



Wey Valley

Football Club

Constitution Club Rules & Codes of Practice

(April 2015 Revision)



THE FOOTBALL
ASSOCIATION

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CONSTITUTION

1. **NAME** The club shall be called WEY VALLEY FOOTBALL CLUB. (the Club)
2. **OBJECTS** The objects of the Club 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 the Club.
4. **RULES AND REGULATIONS**
 - a. The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - b. No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
 - c. The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. **CLUB MEMBERSHIP**
 - a. The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
 - b. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
 - c. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - d. The Football Association and parent County Association shall be given access to the Membership Register on demand.
6. **ANNUAL MEMBERSHIP FEE**
 - a. An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
 - b. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
7. **RESIGNATION AND EXPULSION**
 - a. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
 - b. The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
 - c. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
8. **CLUB COMMITTEE**
 - a. The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson,

Treasurer, Secretary and Minutes Secretary, plus up to 5 other members, elected at an Annual General Meeting.

- b. Each Club Officer and Club 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 hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the 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 Minute Book of the Club to be maintained by the Club Secretary.
- d. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- e. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- f. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. ANNUAL AND SPECIAL GENERAL MEETING

- a. An Annual General Meeting (AGM) shall be held in each year to:
 - i. receive a report of the activities of the Club over the previous year
 - ii. receive a report of the Club's finances over the previous year
 - iii. elect the members of the Club Committee
 - iv. consider any other business.
- b. Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- c. 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 not 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 that may be transacted at an AGM.
- d. The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- e. The quorum for a General Meeting shall be four.
- f. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- g. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. CLUB TEAMS

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

11. CLUB FINANCES

- a. A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- c. The Club Committee shall have 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.
- d. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- e. The Club Property, other than the Club Account, shall be vested in not 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.
- f. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- g. On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association 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.
- h. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. DISSOLUTION

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

THE FA CHARTER STANDARD CLUB PROGRAMME

Respect Code of Conduct for Football

13. CODE OF CONDUCT FOR FOOTBALL

Community

Football, at all levels, is a vital part of a 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, in 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 acknowledges 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 CHARTER STANDARD CLUB PROGRAMME

Respect Code of Conduct for Young Players

14. CODE OF CONDUCT FOR YOUNG PLAYERS

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct. When playing football, **I will:**

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach has to do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

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

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

IN ADDITION:

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

THE FA CHARTER STANDARD CLUB PROGRAMME

Respect Code of Conduct for spectators and parents/carers

15. CODE OF CONDUCT FOR PARENTS / SPECTATORS

We all have a responsibility to promote high standards of behaviour in the game and this club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything, play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken: **I MAY BE:**

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

IN ADDITION:

- The FA/County FA could impose a fine and/or suspension on the club.

THE FA CHARTER STANDARD CLUB PROGRAMME
Respect Code of Conduct for Coaches, Team Managers and Club Officials

16. CODE OF CONDUCT FOR COACHES, TEAM MANAGERS and CLUB OFFICIALS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times, **ON AND OFF THE FIELD, I WILL:**

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.

WHEN WORKING WITH PLAYERS, I WILL:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

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

- Required to meet with the club, league or County Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

IN ADDITION:

- My FA Coaching Licence may be withdrawn.

THE FA CHARTER STANDARD CLUB PROGRAMME
Respect Code of Conduct for Match Officials

17. RESPECT CODE OF CONDUCT FOR MATCH OFFICIALS

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines. Play your part and observe The FA's Respect Code of Conduct of match officials at all times, **I WILL:**

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and team officials

- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour from players and team officials
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for each match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

I understand that if I do not follow the Code, any/all of the following actions may be taken: **I MAY BE:**

- Required to meet with The FA /County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee.

THE FA CHARTER STANDARD CLUB PROGRAMME

Respect Code of Conduct for Adult Players

18. CODE OF CONDUCT FOR ADULT PLAYERS

We all have a responsibility to promote high standards of behaviour in the game. Play your part and observe The FA's - Respect Code of Conduct for players at all times. **ON AND OFF THE FIELD, I WILL:**

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match official decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect
- Remember we all make mistakes
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

I understand that if I do not follow the Code, any/all of the following actions may be taken: **I MAY:**

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

IN ADDITION:

- The FA/County FA could impose a fine and/or suspension on the club.

19. ANTI DISCRIMINATION POLICY

Wey Valley 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 Wey Valley Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:

The advertisement for volunteers.

The selection of candidates for volunteers.

Courses.

External coaching and education activities and awards.

Football development activities.

Selection for teams.

Appointments to honorary positions.

Wey Valley 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.

Wey Valley 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.

20. **EQUAL OPPORTUNITIES POLICY FOR CLUBS**

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

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:

- a. 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.
- b. 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.
- c. 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.
- d. Victimisation of an individual.
- e. Harassment of an individual, by virtue of discrimination.
- f. 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.

Wey Valley 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. Since 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, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to any member who requests it.

21. **GOALPOST SAFETY GUIDELINES**

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

- a. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
- b. Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
- c. It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
- d. Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
- e. Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
- f. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
- g. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.
- h. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
- i. Guidelines to prevent toppling :
 - i.1 Follow Manufacturer's guide-lines in assembling goalposts.
 - i.2 Before use, adults should :
 - i.2.1 ensure each goal is anchored securely in its place
 - i.2.2 exert a significant downward force on the crossbar
 - i.2.3 exert a significant backward force on both upright posts
 - i.2.4 exert a significant forward force on both upright posts

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

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.

22. **CLUB COMPLAINTS PROCEDURE**

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

- a. They should report the matter to the Club Secretary or another member of the Committee and the report should include:
 - i. Details of what, when, and where the occurrence took place.
 - ii. Any witness statement and names.

- iii. Names of any others who have been treated in a similar way.
 - iv. Details of any former complaints made about the incident, date, when and to whom made.
 - v. A preference for a solution to the incident.
- b. The Club's Management Committee will sit for any hearings that are requested.
- c. The Club's Management Committee will have the power to:
- i. Warn as to future conduct;
 - ii. Suspend from membership;
 - iii. Remove from membership;
- any person found to have broken the Club's Policies or Codes of Conduct

23. CHILD PROTECTION POLICY STATEMENT & REGULATIONS

Football Club Safeguarding Children Policy

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

3. **WEY VALLEY FC** has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The 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 **WEY VALLEY FC** 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 practice¹.

If there are concerns regarding the appropriateness of an individual who is already involved or who

has approached us to become part of **WEY VALLEY FC** 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. **WEY VALLEY FC** 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 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

WEY VALLEY FC encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

6. WEY VALLEY FC has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.
7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.
8. Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by **WEY VALLEY FC**. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.
9. Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.**
 - i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
 - ii. If the issue is one of poor practice the Club Welfare Officer will either:
 - deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
 - iii. If the concern is more serious – 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 88858 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 ;
- the Club’s current Welfare Officer (www.wvyfc.org/page17.html) or
 - the Hampshire County FA’s Welfare Officer (www.hampshirefa.com/aboutus/staff) or the FA
 - www.TheFA.com/football-rules-governance/safeguarding
 - Emailing – Safeguarding@TheFA.com
 - The FA Safeguarding Children general enquiry line 0845 210 8080

OFFICERS OF WEY VALLEY FOOTBALL CLUB

These may change from season to season, however the current elected officers of the Club will always displayed on the Elected Officers page of the Club's web site - www.wvyfc.org