

Staveley Miners Welfare Juniors Football Club

Managers Handbook



www.smwjfc.co.uk



[staveley-mwfc-juniors](https://www.facebook.com/staveley-mwfc-juniors)

Our Constitution

Staveley Miners Welfare Junior Football Club works in partnership with the local community to offer a range of opportunities, improving the quality of life, strengthening self esteem, developing personal skills and promoting health and well-being through the sport of football.

We encourage young players to express themselves while developing their football and educational skills within a safe environment.



This Football Club Supports The FA Respect Programme

We ask all players, coaches, officials and spectators to behave in a manner that promotes fair play and respect. This club will not tolerate abusive language or unacceptable behaviour. We will take immediate action and report any individual that does not abide by this code of conduct. We are a football community and we all have a responsibility to create a fun, safe and enjoyable environment in which children can learn the game.

CLUB RULES





Staveley Miners Welfare Juniors Football Club

CLUB RULES

1. Monthly Meetings

Managers must attend monthly meetings or send representative from their age group.

£5.00 Fine for none attendance

£2.00 with apologies

The Secretary will e-mail a copy of the minutes to all Managers and any who fail to have a representative present at the meeting will be fined.

As a Manager/Coach you are expected to attend a 1/3 of meetings. Failure to do so will result in non-registration of your team for the following season.

2. League Meetings

A Manager/Representative from SMWFC must attend all League Meetings and relay information back to the Teams which reside within that League. Whether Age Groups take it in turns on a rota basis to attend and report the Managers can organise this between them.

Leagues are: Sheffield and District, DB Sports, Rowsley and the Sheffield and Hallamshire Girls County League.

3. Signing on Fee

All signing on fees (£35:00) must be returned with the signing on FORMS or the player will not be signed on.

The Club will reimburse a player signing on fee if it is in the Clubs best interest to de-register them.

4. Subscriptions

All subscription fees (£3.00 each player per match) must be handed to the Treasurer at each monthly meeting along with a completed subs form. Subs to be paid by Cheque or Bank Transfer. Treasurer will need notification of your payment if by Bank Transfer. References on Bank Payments require the Age Groups/Team Name to be shown to be able to keep track, sub form will still require completion.

5. Fines

The Secretary will inform the Manager concerned of any fine received from the Leagues. If the Manager agrees to the fine, the Treasurer will pay the fine from the club account. This amount must then be paid back no later than the next monthly meeting.





Staveley Miners Welfare Juniors Football Club

CLUB RULES

6. Sponsorship/ Donation

Each Age Group is responsible for sourcing their own sponsorship deals, in accordance with FA Guidelines.

SMWFC will provide £100.00 to any new team established to contribute towards kit and equipment required.

7. Posters/Advertising

Authorisation from the Committee must be received before any advertising including posters.

The club will hold no responsibility for any fines received due to Manager's failure to seek authorisation.

Advertising for players is permitted from the 1st June to the first Saturday in September without the words "must not be registered with any other Sheffield & District Junior Sunday League team."

After the first Saturday in September, adverts for players MUST contain the words "must not be registered with any other Sheffield & District Junior Sunday League team."

After the 31st January, no advertising of any kind is permitted. (Only adverts for the following season's under 7's are permitted).

If a club does not have a particular age group but wishes to enter one into the League for the next season, the club is allowed to advertise for and recruit players throughout the preceding season (as long as they are not registered elsewhere) and do not have wait until June before doing this.

The minimum fine for a breach of the advertising rules is £100 with a maximum fine of £250.

8. Social Media

All Managers are to get approval from all Parents/Guardians/Carers before any photos are to be uploaded to any Facebook/Twitter Account. Consent Form is found on the back page of the Code of Conduct. Please ensure all team members are signed up. NO NAMES or children are to be TAGGED on any photos. Child Welfare Officer is to be made admin into all Staveley Facebook Pages, whether it be an open/closed group to patrol all social communication.

All Facebook pages are to advertise Childline and their number, for easy access if any child is in need.

9. Fund Raising

Individual teams fund-raising events must receive authorisation from the Committee before the event takes place.

The club's fund raising must take presidents over any individual activities.





Staveley Miners Welfare Juniors Football Club

CLUB RULES

10. Team Accounts

All Teams must now have a bank account, rather than a cash tin. All monies are accountable for through the account, with receipts to demonstrate withdrawals. The Bank Account must be a Club Account.

<http://www.lloydsbank.com/business/retail-business/current-accounts.asp#tab-row-2>

This can be set up online within 30 mins.

The Committee may request to see any team's accounts at any time. The accounts should be made available to all Parents on their request.

The Committee requires a basic balance sheet of each Teams Account to be presented at the A.G.M.

The F.A. or the league may audit all the clubs accounts at anytime.

If any Manager decides to leave the Club the funds within the Account travels with the Staveley team. This is their money for equipment, kit, team bonding days, tournaments etc. This is then passed into the hands of the New Manager.

11. Manager Election

All Managers should they feel the need to do so can hold an end of season meeting with the team's Parents. The Manager may stand for re-election and a vote should be taken at the meeting to re-elect or make a new selection of management for next season. The Club Secretary should be informed immediately of any change in management.

All Managers will have an up to date CRB check & Safeguarding FA Qualification, failure to do so will incur suspension until such a time that individuals CRB & Safeguarding is validated.

12. Kit and Equipment Agreement

Each Manager is responsible for the return of all kits. Each Manager should arrange the pass over of kits as soon as the season has finished.

Equipment is provided for use on the Chantry & School Grounds, this is to be respected and kept in good condition. If damaged, it should be replaced by the necessary team. New Line Marking Machine has been provided for the Chantry, Staveley Junior School & St Joseph's again once this is used, it needs to be cleaned and kept in good condition.





Staveley Miners Welfare Juniors Football Club

CLUB RULES

13. Winter Training

Each individual Manager must arrange their own Winter Training i.e. Brookfield/Springwell/SMWFC 3G. The fee will be the Team Manager's responsibility and should be paid direct to the facility provider. The Manager should ensure that the revenue received through the training subscriptions covers the fee, as the club will not cover any outstanding amounts due to training expenses.

14. Training

Any costs incurred by the Club for training facilities i.e. Springwell school £50.00 per team will be recouped from the team concerned through their training fees

All other training subs will be allowed to be kept by the teams to build their fund and cover any other training costs incurred.

15. Constitution, Club Rules, F.A. and League Rules

All Club Officials and Managers must abide by all the Club, F.A, and League rules and the constitution should always be adhered to.

Any fines received for misconduct or failure to abide by these rules must be paid for by the individual concerned

Managers should make all Parents aware of the rules for spectators and instruct them that any fines incurred due to their misconduct will be issued direct to the person/s in question.

The club will hold no responsibility for any Manager/Supporter actions.

16. End of Season presentation evenings

All age groups WILL hold their end of season presentation evenings at Staveley MWFC club house where possible. Booking for this should be made as early as possible to avoid disappointment.

Cost is £3.50 per head for the buffet. NO Room Hire Charge.

It is advisable for Teams to look at doubling up on Presentation Dates where there is short supply.

17. Chantry Field/Staveley Junior School/St Joseph's CofE

All teams playing on the above fields will share responsibility for the up keep and management of that area, failure to do so will result in that age group being reprimanded with fines applied to that age group for NOT helping out. That particular age group will be expected to explain their actions to the Committee.

These are the Rules of the Staveley Miners Welfare FC Junior Section. If there are any questions or comments to raise please speak with the Junior Chairman.



CODE OF CONDUCT





Staveley Miners Welfare Juniors Football Club

CODE OF CONDUCT

YOUNG PLAYERS

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, and 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.





Staveley Miners Welfare Juniors Football Club

CODE OF CONDUCT

SPECTATORS / PARENT(S) / GUARDIAN(S)

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 dependent.

IN ADDITION:

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

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 for spectators at all times.



www.smwjfc.co.uk



[staveley-mwfc-juniors](https://www.facebook.com/staveley-mwfc-juniors)



Staveley Miners Welfare Juniors Football Club

CODE OF CONDUCT

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.

RESPECT CODE OF CONDUCT

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 License may be withdrawn.





Staveley Miners Welfare Juniors Football Club

CODE OF CONDUCT

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.



SOCIAL MEDIA GUIDELINES





Staveley Miners Welfare Juniors Football Club

SOCIAL MEDIA GUIDELINES

Managers / Coaches / Volunteers / Players / Parents

Our vision is to be the football club that best understands and delivers for young people in our local area. Social media is a tool to help us realise this. It provides the opportunity to share ideas, solve problems and gain insights from a range of information sources at our fingertips. Social media sites can help us keep our ear to the ground and stay in touch with a variety of related information sources. It also allows us to share good practice and celebrate our achievements as a club, in addition to using it as a marketing/promotional tool for fixtures and other events. These guidelines aim to help us participate in online conversations in the right way.

Before you Start - You should always agree your participation in social media with the club safeguarding officer and/or committee/chairman. You should take personal responsibility for making sure your participation does not adversely impact on your performance and productivity.

Your Role as Ambassador - If you are identified as a Staveley Miners Welfare Football Club Manager / Coach, volunteer, player, parent (guardian) or member of staff, you are effectively acting as an ambassador of the football club. If you are participating in online conversations to promote Staveley Miners Welfare Football Club or any Staveley Miners Welfare Football Club brands, products or services, you should always check that your actions support the committee's/chairman's wishes.

Tone and Content - In your online conversations, you should always be:

- Professional and Respectful
- Genuine and Credible
- Helpful and Constructive
- Accurate.

You should at all times avoid venting frustration, ranting or boring other users.

Include a Disclaimer - Make it clear that your views about work-related matters are your own personal views and do not represent the views of Staveley Miners Welfare Football Club or any other person.

Privacy and Confidentiality - Keep personal details - such as work/home locations and date of birth - private as these can be used for online fraud and create unintended links to Staveley Miners Welfare Football Club.

Monitoring - Be aware that Staveley Miners Welfare Football Club track mentions of the club online.



www.smwjfc.co.uk



[staveley-mwfc-juniors](https://www.facebook.com/staveley-mwfc-juniors)

ANTI-BULLYING POLICY





Staveley Miners Welfare Juniors Football Club

ANTI-BULLYING POLICY

STATEMENT OF INTENT

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

WHAT IS BULLYING?

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

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts.

No one deserves to be a victim of bullying.

Everybody has the right to be treated with respect.

Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

OBJECTIVES OF THIS POLICY

- All club members, coaches, officials and parents should have an understanding of what bullying is
- All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club we take bullying seriously. Players and parents should be assured that they

would be supported when bullying is reported

- Bullying will not be tolerated.

SIGNS AND INDICATORS

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

- says he or she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above.

IN MORE EXTREME CASES

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

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



Staveley Miners Welfare Juniors Football Club

ANTI-BULLYING POLICY

PROCEDURES

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

IN THE CASE OF ADULTS REPORTED TO BE BULLYING ANYONE

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

PREVENTION

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

We would like to thank the Amateur Swimming Association who have shared their Anti-Bullying Policy for Clubs on which this recommended FA Club Anti-Bullying Policy has been developed.

PROCEDURES

RECOMMENDED CLUB ACTION

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

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

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

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

www.anti-bullyingalliance.org.uk
www.stoptextbully.com
www.bullying.co.uk



www.smwjfc.co.uk



[staveley-mwfc-juniors](https://www.facebook.com/staveley-mwfc-juniors)

SAFEGUARDING





Staveley Miners Welfare Juniors Football Club

SAFEGUARDING CHILDREN POLICY AND PROCEDURES

Football Club Safeguarding Children Policy

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

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

- the child's welfare is, and must always be, the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. STAVELEY MINERS WELFARE JFC Football Club recognises that this is the responsibility of every adult involved in our club.

3. STAVELEY MINERS WELFARE JFC Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

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

- Specify what the role is and what tasks it involves
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- Ask for and follow up with 2 references before appointing someone
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current STAVELEY MINERS WELFARE JFC 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 Unit1.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of STAVELEY MINERS WELFARE JFC 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 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.





Staveley Miners Welfare Juniors Football Club

SAFEGUARDING CHILDREN POLICY AND PROCEDURES

5. STAVELEY MINERS WELFARE JFC 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 Safeguarding 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. STAVELEY MINERS WELFARE JFC Football Club encourages everyone to know about it and utilise it if necessary.

6. STAVELEY MINERS WELFARE JFC Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

8. Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by STAVELEY MINERS WELFARE JUNIOR-Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

TheFA.com/Footballsaf

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 Services
- 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 Police or Children's Services
 - call The FA/NSPCC 24 hour Helpline for advice on 0808 800 5000 or Deaf users text phone 0800 056 0566

NB – The FA's Safeguarding Children Policy and Procedures are available via www.TheFA.com/Footballsaf – click on the 'downloads' under Policy and Procedures. 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:

- www.TheFA.com/Footballsaf
- Emailing – Footballsaf@TheFA.com
- The FA Safeguarding

FORMS





Staveley Miners Welfare Juniors Football Club

SIGNING ON FORM

Age Group : _____ Team Name : _____

Managers Name : _____

Player Name : _____ DOB : _____

Address : _____

_____ Post Code : _____

Parent Guardian Name 1: _____ DOB: _____ Contact No 1: _____

Parent Guardian Name 2: _____ DOB: _____ Contact No 2: _____

Contact Email Address : _____

Medical Details: _____

Emergency Contact Name 1: _____ Contact Number 1: _____

Emergency Contact Name 2: _____ Contact Number 2: _____

I / We acknowledge receipt of the Codes of Conduct and Social Media Guidelines of Staveley Miners Welfare F.C and agree to abide by them.

I / We confirm that I have read and understood the Data Protection policy and consents contained in this agreement.

I/ We give consent for my child to receive medical attention if injured whilst playing football/traveling to and from football events if I cannot be contacted on the above numbers.

Player Signature : _____ Date: _____

Parent/Guardian Signature : _____ Date: _____

Parent/Guardian Signature : _____ Date: _____

Managers Signature : _____ Date: _____

Secretary's Signature : _____ Date: _____

The following documents • Code Of Conduct - COC • General Data Protection Regulation - GDPR • Medical Consent Form • SMWJFC Managers Handbook Rules are all available to view at: www.smwjfc.co.uk





Staveley Miners Welfare Juniors Football Club

SIGNING CHECK LIST FORM

The below checklist declares that the person named below has read and understood all documentation and guidelines in the Staveley Miners Welfare handbook. Which includes the following documents:

• Code Of Conduct - COC • General Data Protection Regulation - GDPR • Medical Consent Form • SMWJFC Managers Handbook Rules

Age Group : _____ Team Name : _____

Managers Name : _____

Player Name : _____ DOB : _____

Address : _____

_____ Post Code : _____

Parent Guardian Name 1: _____ DOB: _____ Contact No 1: _____

Parent Guardian Name 2: _____ DOB: _____ Contact No 2: _____

Contact Email Address : _____

Medical Details: _____

Emergency Contact Name 1: _____ Contact Number 1: _____

Emergency Contact Name 2: _____ Contact Number 2: _____

I / We acknowledge receipt of the Codes of Conduct and Social Media Guidelines of Staveley Miners Welfare F.C and agree to abide by them.

I / We confirm that I have read and understood the Data Protection policy and consents contained in this agreement.

I/ We give consent for my child to receive medical attention if injured whilst playing football/traveling to and from football events if I cannot be contacted on the above numbers.

Player Signature : _____ Date: _____

Parent/Guardian Signature : _____ Date: _____

Parent/Guardian Signature : _____ Date: _____

Managers Signature : _____ Date: _____

Secretary's Signature : _____ Date: _____





Staveley Miners Welfare Juniors Football Club

INJURY REPORT FORM 1

Date : _____ Time : _____

Event : _____

Injured Person's Details

First Name : _____ Surname : _____

Address : _____

_____ Post Code : _____

Date of Birth: _____ Telephone Number: _____

Injured Person's Details

1. Full Name of Person: _____ Contact Number: _____

2. Full Name of Person: _____ Contact Number: _____

3. Full Name of Person: _____ Contact Number: _____

Details of all person's that witnessed incident

1. Full Name of Person: _____ Contact Number: _____

2. Full Name of Person: _____ Contact Number: _____

3. Full Name of Person: _____ Contact Number: _____





Staveley Miners Welfare Juniors Football Club

INJURY REPORT FORM 2

Incident Details

Time of injury: _____

Date: _____

Describe the incident

Treatment Given

Details of Person Giving Treatment: _____ Role of person: _____

Loss of consciousness? **YES/NO** Ambulance Call? **YES/NO** Person sent to hospital? **YES/NO**

If **YES**, which Hospital: _____

First Aider

First Name : _____ Surname : _____

Address : _____

_____ Post Code : _____





Staveley Miners Welfare Juniors Football Club

RISK ASSESSMENT COVID19 FORM 1

Control of Coronavirus						
	Activity/ Aspect	AT RISK	Hazards/ Impact	Risk	Preventive / Control Measures	Residual Risk
1.1	Attending training session/match	Players/Coaches /Officials/All Other Contacts	Risk of spreading Coronavirus Covid-19	High	<p>Anyone who meets one of the following criteria should not come to the training session or match:</p> <ul style="list-style-type: none"> ➤ Has a high temperature, a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of COVID-19 - follow the guidance on self-isolation ➤ Is a person at increased risk of severe illness from COVID-19, is defined as a vulnerable person (as advised by their health authority) ➤ Is living with a person at increased risk of severe illness or an extremely vulnerable person who is shielding 	Low
1.2	Facilities to be compliant with Government Legislation and Guidance related to Covid-19	Players/Coaches /Officials/All Other Contacts	Risk of spreading Coronavirus Covid-19	High	<ul style="list-style-type: none"> ➤ Provide water, soap, and drying facilities at wash station ➤ Provide information on how to wash hands properly and display posters ➤ Provide hand sanitisers for the occasions when people can't wash their hands ➤ Put signs up reminding everyone of the need to wash hands/sanitise 	
1.3	General rules to avoid contamination/s pread	All Players/Coaches /Officials/All Other Contacts	Risk of contracting or spreading Coronavirus Covid-19	High	<p>The best way to avoid the spread of Coronavirus Covid-19 is to maintain good hygiene at all times</p> <ul style="list-style-type: none"> ➤ Avoid touching anything with skin and if necessary, wash hands before and immediately afterwards. Avoid touching your face ➤ Regular breaks to be permitted for hand washing ➤ Wash hands before and immediately after eating and before and after using the toilet ➤ All food/drinks to be brought from home by each individual and there must be no sharing outside households/support bubbles ➤ When sneezing/coughing use a tissue and bin immediately/where this isn't possible use your elbow/sleeve NEVER hands and wash hands immediately or sanitise <p>Ensure adequate supervision to ensure procedures are being appropriately implemented</p>	
1.4	Travelling to and from training sessions/matches	Players/Coaches /Officials/All Other Contacts	Risk of spreading Coronavirus Covid-19	High	<p>Where possible players should travel to training/matches with people from their own household or support bubble – if this is not possible –</p> <ul style="list-style-type: none"> ➤ Journeys to be shared with same individuals with the minimum number of people at any one time ➤ Additional parking to be allocated to allow for additional vehicles ➤ Wash hands regularly including before and after using vehicles 	Low
					<ul style="list-style-type: none"> ➤ Maintain good ventilation (keep windows open), face away from each other ➤ Occupants of vehicles may wear masks to reduce risk of contact with air borne particles 	
1.5	Changing before and after matches	Players/Coaches /Officials/All Other Contacts	Risk of spreading Coronavirus Covid-19	High	<p>Where possible players, coaches and officials should arrive changed and shower at home:</p> <ul style="list-style-type: none"> ➤ Use of changing facilities must follow government advice on the use of indoor facilities ➤ All surfaces must be cleaned before and after use ➤ Occupants of any changing facilities must be kept to a minimum to ensure social distancing can be adhered to where possible ➤ Windows to be kept open where possible to ensure good ventilation through the facility ➤ Facilities to be supervised to ensure that controls are being adhered to where practicable 	Low
1.6	Use of Equipment/Ball Handling	Players/Coaches /Officials/All Other Contacts	Risk of spreading Coronavirus Covid-19	High	<ul style="list-style-type: none"> ➤ Ball Handling should be kept to a minimum with most contact via a boot and the ball must be disinfected in breaks of play ➤ Goal keepers must ensure they disinfect their gloves regularly in breaks of training or matches and thoroughly afterwards ➤ Where possible only the coaches must handle the additional equipment used in training/matches and this must be disinfected both before and after use ➤ While training or playing in a match all participants must resist from touching their faces ➤ When training or matches are completed all must ensure that their hands are washed thoroughly following guidelines 	Low
1.7	Playing/Training	Players/Coaches /Officials/All Other Contacts	Risk of spreading Coronavirus Covid-19	High	<ul style="list-style-type: none"> ➤ Competitive training is now permitted, with groups limited to a maximum of 30 people, including coaches ➤ Competitive match playing is now permitted with social distancing in place before and after the match, and in any breaks of play ➤ Players and officials should sanitise hands before and after a game as well as scheduled breaks throughout the game or training session ➤ Ball Handling to be kept to a minimum with most contact via boot and the ball must be disinfected in breaks of play ➤ Youth football coaches are encouraged to limit persistent close proximity of participants during training and match play ➤ Goal celebrations should be avoided/coaches to actively discourage goal celebrations in youth teams 	Low
1.5	Traceability of Contacts	Players/Coaches /Officials/All Other Contacts	Risk of spreading Coronavirus Covid-19	High	<ul style="list-style-type: none"> ➤ Records need to be kept of everyone attending the club for training or matches, this must include contact details to support the NHS test and trace program 	Low



Staveley Miners Welfare Juniors Football Club

RISK ASSESSMENT COVID19 FORM 2

1.6	Hand washing	Players/Coaches /Officials/All Other Contacts	Risk of contracting or spreading Coronavirus Covid-19	High	<ul style="list-style-type: none"> ➤ Where possible site should provide additional hand facilities or if this is not possible hand sanitizer should be widely available. Facilities must be regularly cleaned. ➤ Paper towels to be used where possible, these must be placed in the bin provided immediately after use, if there are no paper towels please use own towels and wash daily ➤ Bins should be available for used paper towels / tissues, these will be removed and disposed of regularly 	Low
1.7	Toilet facilities	Players/Coaches /Officials/All Other Contacts	Risk of contracting or spreading Coronavirus Covid-19	High	<ul style="list-style-type: none"> ➤ Observe all facilities instructions to comply with social distancing requirements when using facilities ➤ Wash hands before and after using facilities ➤ Avoid contact with any surfaces with hands / skin at all times – handles/door locks/toilet flush – use paper towels where possible and then dispose of in the bin provided immediately (bins to be emptied regularly) ➤ Report immediately if facilities not adequately cleaned and maintained 	Low
1.8	Emergency arrangements	Players/Coaches /Officials/All Other Contacts	Risk of contracting or spreading Covid-19	High	<p>Primary responsibility is to preserve life and first aid should be administered if required until emergency services attend site</p> <ul style="list-style-type: none"> ➤ In the event of an emergency the priority must be to escape immediately to the muster point, remain there whilst maintaining 2m social distancing rule as far as reasonably practicable. In the event of serious injury emergency services to be contacted - due to the current situation response times may be longer ➤ If possible first aid may be administered by the injured party (under direction from first aider if necessary). If this is not possible and a first aider is required to administer treatment they should – wear surgical gloves; safety glasses or face shield; disposable apron or coveralls. Hands and face to be washed immediately after treatment. If required “chest only” CPR to be administered. 	Medium
1.15	General environment	Players/Coaches /Officials/All Other Contacts	Risk of contracting or spreading Covid-19	High	<p>Enhanced cleaning procedures should be implemented especially in communal areas and at touch points</p> <ul style="list-style-type: none"> ➤ Ensure that all cleaning schedules identified by facility are being adhered to. ➤ Key focus points for regular cleaning should include – taps & washing facilities; toilet flush & seats; door handles and push plates; handrails on stair-cases and walkways; eating areas – tables, chairs, vending machines, payment points etc; rubbish collection and storage points must be monitored and emptied regularly 	Low

Risk Assessment – , Coronavirus - Covid-19 (July 2020)

Date of Assessment	July 2020	Review Date	Monthly
Assessor (s)	P Weatherall	Authorised By	P Weatherall

Name – Print	Signature	Date

I Acknowledge receipt of the above risk assessment and fully understand its contents – if in doubt ASK

When completing the risk assessment please be aware of the definitions of Hazard and Risk -

Hazard – something with the potential to cause harm **Risk** – The likelihood that harm from the hazard will take place





Club Chairman

Paul Weatherall, Email: SMWFCJ_Chairman@outlook.com

Club Secretary/ Treasurer

Cheryl Smith, Email: SMWFCJ_Secretary@outlook.com

Club Child Welfare Officer

Lisa Jepson, Email: SMWFCJ_Welfare@outlook.com

Committee Members

David Rimmer (Vice Chairman) - Teresa Oliver (Mini Soccer Coach / Procurement Manager)

David Griffiths (I.T. Co-ordinator) - David Jones (Marketing Manager) - Richard Thompson (Referee Secretary)



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