



# **CHALGROVE CAVALIERS F.C.**

## **2011-12 SEASON HANDBOOK**

## **RECENT CLUB HONOURS**

Charter Standard Development Club Awarded June 2006

Oxfordshire FA Charter Standard Development Club of the Year 2007

FA 3 Lions Club Awarded January 2007

Crookston Shield Winners 2007

Under 11s Oxford Mail Boys League "B" League Runners Up 2006-07

Under 10s Oxford Mail Boys League "Green" League Runners Up 2007-08



**Affiliated to the Oxfordshire FA  
(Registration JYS00097-8)**

Chalgrove Cavaliers Football Club  
c/o 28 French Laurence Way  
Chalgrove  
OXFORD  
OX44 7YF

Website: [www.chalgrovecavaliersfc.net](http://www.chalgrovecavaliersfc.net)  
E-mail: [markw@chalgrovecavaliersfc.net](mailto:markw@chalgrovecavaliersfc.net)

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## **ABOUT THE CLUB HANDBOOK**

The Club Handbook has been written to provide parents, carers and players with useful information on how the Club is run. In it you find will contact details for Committee Members as well as guidelines and rules appropriate to the level of football being played.

A copy of the Club Handbook is also available for downloading from the Club's website

[www.chalgrovecavaliersfc.net](http://www.chalgrovecavaliersfc.net)

## **COMMITTEE CONTACT DETAILS**

<b>Title</b>	<b>Person</b>	<b>Telephone</b>	<b>E-mail</b>
Chairman	James McGraw	01865 891277	jamesm@chalgrovecavaliersfc.net□
Vice Chairman	Gary Rees	01865 890140	garyr@chalgrovecavaliersfc.net□
Secretary	Mark Wasmuth	01865 891753	markw@chalgrovecavaliersfc.net□
Treasurer	Mark Dobbins	01865 891960	markd@chalgrovecavaliersfc.net□
Fixtures Secretary	Mike George	07834 259782	georgem4@airproducts.com
Club Welfare Officer	Gary Rees	01865 890140	garyr@chalgrovecavaliersfc.net□
Schools Liaison Officer	Mark Wasmuth	01865 891753	markw@chalgrovecavaliersfc.net□
Volunteer Coordinator	Gary Rees	01865 890140	garyr@chalgrovecavaliersfc.net□
Press & PR Officer	Mike George	07834 259782	georgem4@airproducts.com

## **TEAM CONTACTS FOR THE 2011-12 SEASON**

### **UNDER 8**

Manager Phil Cox  
Telephone 01865 400504  
Mobile -  
E-mail [kerri.cox@tiscali.co.uk](mailto:kerri.cox@tiscali.co.uk)  
Age range Boys and Girls born on or between 1st Sept 2002 and 31st Aug 2003  
Playing level Friendly matches only (Saturday)

### **UNDER 9**

Manager Alan Spiers  
Telephone 01865 400937  
Mobile 07940 062092  
E-mail [alan.spiers@yahoo.co.uk](mailto:alan.spiers@yahoo.co.uk)  
Age range Boys and Girls born on or between 1st Sept 2002 and 31st Aug 2003  
Playing level Competing in the Oxford Mail Boys Under 9s League (Saturday)

### **UNDER 10**

No current team. If you are interested in running this team, please contact the Secretary.

### **UNDER 11**

Manager Richard Brown  
Telephone 01865 400549  
Mobile 07717 734703  
E-mail [richard\\_\\_a\\_\\_brown@hotmail.com](mailto:richard__a__brown@hotmail.com)  
Age range Boys and Girls born on or between 1st Sept 2000 and 31st Aug 2001  
Playing level Competing in the Oxford Mail Boys Under 11s League (Sunday)

### **UNDER 12**

Manager Trevor Croxford  
Telephone 01865 400397  
Mobile 07775 916582  
E-mail [trevor\\_croxford@hotmail.com](mailto:trevor_croxford@hotmail.com)  
Age range Boys born on or between 1st Sept 1999 and 31st Aug 2000  
Playing level Competing in the Oxford Mail Boys Under 12s League (Sunday)

### **UNDER 13**

Manager Gary Rees  
Telephone 01865 890140  
Mobile 07725 427865  
E-mail [garyr@chalgrovecavaliersfc.net](mailto:garyr@chalgrovecavaliersfc.net)  
Age range Boys born on or between 1st Sept 1998 and 31st Aug 1999  
Playing level Competing in the Oxford Mail Boys Under 13s League (Sunday)

**UNDER 14**

Manager Adam Baker  
Telephone 01235 799693  
Mobile 07840 308437  
E-mail [bakeradam32@yahoo.co.uk](mailto:bakeradam32@yahoo.co.uk)  
Age range Boys born on or between 1st Sept 1997 and 31st Aug 1998  
Playing level Competing in the Oxford Mail Boys Under 14s League (Sunday)

**UNDER 15 GIRLS**

Manager Adrian Todd  
Telephone 01865 890254  
Mobile 07740 511210  
E-mail [atodd43@btinternet.com](mailto:atodd43@btinternet.com)  
Age range Girls born on or between 1st Sept 1996 and 31st Aug 1998  
Playing level Competing in the Oxford Mail Girls Under 15s League (Saturday)

**UNDER 17**

Manager James McGraw  
Telephone 01865 891277  
Mobile -  
E-mail [mcgrawpartick@aol.com](mailto:mcgrawpartick@aol.com)  
Age range Boys born on or between 1st Sept 1994 and 31st Aug 1995  
Playing level Competing in the Oxford Invitational Youth League (Sunday)

**MENs TEAM**

Manager Simon Godfrey  
Telephone -  
Mobile 07867 972775  
E-mail [sgodfrey@rm.com](mailto:sgodfrey@rm.com)  
Age range Over 18  
Playing level Competing in the R.T Harris League (Saturday)

## ***GENERAL CLUB INFORMATION***

### **ANNUAL GENERAL MEETING**

Chalgrove Cavaliers Football Club holds its Annual General Meeting (AGM) in May. The minutes for the AGM will be made available on the Club's website.

### **COMMITTEE MEETINGS**

Chalgrove Cavaliers Football Club holds monthly committee meetings, usually at 8pm on the second Thursday of each month. If parents/carers or players have any issues they would like raised at the committee meeting they may attend the meeting or contact their Team Manager to raise the issue. Alternatively, an e-mail can be sent to [info@chalgrovecavaliersfc.net](mailto:info@chalgrovecavaliersfc.net)

### **CLUB CONSTITUTION**

Chalgrove Cavaliers Football Club's Constitution is freely available and can be accessed from the Club's website. This Handbook contains the policies adopted by the Club to meet the requirements of the Club Constitution.

### **FA MINI SOCCER HANDBOOK**

There are some differences between adult football rules (Football Association Rules) and children's football rules used to officiate at league matches, tournaments and friendly matches. To understand the rules that are being used, please download a copy of the FA Mini Soccer Handbook from the Club's website.

### **FIRST AID**

Chalgrove Cavaliers Football Club has at least one FA Registered First Aider and a Sports First Aid Kit at each match. Please ensure that your team Manager is aware of any short term illness or long term health condition affecting any player before any club activity. Accidents are reported to the Secretary and documented for the record.

### **FIXTURES**

Fixture lists will be distributed at the beginning of the season. Amendments and postponements will be communicated via each team's Manager. The Club website is updated on a regular basis with fixtures, results and league tables.

### **INSURANCE**

Chalgrove Cavaliers Football Club's registration with The Oxfordshire County FA means the Club has up to date public liability insurance. The Club also has group personal accident insurance which covers any person who is a registered player, official, coach or spectator, while attending a match, training session or other club event.

### **MATCHES**

Kick-off times and dates will be advised by managers and they are also posted on the Club website. Details on length of matches, which is dependant upon the age group playing, are also on the Club website.

### **MERCHANDISE**

From time to time merchandise will become available for parents/carers to purchase. Typically the merchandise will be polo shirts, mugs and photographs.

## **OXFORD MAIL BOYS LEAGUE**

The Oxford Mail Boys League Website [www.oxfordmailboysleague.org](http://www.oxfordmailboysleague.org) contains useful information such as League Rules and Committee Minutes.

## **OXFORD MAIL GIRLS FOOTBALL LEAGUE**

The Oxford Mail Girls Football League Website [www.football.mitoo.co.uk/News.cfm?LeagueCode=OGFL2011](http://www.football.mitoo.co.uk/News.cfm?LeagueCode=OGFL2011) contains useful information such as League Rules and Committee Minutes.

## **REGISTRATION FORMS**

Player Registration Forms are available from Team Managers and can also be downloaded from the Club's website. One form per player is required. Registration of a player will be for one season only before it needs to be renewed.

## **REGISTRATION PAYMENTS**

Payment is required in full before 30<sup>th</sup> June for the following season. Chalgrove Cavaliers Football Club accepts cheques (made payable to Chalgrove Cavaliers Football Club) or cash. Players can join the Club at any time during the season and subscriptions are subject to the 'Player Subscriptions and Refund Policy'.

## **RESULTS AND TABLES**

The relevant league website is updated on a weekly basis with fixtures, results and league tables.

## **FA GUIDE FOR PARENTS AND CARERS WEBSITE**

If your child plays or would like to play football for an organised team, you can gather information about how you, the Parent or Carer can help at the FA website <http://www.thefa.com/respectguide/>. An interactive guide will help you understand how grass roots football is organized and how to get the most out of supporting your child as a player. Parents and Carers are also advised to read the Code of Conduct section found later in the Handbook.

## **SPONSORSHIP AND DONATIONS**

If you would like to donate money towards the club or if you are interested in providing sponsorship please contact the Club Secretary or your Team Manager.

## **TRAINING**

Each team has its own regular weekly training session. However, please contact Team Managers to confirm day and time as weather and school holidays may mean there are last minute changes.

## **VOLUNTEERS**

Football belongs to and should be enjoyed by everyone, equally. Our commitment is to encourage Parents & Carers to volunteer to help in a number of ways. Parents & Carers interested in assisting should contact their Team Manager to discuss.

## **WEBSITE**

The Chalgrove Cavaliers Club website address is [www.chalgrovecavaliersfc.net](http://www.chalgrovecavaliersfc.net)

# **CODES OF CONDUCT**

## **Respect 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
- Play fairly – I won't cheat, 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
- 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
- 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

## **Respect Code of Conduct for Spectators and Parents / Carers**

We all have a responsibility to promote high standards of behaviour in the game.

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
- Always respect the match officials' decisions

- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- 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
- Avoid criticising a player for making a mistake – mistakes are part of learning
- 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 by my club, County FA, league or The FA.

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.

### **Respect Code of Conduct for Coaches, Team Managers and Club Officials**

We all have a responsibility to promote high standards of behaviour in the game.

In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over-competitive parents, spectators and coaches on the sideline.

Play your part and observe the Football Association's Respect Code of Conduct in everything you do.

On and off the field, I will:

- 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
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- 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, league or The FA.

I may be:

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club Committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- FACA membership withdrawn
- Required to leave or be sacked by the club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.

### **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 for match officials at all time.

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 officials
- Support my match official colleagues at all times
- 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 every 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 by my club, County FA or The FA.

I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee
- Obligated to attend or re-attend The FA Respect training or other FA education course
- Issued with a written warning
- Fined by the County FA
- Offered less senior appointments
- Suspended from all appointments for a defined period

- Excluded from affiliating as a FA Referee.

### **Respect Code of Conduct for Adult Players**

We all have a responsibility to promote high standards of behaviour in the game. Players tell us they want a referee for every match, yet 7,000 match officials drop out each season because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.

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 officials 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 by my club, County FA or The FA:

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 a 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

## ***EQUALITY POLICY***

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

This Club 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 belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

This Club, 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 this Club 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.

This Club 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.

This Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

This Club 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.

This Club 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 – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

This Club 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.

## **SAFEGUARDING CHILDREN POLICY AND PROCEDURES**

1. Chalgrove Cavaliers 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 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, 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 or 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.

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

3. Chalgrove Cavaliers 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 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.
4. 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
  - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Chalgrove Cavaliers Football 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 CRB Enhanced Disclosure via The FA CRB Unit<sup>1</sup>. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Chalgrove Cavaliers 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 FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

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<sup>1</sup> The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act, 2006, due to come into effect in October 2009. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.

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. Chalgrove Cavaliers Football Club 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 Manager on 0207 745 4771, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC.

Chalgrove Cavaliers Football Club encourages everyone to know about it and utilise it if necessary.

6. Chalgrove Cavaliers Football Club has appointed a Club Welfare Officer (CWO) 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 CFA. The CWO is the first point of contact for all club committee members regarding concerns for 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 an 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 league. If bullying does occur, all players, 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 contact the CFA Welfare Officer.
8. **Respect** codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Chalgrove Cavaliers Football Club. In order to validate these **Respect** codes of conduct the Club has clear actions it will take regarding repeated of 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.
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.**

- 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
- If at any time you are not able to contact your CWO or the matter is serious then you can either:
  - contact your CFA Welfare Officer directly or
  - call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or
  - 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.

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

- **[www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)**
- The Oxfordshire County Football Association's Welfare Officer  
- Email: [Mike.Fowler@oxfordshirefa.com](mailto:Mike.Fowler@oxfordshirefa.com) or Mobile: 07534 912207
- The FA Safeguarding Children enquiry line 0845 210 8080
- Emailing – [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)

# **USE OF IMAGES OF CHILDREN/YOUNG PEOPLE**

## **Celebrating Football Photographs and Video**

There has been much talk about whether it's safe to take pictures of Under 18s playing sport.

The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.

### **Potential risks**

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often referred to as pornography sites);
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'; and
- The identification and locating of children in inappropriate circumstances which include:
  - (i) where a child has been removed from his/her family for their own safety;
  - (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases;
  - (iii) in situations where a child may be a witness in criminal proceedings; or
  - (iv) other child protection concerns.

The majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety:

### **Do**

1. Share The FA's guidance on taking images with all parents, carers and members when they join the club;
2. Ensure the club has 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 in relation to point 3 below;
3. Ensure that any child in your club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using an annual consent form, so that parents/carers can identify if this applies to children in their care (visit [www.TheFA.com/Goal](http://www.TheFA.com/Goal) and click on the downloads 'Travel and Trips Advice' to access a template annual consent form);
4. Focus on the activity rather than the individual;
5. Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts);
6. Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities; and
7. Report any instances of inappropriate images in football to The FA Case Manager or the Internet Watch Foundation (IWF) contact details can be found on the following page.

### **Don't**

1. Publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used;
2. Use player profiles with pictures and detailed personal information on websites;
3. Use an image for something other than that for which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture; and
4. Allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

#### Remember

- It's not an offence to take appropriate photographs in a public place even if asked not to do so;
- No one has the right to decide who can and cannot take images on public land;
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk;
- The land or facility owner can decide whether or not photography and/or videoing of football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave;  
and
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

#### **Commissioning professional photographers and the local media**

If you are commissioning professional photographers or inviting the press to cover a football activity ensure you and they are clear about each other's expectations. Remember the key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Inform them of your club's commitment to safeguarding children and young people and establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumbnails to the club to co-ordinate sales;
- Issue the professional photographer with identification, which must be worn at all times;
- Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to child protection concerns if their image is taken – remember this can be done by using the annual consent form at the start of the season.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation

Email: [report@iwf.org.uk](mailto:report@iwf.org.uk)

Telephone: 08456 008844

Fax the hotline: 01223 235921

[www.iwf.org.uk](http://www.iwf.org.uk)

FA Case Management

Email: [ComplianceQueries@TheFA.com](mailto:ComplianceQueries@TheFA.com)

[www.TheFA.com/Goal](http://www.TheFA.com/Goal)

## **COMPLAINTS PROCEDURE**

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

1. They should report the matter to the Chalgrove Cavaliers Football Club Secretary or another member of the Committee. Contact details can be found in this Handbook. Your 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.
  - A preference for a solution to the incident.
2. The Chalgrove Cavaliers Football Club's Management Committee will sit for any hearings that are requested.
3. The Chalgrove Cavaliers Football Club's Management Committee will have the power to:
  - Warn as to future conduct
  - Suspend from membership
  - Remove from membership any person found to have broken the Chalgrove Cavaliers Football Club's Policies or Codes of Conduct.

## **PLAYER SUBSCRIPTIONS AND REFUND POLICY AND PROCEDURES**

The annual subscription fees will be agreed each year at the Annual General Meeting (AGM).

The fees will reflect the anticipated costs to the club of running the youth football teams for the duration of that year.

Discounts will be considered for both the Under Six and the Under Sevens teams as it is recognised that these teams do not require the same financial commitment as the older teams.

### **Subscription Due Dates**

**Existing players** - Letters and Registration Forms will be issued to the players during the month of May, with the fees being due no later than 30<sup>th</sup> June (unless otherwise specified at the AGM).

The fees will cover the player from 1<sup>st</sup> July until the 30<sup>th</sup> June when the following year's subscription becomes due.

All payments and Registrations Forms should be collected by the Team Managers and passed to the Club's Treasurer.

**New players** – All new players should be given a Registration Form to complete on the first attended training session. The Team's Manager should forward this form to the Club's Treasurer as soon as possible. The Treasurer should then forward the Registration Form to the Club's Secretary.

Fees will not be due until the player has completed four training sessions. (Team Managers should advise the Parents of the fee and due date at the first attended training session).

The fees will cover the players from their starting date until 30<sup>th</sup> June when the following year's subscription become due.

The subscription fee for any players joining after 31<sup>st</sup> December will be equal to 50% of the normal rates.

**Exceptional Circumstances** – In cases where parents are able to demonstrate that they are unable to afford these fees as a lump sum, the Club is happy to come to an amicable arrangement whereby the fees may be paid in installments. The parents concerned should be asked to contact the Club's Treasurer under these circumstances.

### **Refunds**

The first 50% of the subscription fee is non-refundable.

Any player leaving **within the first two months** after their subscription due date will receive a refund equal to 50% of the subscription fee paid (any player leaving to join another club will be limited to a maximum refund equal to 25%).

Players leaving **between two and four months** after their subscription due date will receive a refund equal to 25% of the subscription fee paid.

No refunds will be given to players joining after 31<sup>st</sup> December.

All refunds are conditional upon the return of kit in satisfactory condition (as authorized by the Team's Manager).

All refund requests should be made to the Treasurer **within four weeks** of the player leaving. This will be defined as the first unattended training session or scheduled match.

Team Managers should notify both the Club's Treasurer and Secretary as soon as the player's intention to leave the club has been stated.

**Appeals** – Any request for a refund outside the above guidelines should be put forward to the Club Committee at the earliest opportunity for consideration.

## **GOALPOST SAFETY GUIDELINES**

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.

1. 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;

- Portable goalposts must be secured as per the manufacturer's instructions.
- Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts.
- Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn.
- Regular inspections of goalposts must be carried out to check that they are properly maintained.

2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.

3. The use of metal cup hooks on goals was banned from the commencement of season 2007/08 and match officials have been instructed not to commence matches where such net fixings are evident for safety reasons. Nets should only be secured by plastic arrowhead hooks, Velcro tapes or plastic clips 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.

4. 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.

5. There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.

For reference, you should note that The FA and BSI, in conjunction with the industry, have developed two standards for goalposts - BSEN 748 (2004) and BS 8462 (2005). It is strongly recommended that you ensure that all goals purchased comply with the relevant standard. A Code of Practice BS 8461 has also been completed and copies of all of these three standards are available from the British Standards Institute.

Funding for replacement goals is available via the Football Foundation and eligibility criteria and further details can be obtained on their website [www.footballfoundation.org.uk](http://www.footballfoundation.org.uk)