



# Hereford Development Centre



## Lads Club & HDC Welfare and Disciplinary Committee

### Ethos:

**Primarily The children of the Club are our most important asset, and all our efforts revolve around them**

### Introduction.

At the Club Annual General Meeting on the 13<sup>th</sup> of June 2022 a Welfare and Disciplinary Committee was established to oversee all matters with regards player Welfare and Discipline within the Junior section of the club. The committee aims to support Players, Coaches, Parents and Club Officials with their responsibilities with regards the FA Respect Programme and the Clubs own code of conduct. Terms of reference were further updated in June 2024 when the Hereford Development Centre became affiliated with Lads Club.

### The Committee.

There are four permanent members, two for Lads Club Juniors and two for the HDC and these are as follows for the 2024/25 Season

Katrina Williams, Junior Welfare officer

Katherine Rolfe, Junior Welfare Officer

&

Sally Lodo, HDC Welfare Officer

Another HDC Committee member or LC CWO where required.

### Rights Of Appeal To:

Steve Wilson, Lead CWO & Chair

Mike Shaw, Lads Club Chairman (For Lads Club matters)

Or

Steve Wilson, Lead CWO & Chair

Simon Measor, HDC Chairman (For HDC matters)

**Please Note: Given the HDC affiliation with Lads Club and the responsibility that Lads Club has to the FA as an Accredited Club, it will be the role of the Lead CWO to ensure that the Lads Club Chairman is briefed on HDC matters of appeal that may affect the Accreditation. Any such briefing will be made clear to the HDC Chairman in advance. All parties actively encourage the independence of both the HDC and Lads Club but there is an obvious cross-over because of the Accreditation and this is recognised by all parties.**

### Terms.

The committee(s) will meet as and when required by circumstance and will act to support Junior Club players, Junior Team officials, Junior Club Officials, Junior Player Parents and Spectators and assist in Match Incidents. The Committee will use as terms of reference the FA Respect Codes of Conduct and the Lads Club/HDC own Codes of Conduct. Decisions made by the committee(s) will reflect these codes. A minimum of two committee members will be required to investigate and sit on convened Disciplinary Hearings. Rights of appeal will be allowed and made to those nominated above for Lads Club Juniors and The HDC respectively.



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Welfare and Safeguarding issues are dealt with by the Welfare Officer for each section and advised upon by Steve Wilson, Lead CWO where necessary. Should the case arise where the Welfare or Safeguarding issue leads to a disciplinary investigation then the committee(s) will convene under the rules set out above.

## Reporting.

At the monthly managers meetings Welfare Officers will present a brief overview of Welfare and Discipline matters that are currently being assessed by the committee(s). Mike Shaw, Lads Club Chairman and Simon Measor, HDC Chairman will be kept abreast of welfare, safeguarding and disciplinary issues as they occur.

## Contact Details

Steve Wilson, Lead CWO. Email [Valhalla.989@gmail.com](mailto:Valhalla.989@gmail.com) Phone 07747568508  
Katrina Williams, Lads Club Juniors CWO. Email: [welfare.herefordladsclub@gmail.com](mailto:welfare.herefordladsclub@gmail.com)  
Sally Lodo, HDC CWO. Email: [hello@hereforddevelopmentcentre.co.uk](mailto:hello@hereforddevelopmentcentre.co.uk)

## Areas Of Responsibility.

### **HDC Team Officials and Committee Members**

In the first instance coaches and team officials are responsible for dealing with welfare and disciplinary matters within their own team. Where support or escalation is required, Sally Lodo must be contacted via email to begin the process of a written record before further action can be considered. Welfare issues will be dealt with primarily by Sally as set out above. Disciplinary matters will revert to the committee. **Reference: FA Respect Code Of Conduct Young Players, Lads Club Players Code of Conduct.**

### **Lads Club Juniors Team Officials and Junior Committee Members**

In the first instance coaches and team officials are responsible for dealing with welfare and disciplinary matters within their own team. Where support or escalation is required involving Welfare and Disciplinary issues for junior team officials and junior committee members, Katrina Williams must be contacted via email to begin the process of a written record before further action is considered or reverted to the committee. **Reference: FA Respect Code Of Conduct Coaches, Managers and Club Officials**

### **Lads Club Juniors/HDC Parents and Spectators.**

Junior parents and spectators have responsibilities as set out in the FA Code of Conduct for Spectators and Parents as well as the Clubs own code of conduct. If parents and spectators wish to raise issues within these codes of conduct, they must make these known to the Team Officials in the first instance or be made aware of the path to Katrina Williams or Sally Lodo via Email should need arise. Similarly, parents and spectators are bound by these codes of conduct and should team officials require assistance in administering these guidelines Katrina or Sally are on hand to help. Notification of assistance required must be made via email to begin the written record. **Reference: FA Respect Code of Conduct Spectators and Parents, Lads Club Parent/Carers Code of Conduct.**

### **Match Incidents. The 24-hour window.**



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The committee will establish a 24-hour window for the investigation of match incidents where Safeguarding and welfare issues are being reported by a Lads Club or HDC team. It is critical that statements are taken, and a case file made for the attention of the HFA as soon possible. Both sections have created a Match Report Form for coaches to report incidents and these must be used to acknowledge the incident and begin the process of investigation.

Example. Where a match is played at the weekend and an issue occurs under the above Katrina or Sally must be notified immediately via email (phone if necessary) to begin the process of a written record. On the Monday evening, the team coach and all other witnesses will meet at Lads Club to discuss the incident and the CWO's will take statements for the case file. Should the nature of the complaint meet the required standard for reporting to the HFA then a case file will be submitted to the HFA on the Tuesday morning. Any reporting to the HFA must be copied to the Lead CWO, and then the respective sections. I.E Lads Club Chairman and Secretary for Lads Club Matters and the HDC Chairman and Secretary for HDC matters.

Similarly, where complaints are made to the club via the HFA or the opposing team the Lead CWO must be consulted to ascertain if it falls under the jurisdiction of the Welfare and Disciplinary Committee and to agree a course of action with the respective CWO for each section.

## **Outcomes.**

1. The committee accepts that not all outcomes and eventualities can be determined by the processes outlined above.
2. The Committee and Lads Club/HDC aim is to establish Best Practice in Welfare and Disciplinary Matters and we reserve the right to amend the process where necessary.
3. The Committee recognise that where matters need to be reported outside of the club to governing bodies such as the HFA or Police then the Lead CWO must be consulted and copied in along with the respective Chairmen and Secretaries for the respective sections.
4. The committee do not sit to consider red or yellow cards given to players by officials during a match. However, the committee reserve the right to review such offences and may consider additional internal disciplinary measures. Examples would be where the offence has been proven as racist or where violent conduct has occurred.

**Steve Wilson, Lead CWO**  
**Chair Welfare & Disciplinary Committee**  
**Hereford Lads Club & Hereford Development Centre**  
**Widemarsh Common**  
**Hereford**