate boundaries by:
 - Always putting the well-being of children first.
 - Being friendly but professional.
 - Encouraging children to review their own progress.
 - Raising concerns about a child to the Club Welfare Officer if they display behaviour not usual to them or which causes concern.
- Follow the 'Physical contact and young people: Guidance for grassroots football guidelines. If my role requires physical contact with a child, I will:
 - Ask the child's permission and explain the type of, and reason for the physical contact.
 - Keep physical contact to skill development, first aid, harm prevention or celebration of success or comfort in times of distress.
 - Ensure another responsible adult is present for the duration.
 - Remember physical touch should be culturally sensitive to a child.
 - Not participate in training, warm up or cool down sessions with children (including my own) to protect them from accidental physical harm.



I understand that my club, League, County FA or The FA may take action, that could include:

- Giving me a verbal warning.
- Asking me to meet with the Club, League or FA Designated Safeguarding Officer.
- Asking me to meet with the Club Committee.
- Asking that I complete an FA education course.
- Asking that I leave the match venue.
- Requesting that I do not attend future games.
- Suspending me or removing my Club membership.
- Flinging me.
- Flinging and/or suspending my Club.

About Referees, Assistant Referees and Match Officials:

The FA believes that all Match Officials should be able to officiate free from the threat of violence or intimidation. Any threatening behaviour or physical contact on a Match Official will result in a lengthy exclusion from football and possibly a criminal prosecution.

SIGNED:

DATE:



LOVE FOOTBALL.
PROTECT THE GAME.



**Colchester and District Youth League Fixtures 2024-25 Season
Under 13s D League**

1 Layer Colts	2 Halstead Town Yellows	3 Tendring Borough Greens
4 Little Oakley Reds	5 Brooklands Whites	6 T1D YFC
7 Brooklands Yellows	8 Great Bentley	9 Wivenhoe United Blues
10 Little Clacton	11 Bures United	12 Tendring Borough Yellows

	Date	Comp							
Sept	8		1 v 2	3 v 4	5 v 6	7 v 8	9 v 10	11 v 12	
	15		7 v 1	8 v 2	5 v 9	6 v 10	3 v 11	4 v 12	
	22		9 v 1	10 v 2	7 v 3	8 v 4	11 v 5	12 v 6	
	29		1 v 11	5 v 3	6 v 4	9 v 7	10 v 8	2 v 12	
Oct	6	LC1	3 v 1	4 v 2	7 v 5	8 v 6	11 v 9	12 v 10	
	13	ECC1	1 v 10	5 v 2	7 v 4	9 v 6	11 v 8	3 v 12	
	20		8 v 1	2 v 7	10 v 3	4 v 9	6 v 11	12 v 5	
	27		1 v 8	9 v 2	3 v 8	5 v 10	11 v 4	7 v 12	
Nov	3		4 v 1	2 v 11	6 v 3	8 v 5	10 v 7	12 v 9	
	10	LC2	1 v 12	3 v 2	5 v 4	7 v 6	9 v 8	11 v 10	
	17	ECC2	2 v 1	4 v 3	6 v 5	8 v 7	10 v 9	12 v 11	
	24		5 v 1	6 v 2	3 v 9	4 v 10	7 v 11	8 v 12	
Dec	1		1 v 7	2 v 8	9 v 5	10 v 6	11 v 3	12 v 4	
	8	ECC3	1 v 9	2 v 10	3 v 7	4 v 8	5 v 11	6 v 12	
	15	LC3	11 v 1	3 v 5	4 v 6	7 v 9	8 v 10	12 v 2	
	22		Christmas Break						
	29		New Year Break						
Jan	5	COC1	1 v 3	2 v 4	5 v 7	6 v 8	9 v 11	10 v 12	
	12		10 v 1	2 v 5	4 v 7	6 v 9	8 v 11	12 v 3	
	19	ECC4	1 v 8	7 v 2	3 v 10	9 v 4	11 v 6	5 v 12	
	26		1 v 5	2 v 6	9 v 3	10 v 4	11 v 7	12 v 8	
Feb	2		6 v 1	2 v 9	8 v 3	10 v 5	4 v 11	12 v 7	
	9	ECC5	1 v 4	11 v 2	3 v 6	5 v 8	7 v 10	9 v 12	
	16	COC2	12 v 1	2 v 3	4 v 5	6 v 7	8 v 9	10 v 11	
	23								
Mar	2								
	9	LC4							
	16	ECCQF							
	23	COC3							
	30	ECCSF							
Apr	6								
	13	COC4							
	20		EASTER						
	27								
May	4								
	11	Finals							
	18	Finals							
	25								

Key =====ECC = Essex County Cup. LC = League Cup. COC = Colchester Open Cup

Never assume you have a free week, fixtures will be brought forward.

You must enter result on Full-Time either after the game or anytime up to 6.30pm on Sunday evening Or straight after the game when played in midweek.

League Fixture Secretary - Robert Clayton on 07947 561 940



WELFARE & SAFEGUARDING

At T1D FC, the safety and well-being of our players is our top priority. As part of our commitment to creating a safe and supportive environment, we have a dedicated Welfare Officer to address any concerns or questions you may have. Lyndsey is the 1st point of contact for any concerns you may have in this area.

MESSAGE FROM THE CHAIR



Welcome to another exciting season of at T1D Football Club. As the Chair of our club, I am thrilled to see our community come together for another year of football. Our mission is simple: to provide a welcoming and supportive environment, where every player can enjoy the game, develop their skills and be a part of a close-knit community.

Grassroots football is more than just the game; its about creating a positive experience for our young athletes, and fostering a love for football. Our club is dedicated to upholding the principles of sportsmanship, respect and inclusivity, ensuring that every child feels valued and motivated.

I encourage you to stay engaged and involved throughout the season. Your support not only enhances our players experience, but also strengthens the sense of community that makes our club so special. Whether its cheering from the sidelines, volunteering your time, or simply offering words of encouragement, your involvement is crucial to our success.

Should you have any questions or need assistance, please don't hesitate to contact me or any of our dedicated committee members. We are here to support you and ensure that the season is enjoyable and fulfilling for everyone involved.

Thank you for being and integral part of the T1D Football Family.

Lets make this season memorable and fun for all our players!!



Respect



Safeguarding Children Policy and Procedures

Club Template

Using this Policy

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.

Football Club Safeguarding Children Policy

1. [] Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

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

- the child's welfare is, and must always be, the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, 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.

[] Football Club recognises that this is the responsibility of every adult involved in our club.

3. [] Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children 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 2 references before appointing someone
 - where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current [] Football Club members working in eligible roles, with children and young people – such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of [] Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC Process and that all suitability decisions will be made in accordance with legislation and 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. [] Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1866, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

[] Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

6. [] Football Club 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 [] Football Club. 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.

L. 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 – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.

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 FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com
- contact the Police or Children's Social Care
- call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88855 or email help@nspcc.org.uk

NB – The FA's Safeguarding Children Policy and Procedures are available via - www.TheFA.com/football-rules-governance/safeguarding - click on 'Raising Awareness – Best Practice Downloads', the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

- []
- T: []
- E: []
- []

County Football Association's Welfare Officer

T: []

E: CountyWO@ []

- www.TheFA.com/football-rules-governance/safeguarding
- Emailing - Safeguarding@TheFA.com
- The FA Safeguarding Children general enquiry line 0845 210 8080

¹ The FA's policy on Disclosure and Barring Service (DBS) checks is subject to change. DBS information and guidance can be found at www.TheFA.com/football-rules-governance/safeguarding/criminal-records-checks



Respect



Anti-Bullying Policy for Football Clubs

The Football Associations Recommended Guidelines

Statement of Intent

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

What is Bullying?

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

Bullying can be:

- **Emotional** being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting (e.g. hiding football boots/shin guards, threatening gestures)
- **Physical** pushing, kicking, hitting, punching or any use of violence
- **Sexual** unwanted physical contact or sexually abusive comments
- **Discrimination** racial taunts, graffiti, gestures, homophobic comments, jokes about disabled people, sexist comments,
- **Verbal** name-calling, sarcasm, spreading rumours, teasing

Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous and "distanced" from the incident when it takes place online and "bystanders" can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts – bullies no longer rely on being physically near to the young person.

Trolling

This is the name given to posting deliberately offensive comments on people's social media pages aimed at causing upset and distress. This type of behaviour could result in legal action.

Our Commitment

This club commits to ensure our website websites and/or social networking pages are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

Why is it important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

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

Objectives of this Policy

- All club members, coaches, officials and parents should have an understanding of what bullying is.
- All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Indicators

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

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn and/or, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go "missing"



Respect



Anti-Bullying Policy for Football Clubs

- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

In more extreme cases:

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away.

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

Bullying as a result of any form of discrimination

Bullying because of discrimination occurs when bullying is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability.

Generally, these forms of bullying look like other sorts of bullying, but in particular it can include:

- Verbal abuse—derogatory remarks about girls or women, suggesting girls and women are inferior to boys and men, or that black, Asian and ethnic minority people are not as capable as white people; spreading rumours that someone is gay, suggesting that something or someone is inferior and so they are “gay”—for example, “you’re such a gay boy!” or “those trainers are so gay!” Ridiculing someone because of a disability or mental health related issue, or because they have a physical, mental or emotional developmental delay. Referring to someone by the colour of their skin, rather than their name; using nicknames that have racial connotations; isolating someone because they come from another country or social background etc.
- Physical abuse—including hitting, punching, kicking, sexual assault, and threatening behaviour.
- Cyberbullying—using online spaces to spread rumours about someone or exclude them. It can also include text messaging, including video and picture messaging.

Discrimination is often driven by a lack of understanding which only serves to strengthen stereotypes and can potentially lead to actions that may cause women, ethnic minorities, disabled people, lesbian, gay, bisexual or transgender people, or people who follow specific religions or beliefs, to feel excluded, isolated or undervalued. Ensure that club members know that discriminatory language and behaviour will not be tolerated in this club.

- If an incident occurs, members should be informed that discriminatory language is offensive, and will not be tolerated. If a member continues to make discriminatory remarks, explain in detail the effects that discrimination and bullying has on people. If it is a young person making the remarks their parents should be informed just as in any breach of the clubs Code of Conduct and this Anti-Bullying policy.
- If a member makes persistent remarks, they should be removed from the training setting in line with managing challenging behaviour and the Club Welfare Officer or club officials should talk to them in more detail about why their comments are unacceptable.
- If the problem persists, the member should be made to understand the sanctions that will apply if they continue to use discriminatory language or behaviour.
- Consider inviting the parents/carers to the club to discuss the attitudes of the youth member in line with the procedures detailed in this policy.

Procedures

1. Report bullying incidents to the Club Welfare Officer or a member of the clubs committee
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, the police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.



Respect



Anti-Bullying Policy for Football Clubs

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying anyone within the club under 18

1. The County Welfare Officer should always be informed and will advise on action to be taken where appropriate, this may include action by The FA Safeguarding Team.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Social Care.

Prevention:

- The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti bullying policy is one part.
- All club members and parents will sign to accept the constitution upon joining the club.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk

You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

Guidance for parents/carers
www.anti-bullyingalliance.org.uk/
www.stonewall.org.uk
www.bullying.co.uk

Guidance for young people
www.youngstonewall.org.uk/
www.childline.org.uk

We would like to thank the ASA who have shared their Anti Bullying Policy for Clubs and to Stonewall's guidance from which this recommended FA Club Anti Bullying Policy has been developed.



**FOR
ALL**

Don't hesitate. Escalate!

The FA's Whistleblowing Policy

If you have reported a safeguarding concern about a child or an adult at risk and feel that it has not been dealt with correctly. Then there are a number of organisations you can and should escalate your concern to. This is the same if you wish to raise a concern around the behaviour or actions of someone which could lead to potential repercussions against you, within your club environment. This whistleblowing policy affords you the chance to get the correct outcome without the risk of it coming back on you from within your club.

Within football:

League Welfare Officer (LWO)

Check your league website, ask your Coach, Club Welfare Officer or Club Committee Members.

Middlesex FA Designated Safeguarding Officer (DSO)

Sharon Porter, safeguarding@middlesexfa.com
020 8515 6909

The FA's Safeguarding Team

safeguarding@thefa.com

External to football:

Local Authority Designated Officer (LADO)

Have a look at your local authority's website, here you will be able to find the contact details for your local LADO.

The NSPCC

0800 800 5000
help@nspcc.org.uk

The Police

Non-Emergency, 101
Emergency, 999

CLUB COMPLAINTS PROCEEDURE

If any member* feels that he/she/they have suffered discrimination in any way or that the Club [INSERT NAME OF CLUB] Policies, Rules or Code of Conduct have been broken, they should follow the procedures below.

1 Principles

- 1.1 In any football club, differences and misunderstandings may arise. Successful resolution of differences depends on the willingness of the parties involved to communicate with one another. Where possible, the Club will look to resolve complaints informally at a committee level.
- 1.2 Where a complaint cannot be resolved informally, a formal complaint should be made in writing, via email, to the Club Secretary. Formal complaints will be investigated by an individual or panel **appointed by the Club's Committee.**
- 1.3 It is intended that complaints procedures should;
 - a) be easily accessible
 - b) ensure that all complaints are fully and fairly investigated
 - c) ensure that the complaints process supplies an effective response
 - d) ensure that proper redress is made
- 1.4 **The Club will respect a complainants' desire for confidentiality whenever possible**
- 1.5 The Club will use the feedback provided by both informal and formal complaints to ensure that its systems and services are improved.

2 What is a Complaint?

- 2.1 A complaint is an expression of dissatisfaction with the conduct of the club, its committee(s), coaches, volunteer officers, players, or with alleged unfair practice in connection with the club.
- 2.2 Grounds for a complaint shall include, but shall not be limited, to the following:
 - a) if the conduct of any individual, body, or organisation brings or is likely to bring the club into disrepute
 - b) the violation of the Club's Constitution or Procedures
- 2.3 A Complaint may be made by:
 - a) a member of the Club where the complaint concerns the Club
 - b) the parent of or other person with parental responsibility for a member of the Club under the age of 18 years on his/her behalf
 - c) any third party where the complaint concerns the Club
- 2.4 No complaints may be made under this policy about decisions made by referees at competitions held under the authority of the Club. Appeals procedures exist in respect of these matters.

3 Informal Complaint

- 3.1 It is clearly desirable for any complaint to be resolved informally where possible and it is hoped that every attempt will be made to achieve this. An informal complaint can be made either verbally or in writing to the committee member or the committee of the Club directly. Every effort will be made to resolve informal complaints to the satisfaction of the complainant.

Where it has not been possible to resolve the matter informally, the Formal Complaints Procedure should be invoked. The request should be made in writing to the Club Secretary. If the complaint concerns the Club Secretary, **the complaint should be made to the club's Chair.** Thereafter, if an conflict of interest exists, the complaint should be made to an independent member of the Club Committee or the [West Riding FA](#).

4 Formal Complaint

- 4.1 A formal complaint should be made in writing to the Club Secretary where a complaint has not been resolved informally or where the matter is of a serious nature. Complaints of a serious nature would include gross misconduct, negligence or matters concerning the protection of young people or vulnerable adults. Verbal and anonymous complaints shall be reviewed for general improvement purposes but **will not be investigated through the formal complaint's procedure.**
- 4.2 A complaint must normally reach the Club Secretary no later than thirty days after the alleged incident that gave rise to it.

- 4.3 Complaints that fall outside the authority of the Club may be referred to West Riding FA.
- 4.4 Complaints about the protection of children or vulnerable adults may be referred to West Riding FA, The FA, the Police or Social Services.
- 4.5 Complaints alleging criminal activity may be referred to the Police.
- 4.6 The Club Committee will appoint an Investigating Officer(s) to investigate the allegation. The Investigating Officer(s) will be independent of the matter being investigated and will remain impartial.
- 4.7 The Investigating Officer(s) shall have the power and discretion to co-opt, from time to time, other persons with specific skills or experience to help in the carrying out of their duties.
- 4.8 If the Investigating Officer(s), to whom a complaint has been referred, is not satisfied that it meets the criteria for a complaint he/she/they may refuse to allow it to continue.
- 4.9 Where a complaint is lodged more than thirty days after an alleged incident giving rise to the complaint, and where the Investigating Officer(s) is satisfied that it is in the interest of the sport to do so, they may allow the complaint to continue. Before arriving at a decision, they may require an explanation of the delay in making the complaint.
- 4.10 The Investigating Officer(s) shall notify all interested persons and/or bodies at once of any decision by them, whether to allow a complaint to continue, setting out the reasons for the decision.
- 4.11 The parties to the complaint shall be entitled to appeal against any such decision of the Investigating Officer(s) to the Club's Committee provided that the notice of appeal, setting out the grounds for appeal, is lodged with the Club Secretary within 14 days of the date upon which the Investigating Officer(s) sends the written notification of the decision.
- 4.12 **The Club's Committee shall consider the grounds of appeal. In the case of an appeal against a decision of the Investigating Officer(s) to allow a complaint to continue, they may invite a written submission from the complainant. They may confirm or reverse the decision made by the Investigating Officer(s) and may grant or refuse permission to continue with the complaint. The decision of the Club's Committee shall be final.**
- 4.13 **If the Club's Committee allows an appeal against the refusal of the Investigating Officer(s) to allow a complaint to continue on the grounds of the lateness of the complaint, the party against whom the complaint has been made may raise the lateness of the complaint as an issue at the hearing.**

5 Complaints Panels

- 5.1 **The Club's** Management Committee shall appoint a panel of suitably qualified individuals to hear and decide on complaints hearings. The individuals appointed by the Club should not be conflicted and shall remain impartial.

6 Investigations

- 6.1 Where a formal complaint has been received, the Club may appoint one or more individuals to investigate.
- 6.2 The Investigating Officer(s) may ask that other individuals take part and give evidence and/or that further written documents or other evidence be supplied by any or all of them.
- 6.3 Any improper contact, approach or try to influence or intimidate any Investigating Officer(s), witness or representative either in person, online, or through an intermediary must be at once reported to the Committee who may take such action as they consider appropriate. Such conduct may form the subject of a complaint.
- 6.4 It shall be for the complainant to prove the complaint on a balance of probabilities.

7 Decisions

- 7.1 **The Investigating Officer(s) shall report their findings to the Club's Committee, who make their decision on cases before it by majority.**
- 7.2 **The Club's Committee may make whatever order it considers, such action may include:**
 - 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.**
- 7.3 **The decision of the Club's Committee shall be final and binding. It will be communicated to the complainant in writing by the Club Secretary of the Club or another member of the Management Committee.**

8 Confidentiality

- 8.1** As far as is practical, confidentiality shall be preserved in the investigation of a complaint. Such an approach is in the interest of both the complainant and any other person or persons involved. If, however, another person is named in a complaint, we believe that normally they should know what is said about them and who is making the complaint. The Club may also act if a complaint is found to be malicious.
- 8.2** The Investigating Officer(s) and Complaints Panel shall be responsible for conducting investigations into formal complaints, conducting hearings, where it has been found there is a case to answer. The Investigating Officer(s) and Complaints Panel may recommend provisional suspension of an individual, group or member whilst they are investigating or prior to a full hearing of the matter.

9 Arbitration

- 9.1** The complainant and the Club agree to submit any dispute concerning any matter connected with or arising out of this complaints policy and procedure exclusively to binding arbitration to be conducted by an arbitrator (or panel) appointed by the West Riding FA.

ADMINISTRATION

- **Training**—Saturday morning 10-11am
Essex University Sports Centre, Artificial Pitch,
Wivenhoe Park CO4 3SQ

- **Home Ground**—Shrub End Sports Ground
(Grass Pitch)
Boadicea Way, Co2 9BG