



**CLUB HANDBOOK  
2020 - 2021**



Cramlington  
Town FC





## Welcome to Cramlington Town FC

This handbook covers the main aspects of how the club and teams operate during the season. Please take the time to read it.

## Introduction

Cramlington Town FC is a FA charter standard community club. It is also a charity known as Cramlington in the Community. The Club provides football opportunities for boys and girls at a soccer club, mini and junior level, adult senior teams and an adult participation team.

The Club prides itself on providing the opportunity for all children regardless of their ability, a safe and secure environment to learn how to play football whilst having fun.

## Contact details

As a Club we require the contact details for all of our players, parents, managers, coaches and volunteers so everyone can be kept up to date on what is happening with individual teams and the club. For players and parents these need to be completed on the membership form. For managers, coaches and volunteers it will be through our recruitment form. If anything changes it is important that you inform the team manager/club.

## Club Privacy Notice

Cramlington Town FC takes your privacy very seriously.

Our Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

Our full Privacy Notice is available on our website.

## Club officials

The Club is managed by the Club Trustees, who also hold the following roles:

- Hon. President
- Club Chairman
- Club Secretary
- Club Treasurer
- Child Welfare Officer

## Fees

There is one-off registration fee of £10 per player when a player signs on each season. The annual subscription fee is £220. This must be paid by 1 September of each season.

There is an option to pay this annual subscription spread across eight (8) months (September – April). Standing orders from Internet Bank Only accounts must be set up by parents showing the player's name as reference.

Please speak to a Club Trustee to discuss sibling fees.

The Club will respond to the non-payment of the subscription fee on an individual basis. If a player's subscriptions fall into arrears by two month's then the player may be suspended by the club from football activities until all arrears are paid. The Club does not wish to prevent any player for playing, so please contact a Club Trustee in the first instance to discuss any financial matters. All contact is treated in the strictest of confidence.

If any player leaves the Club owing subscription money this will be reported to the League and FA. If any player leaves and is in credit, then a refund will be issued.

For any other club activities that may take place, such as SSE Wildcats or soccer club, a weekly charge will be applied.

## Leagues

All mini and junior teams play in the Northumberland Junior Football Leagues. Games are played on either a Saturday or a Sunday. The website for the league is [www.pprfl.co.uk](http://www.pprfl.co.uk)

Fixtures, results and league tables that can be published are available on FA Full Time, <http://full-time.thefa.com>

Results and league tables are not published for u7 – u11 age groups.

To register a player with the league, we may need a copy of their birth certificate and a passport type photograph, but your manager will keep you updated on the actual requirements.

Any non league games, i.e. friendlies must receive prior sanction from the county FA.

## Venue

U7, U8 and U8 – U12 girl's teams play their games at a central venue. The venue is confirmed prior to the season starting and is subject to change during the season.

U9 – U19 and U13 – U18 girls teams play home and away. Our home ground is East Hartford Pavilion, East Hartford NE23 3BE. We also use Cramlington Sporting Club, NE23 6BN.

The team manager is responsible for keeping you informed of all fixtures, including kick off times and venues for away games.

## Kit and equipment

Each player (not the senior team) will be issued with a full match kit of shirt, shorts and socks from the club. Additional kit such as rain jackets or training tops may be purchased.

Match kit is only to be worn for matches. Other kit can be worn at all times, but please remember that when anyone is wearing any club kit they are a representative of the Club and our Codes of Conduct will apply.

At the end of the season, all supplied kit must be returned to the team manager. If a player leaves during the season, then it must be returned. Any kit that is not returned or is in an unsuitable condition will be charged for.

## Training sessions and matches

The team manager will keep you updated on dates and venues of training sessions. Winter training is at Cramlington Sporting Club, some younger age teams may train indoors. If a session is cancelled, the Club will let you know as soon as possible.

Attendance at training sessions is important as this is where skills and tactics are practised between matches. Non-attendance at a training session may jeopardise a player's chance to be in the starting squad on a match day. For parents please inform the team manager as soon as possible if your child is ill or cannot attend a training session or match, so plans can be made around this. Keeping the manager informed of holidays too, allows them to plan their training sessions and match day squads effectively. Any player non-attendance at a match when he/she has been included in the team may jeopardise their chance to be in the starting squad for the following match depending upon the reason.

Players are expected to turn up for a match at least thirty minutes before the kick off and be wearing the correct team kit which must be clean.

Shin pads must be worn at training as well as for matches. If a player turns up without them, they will not be allowed to take part. When training outdoors, please make sure to be appropriately dressed for the weather conditions. A still drink is also needed at both training and matches.

Should a player need an inhaler or access to a specific medication then please make sure that this is brought along to both matches and training sessions.

## **Player development**

As a Club, one of our main aims is the personal development of all of our players in a football environment. We look to develop our coaches beyond the minimum of a Level 1 coaching qualification to assist us in this. We also promote equal playing time for players as much as this is feasible. The more game time a player gets the more it supports their individual development.

As players get older, other opportunities outside of playing football may become available. This may include referee and coaching courses once they are old enough. The club will finance these courses in return for a commitment back to the club. We will also identify opportunities for a move into open age football to enable their playing career to continue.

## **Player benefits**

All training costs and match kits are covered in club subscriptions. As a junior player for Cramlington Town FC, there may be some additional benefits available. For goalkeepers there is free, weekly goalkeeping specific training session and some of our senior players may take coaching sessions with teams.

## **Sponsorship**

From time to time, local businesses may be allowed to sponsor the club teams through the purchase of team wear. No branding or logos will be permitted for any alcohol or tobacco companies or products. Any team wear or equipment purchased through sponsorship will become and remain the overall property of the club, namely Cramlington Town FC.

## Fundraising

Cramlington in the Community is a registered charity (1137605), that operates as Cramlington Town FC.

Teams within the club may fundraise for the benefit of their team. Any funds raised must be used to purchase team wear and equipment which will remain the property of the club at all times or may be used to fund end of season trips or tournaments.

For fundraising events, such as bag packs, race nights, the Club will receive 10% of the total sum raised. For any match funding that a team receives, the team will receive 50% and the Club will receive 50%.

The Club will organise at least one club fundraising event each season. All club members are expected to participate in this. Any money raised is shared between those teams who do take part and the Club.

Funds should be held by the Club Treasurer in a club account or in a separate bank account held in the name of that team with a minimum of two signatories. Signatories must not be related. If the team folds or ceases to operate within Cramlington Town FC any surplus monies must be transferred to the Cramlington Town FC central account to be used for the benefit of all members.

## Financial rules

The club officials or team manager will issue a receipt for all money that is paid to the club. This must be retained should there be any future dispute.

Each team may carry out their own fundraising and look for their own sponsors to cover the cost of any additional kit. It is preferable that teams do not hold their own bank accounts and that any money raised by a team is paid into the club bank account. This money will then be managed by the Club Treasurer on behalf of that team with accounts available to the team manager on request. If a team does hold its own bank account, then the signatories should not be related. The Club Treasurer will raise cheques to cover team invoices and will when necessary give the team manager cash to cover other spending, although receipts for this spending must be given to the Treasurer.

The Club will look for suitable grants for the ongoing development of the club and these will be applied for by the club committee when necessary. Teams cannot apply for a grant on their own behalf as this may cause issues in the future if the Club is looking for grants from the same source.



However, this does not prevent a team solely benefit from a grant, just that it has to be a managed process by the club. All club spending will be managed by the committee and they will also ensure that the money is available to cover costs of referees for all competitive matches during the playing season.

## **Tournaments**

If a team wishes to take part in a tournament, they are responsible for the cost of entry, any accommodation and travel costs. Depending upon tournaments selected, additional fundraising or parental contributions may be necessary to cover costs.

All relevant paperwork must be completed and submitted to the club and County FA prior to the tournament.

## **End of season presentation**

To celebrate the achievements of both teams and individual players the Club hosts a presentation event. We will advise you of the dates and venues nearer the time. A club tie will be required by all players and these can be purchased through your team manager if you do not have one.

## **Annual General Meeting**

The Club's AGM will be held in June when the playing season has finished.

The date, time and venue of this will be confirmed and communicated in May. All parents of players from the season just ended are welcome to attend.

## **Social media**

It is important to remember that when making posts on any form of social media e.g. Facebook, Twitter, that any reference to both our Club and its officials as well as other clubs, their officials and match officials can fall under the various codes of conduct that are in place, so please think carefully before posting. This includes the League and Northumberland FA policies and procedures too.

## **Volunteers**

Volunteers are vital to the successful running of our club. We always require the help and support of parents to run certain aspects of the club and the various teams. If you can help in any way, no matter how little, then please contact a Club Trustee who can arrange for you to complete an application form and meet them.



**Respect**

## **The FA Charter Standard Club Programme Respect: Code of Conduct for Young Players**

**Play your part and support the FA's Code of Respect :  
When playing football, I will:**

- Always play my best for the benefit of the team;
- Play fairly and be friendly;
- Play by the rules and respect the Referee;
- Shake hands with the other team – win or lose;
- Listen carefully to what my coach tells me;
- Understand that a coach has to do what is best for the team;
- Talk to someone I trust or the club welfare officer if I am unhappy about anything at my club;
- Encourage my team mates; and
- Respect the facilities home and away.

**I understand that if I do not follow the Code, I may:**

- Be asked to apologise to whoever I have upset;
- Receive a formal warning; and
- Be dropped, substituted or suspended from training.

**In addition:**

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

## **The FA Charter Standard Club Programme Respect: Code of Conduct for Adult Players**

**Play your part and support the FA's Code of Respect:  
On and off the field, I will:**

- Stick to the rules and celebrate in the spirit of the game;
- Always show respect to everyone involved in the game;
- Never engage in public criticism of the Match Officials and abide by their final decisions;
- Win or lose with dignity. Shake hands at the end of every game;
- Be aware of the potential impact of bad language on others;
- Never engage in abusive language, bullying or intimidating behaviour.

### **I understand that if I do not follow the Code, I may:**

- Be asked to apologise to whoever I have upset;
- Receive a formal warning;
- Be required to attend a FA education course;
- Be dropped, substituted or suspended from training;
- Not to be selected for the team; and
- Be asked to leave the club and/or issued a fine.

## **The FA Charter Standard Club Programme Respect: Code of Conduct for Spectators & Parents/Carers**

### **Play your part and support the FA's Code of Respect:**

- Have fun; it is what we're all here for;
- Celebrate effort and good play from both sides;
- Always respect the Referee and coaches and encourage players to do the same;
- Stay behind the touchline and within the designated spectators' area (where provided);
- When players make mistakes; offer them encouragement to try again next time; and
- Never engage in, or tolerate offensive, insulting or abusive behaviour.

### **I understand that if I do not follow the Code, I may be:**

- Issued with a verbal warning or asked to leave;
- Required to meet with the club committee, league or CFA welfare officer;
- Obligated to undertake a FA education course;
- Requested not to attend future games, be suspended or have my membership removed; and
- Required to leave the club along with any dependents and /or issued a fine.

### **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

## **Play your part and support the FA's Code of Respect: On and off the field I will:**

- Always show respect to everyone involved in the game;
- Stick to the rules and celebrate the spirit of the game;
- Encourage fair play and high standards of behaviour;
- Always respect the Referee and encourage players to do the same;
- Never enter the field of play without the referee's permission;
- Never engage in, or tolerate offensive, insulting or abusive behaviour;
- Be aware of the potential impact of bad language on others;
- Be gracious in defeat and victory; and
- Respect the facilities home and away.

## **When working with players, I will:**

- Place the well-being, safety and enjoyment of each player above everything;
- Never tolerate any form of bullying;
- Ensure all activities are suited for the players' ability and age;
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests.

## **I understand that if I do not follow the Code, I may be:**

- Required to meet with the club or league welfare officer or your CFA Designated Safeguarding Officer (DSO);
- Suspended by the club from attending matches;
- Suspended or fined by the County FA;
- FACA membership withdrawn and
- Required to leave, lose my position and/or have my licence withdrawn.

## Members Code of Conduct

### **ALL MEMBERS AGREE TO:**

- Contribute an annual members donation at the point of registration;
- Contribute a monthly donation as set out by the club;
- Abide by the clubs code of conduct at all times;
- Never use inappropriate, foul or abusive language;
- Avoid the use of any drugs, alcohol & tobacco;
- Not take part or encourage bullying or abuse of another person;
- Show respect to their colleagues, club members and opponents;
- Avoid unruly or disruptive behaviour at all times;
- Respect club property and facilities at all times;
- Arrive on time fully prepared for activities when requested to do so;
- Make reasonable contact to the manager if unsure about timings and
- Report absence for training or match prior to an agreed meeting time.

### **PARENTS, GUARDIANS & FAMILY MEMBERS HAVE A DUTY TO:**

- Ensure the child arrives on time for all club related activities;
- Inform the coach where a child is unable to attend for any reason;
- Make suitable arrangements to collect the child following all club activities;
- Pay the child's membership donation on a monthly basis and
- Look after all team kit and return any items within 7 days of leaving.

### **THE CLUB WILL NOT TOLERATE:**

- Use of inappropriate, racist and/or foul language or abuse in any form;
- Anyone suspected of being under the influence of drugs or alcohol;
- Unauthorised infringements to the field of play;
- Unruly or disruptive behaviour at any time whilst on club property and
- Disrespect showing to any match official, opponent or club member league officials and/or spectators.

## DISCLAIMER:

This agreement covers the playing members and all spectators; it applies to all official club activities regardless of location. Any person found to be in breach of this code of conduct will have their membership (or that of their child) reviewed by the committee.

Any player or spectator who is proven to have been abusive towards match officials or used racial language and/or behaviour towards other players, coaching staff, match officials and spectators will be excluded from the Club with immediate effect.



## Safeguarding Children Policy

Cramlington Town 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 Safeguarding Children Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

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, culture, language, racial origin, religious beliefs or sexual orientation;
- 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 and
- 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. Cramlington Town FC recognises that this is the responsibility of every adult involved in our club.

Cramlington Town 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 Child Protection Regulation (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.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- Develop a role profile;
- Request identification documents;
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing;
- Request and follow up with two references before appointing;
- All coaches committee and volunteers hold a current CRC and safeguarding qualifications. These are checked and approved prior to appointment in accordance with FA requirements; and
- Team managers and coaches will as a minimum hold a FA Level One in Coaching Football, first aid and safeguarding children qualifications.

All current FA Charter Standard Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRC Enhanced Disclosure via The FA CRC Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of FA Charter Standard 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 FA CRC Unit Enhanced CRC Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

1. Cramlington Town FC supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC.
2. Cramlington Town FC has appointed Club Welfare Officers (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holders will be involved with Welfare Officer training provided by The FA and/or County FA. The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the 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 their Club members.
3. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. 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 CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.
4. Respect Codes of Conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Cramlington Town 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 CFA in more serious circumstances. All registering members will be required to adopt the Respect Codes of Conduct.

5. 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.
  - If you are worried about a child then you need to report your concerns to the CWO;
  - If the issue is one of poor practice, they will either:
    - deal with the matter themselves or
    - seek advice from the CFA Welfare Officer
  - If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services;
  - 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 CFA Welfare Officer know what action you have taken; and
  - If at any time you are not able to contact your CWO or the matter is serious then you can either:
    - contact the County Welfare Officer directly on 0191 270 1166
    - call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000
    - contact the Police or Children's Services.

NB - The FA's Safeguarding Children Policy and Procedures is available via [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes). Click on the 'downloads' under Policy and Procedures, it outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

Further advice on Safeguarding Children matters can be obtained from:

- [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)
- County Football Association's Welfare Officer, tel no: 0191 270 0700
- The FA Safeguarding Children enquiry line 0845 210 8080
- Emailing - [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)

## Reporting concerns

Maintaining a positive and safe environment at our Club is not just the responsibility of the committee. Every player, parent, carer and volunteers have a role to play in maintaining high standards. When incidents occur that cause concern it is important that you know how you can have these dealt with.

In the first instance please feel free to speak to your child's team manager or to any other member of staff. It may be that they are in the best position to deal with everyday questions and concern.

You may speak to any of the Club Trustees or Club Welfare Officers who will deal with it personally, if appropriate to do so, or will bring it to the attention of the rest of Trustees.

You may choose to put your concern or complaint in writing and address it to the club committee. We promise to give you a specific response within an agreed timescale.

The Club Welfare Officer has a responsibility to deal with more serious matters. Parents may choose to contact them directly using:  
[contactus@cramlingtontown.com](mailto:contactus@cramlingtontown.com)

If you have a concern about the behaviour of members of an opposition club please do NOT take matters into your own hands, speak with your team manager who will inform the Club Secretary. Our club's response will be coordinated by the committee not by any individual parent or team manager.

## 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, they should follow the procedures below:

- They should report the matter to the Club Secretary or another member of the Committee. The report should include:
  - Details of what, when and where the occurrence took place;
  - Any witness statement and names;
  - Names of any others who have been treated in a similar way;
  - Details of any former complaints made about the incident, date, when and to whom made; and
  - A preference for a solution to the incident.
- The Club's Management Committee will sit for any hearings that are requested.
- The Club's Management Committee will have the power to:
  - Warn as to future conduct;
  - Suspend from membership; and
  - Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

## Club discipline

The Club aims to provide a safe and enjoyable environment for players to develop their football skills. To enable this to happen the Club expects that all players and parents conduct themselves in a sensible and respectful manner towards club officials, their team, other club officials and players, match officials and league officials at all times.

Every member of the club has signed up to one or more Codes of Conduct and is expected to maintain a high standard of behaviour. However Codes of Conduct can only be effective if there is a disciplinary process to support them. It is essential that the Club is seen to be fair and consistent in dealing with misconduct.

The Club Committee will appoint a disciplinary committee to deal with serious breaches of codes of conduct as and when they arise. The disciplinary committee will consider a number of options depending on the seriousness of the actual case.

Possible sanctions include:

- Verbal warning;
- Written warning;
- Exclusion from specific number of matches;
- Exclusion from team for the remainder of the season;
- Refusal to register with team for future season; and
- Exclusion from membership of the club.

Players (their parents/guardian/carer) are responsible for the payment of any yellow or red cards received during a game. This must be paid to the Club within 14 days of the offence.

## Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Football Club is equally accessible to them all.

Cramlington Town FC is responsible for setting standards and values to apply throughout the club at every level. Football belongs to, and should be enjoyed by, anyone who wants to participate in it. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or beliefs, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of it. Cramlington Town FC, in all its activities will not

discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Cramlington Town FC will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Cramlington Town FC will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

Cramlington Town FC will work to ensure that such behaviour is met with appropriate action in whatever context it occurs. Cramlington Town FC is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Cramlington Town FC is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation: Equalities Act 2010 and any subsequent amendments.

Cramlington Town FC commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

## **Health and safety**

Caring for the safety and welfare of our junior members is our most important consideration. Returning players to their parents and carers healthy and, whenever possible, happy is ultimately more important than success in competition or any other objective. By following a few common-sense routines and checks we will be taking reasonable measures to look after the young people in our care.

## **Checklist**

- Do you know who the qualified first aider is for your match or training session?
- Do you have access to a first aid kit?
- Do you have a current contact list with medical alerts?
- Do you have easy access to a telephone?

## **Check the Equipment**

- Take a look over the playing surface checking for potential hazards (glass, metal, dog dirt etc).
- Are the goal posts secure? It's your responsibility even if you are not the first to use the pitch.
- Check that all of the equipment you are going to use is in reasonable condition and does not pose a danger.

## **Check the Players**

- Ask if there are any injuries or illness you should know about.
- Make sure nobody is chewing gum (choking hazard).
- Has all jewellery been removed?
- Players should be wearing shin-pads.

## **Additional Precautions**

- Avoid obvious mismatches of players in terms of size and strength in opposed practices and games.
- Supervise players' departure from the venue.
- Fill in an incident report in all cases of injury – these are available from the CWO.

**These checks are not just for passing course assessments.**

## Celebrating football through photographs and film

### **This Code of Practice is to help avoid the following:**

- The inappropriate use, adaptation or copying of images of children for use on child abuse websites on the internet;
- The identification of children when a photograph is accompanied by significant information that will assist a third party in identifying the child. This can lead to children being groomed; and
- The identification and locating of children in inappropriate circumstances, including:
  - Where a child has been removed from their family for their own safety;
  - Where restrictions on contact with one parent following a parental separation exists;
  - In situations where a child may be a witness in criminal proceedings and
  - Other safeguarding issues.

### **The club shall ensure:**

- They have parental consent to use a player's image if it is to be used in the public domain, e.g. club website or newspaper article. This is essential that any child in the club, who is under care proceedings, is protected by ensuring their image is not placed in the public domain; and
- They shall report any instances of inappropriate images in football to the FA Case Manager or the Internet Watch Foundation, contact details of which are held by the club's Child Welfare Officer .

### **The club will not:**

- Allow unsupervised access to children on a one to one photographic session at events;
- Allow images to be recorded in changing rooms, showers or toilets, this includes the use of mobile phones that record images;
- Publish photographs with the full name of individuals featured unless written consent has been obtained and parents are informed as to how the images are to be used and
- Use player profiles with pictures and detailed personal information on websites.

### **The Use of Professional/Press Photographers:**

Should the club commission the use of professional or press photographers to cover an event we shall:

- Request that they register their details prior to the event as per the club registration form;
- Issue the photographer with identification which must be worn at all times;
- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Inform them of the club's commitment to safeguarding children and young people;
- Establish who will hold the recorded images and
- Inform the participants/parents/carers that a professional photographer will be in attendance and ensure that no child will be compromised if their image is taken.

**ALL PARENTS/CARERS SHALL BE PROVIDED WITH A CONSENT FORM RELATING TO THE USE OF PHOTOGRAPHIC/VIDEO EQUIPMENT.**

**(The consent form is part of this child protection policy)**

**ALL PARENTS/CARERS INTENDING TO PHOTOGRAPH/VIDEO AN EVENT SHOULD BE MADE AWARE OF THE CLUBS EXPECTATIONS**

**(please remember to get permission from the opposition)**

# With thanks to our partners and sponsors





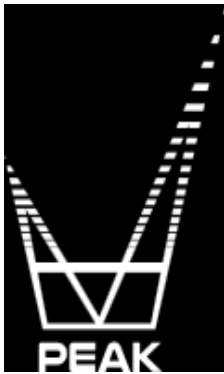
J.W. Nickells  
Transport Ltd



Haulage and Storage Experts



**Memory Maker Photobooth**



**RAPID**  
ENGINEERING SUPPLIES



**THOMPSONS**  
OF • PRUDHOE

VORTEX

