



Middleton Park F.C.

# CLUB MEMBERS HANDBOOK OF RULES, POLICIES AND PROCEDURES

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**"More than just football"**

**web:** [www.middletonparkfc.co.uk](http://www.middletonparkfc.co.uk)

**e-mail:** [info@middletonparkfc.co.uk](mailto:info@middletonparkfc.co.uk)

## **Constitution/Club Rules**

### **1. Name/Location**

The club shall be called Middleton Park F.C (the club), other names that may be used by the club will be, Middleton Park (Sunday) F.C, Middleton Park Academy F.C, Middleton Park Ladies F.C, Middleton Park Girls F.C, Middleton Park Juniors F.C all known as "Middleton Park F.C".

The club shall be based at;

- Middleton Park F.C, Middleton Leisure Centre Pitches, Ring Road, Middleton, Leeds, LS10 4AX

Football Matches may take place at venues decided by the management committee, the main venue for home games being;

- Middleton Leisure Centre Pitches, Ring Road Middleton, Leeds, LS10 4AX.

Training may take place using venues decided by the management committee, the following venues being the most used:

- Middleton Leisure Centre Pitches, Ring Road Middleton, Leeds, LS10 4AX.
- Sharp Lane Playing fields, Leeds, LS10 4QE.
- John Charles Centre for Sport, Middleton Grove, Leeds, LS11 5DJ.

The committee will decide which training venue is appropriate for each team and although the above venues are preferred, the committee may use others at their discretion.

### **2. Aims and Objectives**

The main aims and objectives of the club are to...

- To provide facilities for and promote participation of the whole of the community in the sport of Football.
- To take children off the streets of Middleton and the local area in order to reduce the high rate of crime
- To promote physical fitness and ball skills for the enjoyment and improvement of its Members.
- To develop and maintain a high standard of coaching by qualifying coaches and offering them the opportunities to attend workshops etc.
- To maintain our "Community Charter Standard" status.
- To organise friendly or competitive football games for all its relevant age groups.

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- To promote community spirit throughout Middleton and the surrounding areas.
- To provide the highest possible level of football for its members and supporters.
- To provide appropriate facilities and training equipment.
- To ensure that all players are rewarded for their endeavours, by holding a presentation of trophies and/or certificates at the end of each season.

### 3. **Status of Rules**

These rules (the club rules) form a binding agreement between each member of the club.

### 4. **Rules and Regulations**

- (a) The club shall have the status of an affiliated member club of "The Football Association" by virtue of its affiliation to and Membership of "The Football Association".
- (b) The Rules and Regulations of the Football Association Limited and parent County Football Association and any League or Competition to which the club is affiliated for the time being shall be deemed to be incorporated into the club Rules.
- (c) No alteration of the club Rules shall be effective without the majority of the committee voting in favour of the Rule.
- (d) The club will also abide by The Football Association's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
- (e) Committee Members must not be contacted after 9pm, except in extreme circumstances.

### 5. **Club Membership**

- (a) The members of the club shall be those persons listed in the register of Members (the membership register) which shall be maintained by the clubs committee.
- (b) Any person who wishes to be a member must complete a membership/consent form and return it to the club committee annually.
- (c) A 'Social Membership' will also be available; the fee will be determined annually by the club's committee.
- (d) Election to membership shall be at the sole discretion of the club committee. Membership shall become effective upon an applicants name being entered in the Membership Register.
- (e) In the event of a Member's resignation or expulsion, his or her name shall be removed from the Membership Register.

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- (f) Membership of the club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except (for playing members) as a necessary consequence of the requirements of Football as a particular sport.
- (g) The club may refuse membership or expel from Membership only for good and sufficient cause, such as conduct or character likely to bring the club or the sport into disrepute. Appeal against such any decision may be made to the club's members and decided by a majority vote.
- (h) Individuals shall be allowed to train at the Manager's discretion, but shall **NOT** be covered by the club's insurance until signed on as Members.
- (i) The Football Association and parent County Association shall be given access to the Membership Register on demand.
- (j) An application form for Membership can be requested from the club committee. This shall contain an agreement which will be signed by the member and/or parent/guardian(s) where applicable.
- (k) Any member that has not played in the previous season shall also be forwarded a copy of the rules.
- (l) Membership of the club shall not guarantee a regular team place, nor should any player expect to be selected purely on the basis that they played in the previous season. In addition to this a player cannot expect to play in a match if they haven't turned up for the previous training session (regardless of their ability).
- (m) Managers, parents and players are bound by the club Rules and Codes of Conduct.
- (n) Parents are asked to notify the team manager in advance if a player is unable to attend training or matches.
- (o) Any player failing to attend training may be denied the right to take part in the next match.
- (p) If a player misses 3 consecutive training sessions without notifying their team manager, the player's Membership may be terminated by the club committee.
- (q) Any player attending training sessions or matches under the influence of drugs or alcohol will not be covered on the club's insurance and their membership will be terminated (**no excuses**).
- (r) Managers are required to have first aid kits available at all times and have undergone basic first aid training.
- (s) Parents shall be given a form on which to supply the club with details of any illnesses/allergies that their child may have, and with any special instructions concerning his/her treatment in the events of an accident or illness occurs.
- (t) Parents must ensure their child's manager carries labelled inhalers for asthma sufferers.
- (u) Players must play in their actual age group unless otherwise given permission from the committee; this must also comply to FA guidelines.

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- (v) Senior playing members must play in the team selected by the first team manager; if a player refuses to play in the first team/second team their membership may be terminated.
- (w) All senior players register for the club and not a particular team (i.e., first team or second team).
- (x) The club will not be held responsible for those children whose parents do not drop them off and pick them up from training and matches.
- (y) All children who are under 16 must be dropped off and picked up by a responsible adult.
- (z) Managers of junior teams must use common sense when fielding their players, ensuring they play a fair proportion of each match.
- (aa) To be eligible for a trophy, players must have played for the club for a reasonable period of time as decided by the club's committee.
- (bb) In the Interest of Safeguarding Children, all volunteers must hold their FA Coaches Club Identification Cards at all times whilst representing the club.
- (cc) Volunteers will be asked to pay for any CRB checks they may need to volunteer at the club; although not required, after a year's service the club may reimburse costs to the individual.

#### **6. Club Membership Fee and subscriptions.**

- (a) An annual fee payable by each Member shall be determined from time to time by the club committee. Any fee shall be payable on a successful application for Membership and annually by each Member, Fees shall not be repayable.
- (b) The club committee shall have the authority to levy further subscriptions from the members as are reasonably necessary (i.e. subscriptions at training) to fulfil the aims and objectives of the club.
- (c) Subscriptions shall be collected as and when requested by the clubs committee.
- (d) A reduced fee may be charged for Members joining half way through the playing season.
- (e) All fees will be specified on the Membership form and will be subject to review annually at the Annual General meeting (AGM).
- (f) All membership shall be paid no later than the 31<sup>st</sup> July of each year and new members cannot be accepted after the 1<sup>st</sup> March of the following calendar year.
- (g) Existing members who fail to meet the renewal deadline of 31<sup>st</sup> July maybe fined for late re-registration.

#### **7. Resignation and Expulsion**

- (a) A member shall cease to be a member of the club if, and from the date which, he/she gives notice to the club committee of their resignation. A

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Member whose annual Membership fee or further subscription is more than one month in arrears shall be deemed to have resigned.

- (b) The club committee shall have the power to expel a member when, in their opinion, it would **not** be in the interests of the Club for them to remain a member.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the club property.
- (d) Any volunteer who signs the volunteer registration form agrees to the agreement stated on it. Therefore, any volunteer failing to complete two years voluntary work will be prosecuted (if the committee feel it necessary to do so) for the costs of any courses attended (that the club paid for).

## 8. Club Committee

- (a) The club committee shall consist of the following club officers and up to nine other members, elected at an Annual General Meeting (AGM) with various roles. (below are the minimum requirements);
  - Secretary, Facilities Secretary, Chairperson, Vice-Chairperson, Treasurer
  - Minutes Secretary
- (b) Each club officer and club committee member shall hold office from date of appointment until next Annual General Meeting unless otherwise resolved at a Special General Meeting.
- (c) One person may hold no more than two positions of club committee at any time.
- (d) The club committee shall be responsible for the management of all the affairs of the club.
- (e) Decisions of the club committee shall be made by a simple majority of those attending the club committee meeting after a proposer and seconder have been put forward; The chairperson of the club committee meeting shall have the casting vote in the event of a tie.
- (f) Meetings of the club committee shall be chaired by the chairperson or in their absence the vice-chairperson.
- (g) The number of club committee members whose presence is necessary for the transaction of business shall be five (5).
- (h) Decisions of the club committee at meetings shall be entered into the Minute Book of the club to be maintained by the minute's secretary.
- (i) Any member of the club committee may call a meeting of the club committee by giving not less than seven (7) days' notice to all Members of the club committee. The club committee shall hold not less than four meetings per calendar year.
- (j) An outgoing member of the club committee may be re-elected.

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- (k) Any vacancy on the club committee which arises between Annual General Meetings (AGM's) shall be filled by a member proposed by the one and seconded by another of the remaining club committee members and approved by a simple majority of the remaining club committee members.
- (l) The club committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the club's rules.
- (m) The committee shall decide on the standard of the kit to be worn for match days and training sessions.
- (n) The committee shall discipline any member who breaks club rules or who brings the club into general disrepute, this could result in a member being asked to leave the club.
- (o) Members who have concerns to raise at committee meetings, and are under the age of 18; must be accompanied and represented by their parent/guardian(s) for the purpose of attending and voting at the club's committee meetings.

## 9. **Player/Manager Fines**

- (a) Any member who is fined by the Football Association or any Football League is responsible for the payment of that fine.
- (b) If a member fails to pay any fine the club will terminate their membership immediately.
- (c) Players may be fined for breaking rules or as an act of discipline by the team manager or the club committee; if payment of this fine exceeds 14 days, the player's Membership may be terminated.

## 10. **Annual and Special General Meetings**

- (a) An Annual General Meeting (AGM) shall be held in each year to;
  - (b)
    - (i) *to receive a report of the activities of the club over the previous year.*
    - (ii) *to receive a report of the club's finances over the previous year.*
    - (iii) *to elect the Members of the club committee.*
    - (iv) *to consider any other business.*
  - (c) Nominations of the election of members as club officers or as member of the club committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the club, to the club secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
  - (d) A Special General Meeting (SGM) may be called at any time by the club committee and shall be called within 21 days of the receipt by the club secretary of a requisition in writing signed by not less than five Members

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stating the purposes for which the meeting is required and the resolutions proposed.

- (e) Business at an SGM may be any business that may be transacted at an AGM.
- (f) The secretary shall send to each member at their last known address or e-mail address written notice of the date of General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
- (g) The number of committee members whose presence is necessary for the transaction of business shall be five.
- (h) The chairperson or, in their absence a member selected by the club committee, shall take the chair; each member present shall have one vote and the resolutions shall be passed by a simple majority after a proposer and seconder as been identified. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.
- (i) The minutes' secretary, or in their absence a member of the club committee, shall enter minutes of general meetings into the minute book of the club.

## 11. **Club Finance**

- (a) A bank account shall be opened and maintained in the name of the club (Middleton Park Football Club). Designated account signatories shall be the club secretary and the club chairperson. All monies received by the club shall be received by the treasurer and deposited into the club account.
- (b) The club committee may enable the treasurer to use internet/ telephone banking in order to aide their work as treasurer.
- (c) The club committee shall have the power to authorise the payment of expenses to any member of the club and to any other person or persons for services rendered to the club.
- (d) The **Income and Property** of the club shall be applied solely towards promoting the club's aims and objectives as set forth in this constitution and no portion there of shall be paid or transferred, directly or indirectly, to the members of the club or third parties.
- (e) The club shall prepare an annual financial statement in such form as shall be published by The Football Association from time to time.
- (f) The club property, other than the club account, shall be stored in secure units owned by the club (i.e. Steel containers or other secure buildings).
- (g) The club's committee shall be the key holders and only committee members and authorised coaching staff may enter the container or restricted areas within the clubhouse unless otherwise advised by a committee member.

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## 12. **Dissolution**

- (a) A resolution to dissolve the club shall only be proposed at an Annual or Special General Meeting and shall be carried by a majority of at least three quarters of the Members present once a proposer and seconder is identified.
- (b) The dissolution shall take effect from the date of the resolution and the members of the club committee shall be responsible for the winding up of the assets and liabilities of the club.
- (c) In the event of the dissolution of the club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies;
  - A registered charitable organisation(s).
  - Another Club which is a registered CASC.
  - The sports national governing body for use by them for related community sports.

## 13. **Safety**

- (a) The club shall take every precaution to ensure the safety of its members. All team managers must undergo Criminal Record Bureau (CRB) checks obtained through the F.A Criminal Records Bureau.
- (b) The club has a Safeguarding Children Policy adopted from The Football Association. The Safeguarding Children Policy will be enforced by the club's welfare officer.
- (c) Players are required to wear shin guards/pads at **all** times.
- (d) Players should be adequately protected against the weather conditions (i.e. warm clothing in winter including gloves, hat and jogging pants; hat and sunscreen on hot days).
- (e) Managers are able to prevent a player from playing if not appropriately dressed.

## 14. **The Clubhouse and Bar Licensing**

- (a) The club will hold the relevant drinks licence to enable the club to hold functions and offer a service to its members.
- (b) The licensed hours will be displayed in the clubhouse, although the club may not use all the licensed hours available. The club's committee will decide on the relevant opening hours, the bar may be closed if the committee feel it's not in the club's interest to open it.
- (c) All volunteers working in the club's Kitchen and bar must have received sufficient training or be supervised by a holder of the relevant certificates.

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- (d) The building will be available for hire for various activities that have been passed by the club's committee.
- (e) A hire fee will be set annually by the club committee in regards to hiring the clubs facilities and rooms.
- (f) Parents of playing members may book the functions etc. on behalf of their child, which means they may benefit from any membership discounts, where restrictions allow.
- (g) The club committee will ensure the building reaches national minimum standards in all areas of Health and safety and where possible exceed those levels.

## 15. **Coaches Code of Conduct**

- (a) Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- (b) Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- (c) Coaches must adhere to all guidelines laid down by governing bodies.
- (d) Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- (e) Coaches must not exert undue influence to obtain personal benefit or reward.
- (f) Coaches must encourage and guide to accept responsibility for their own behaviour and performance.
- (g) Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- (h) Coaches should, at the outset, clarify with the players (and where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- (i) Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- (j) Coaches must always promote the positive aspects of sport (e.g. fair play) and never condone violations of the laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- (k) Coaches must consistently display high standards of behaviour and appearance.
- (l) Coaches must not use or tolerate inappropriate language.

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## 16. Players Code of Conduct

### *Obligations towards the game*

A player should:

- a) make every effort to develop their own sporting abilities in terms of skill, technique, tactics and stamina.
- b) give maximum effort and strive for the best possible performance during a game, even if his/her team is in a position where the desired result has already been achieved.
- c) set a positive example for others, particularly young players and supporters.
- d) avoid all forms of gamesmanship, and time-wasting.
- e) always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- f) not use inappropriate language.

### *Obligations towards your own team*

A player should:

- g) make every effort consistent with fair play and the Laws of the Game to help his/her own team win.
- h) resist any influence which might, or might be seen to, bring into question his/her commitment to the team winning.

### *Respect for the Laws of the Game and Competition Rules*

A player should:

- i) know and abide by the Laws, Rules and spirit of the game, and the competition rules.
- j) accept success and failure, victory and defeat, equally.
- k) resist any temptations to take banned substances or use banned techniques.

### *Respect towards opponents*

A player should:

- l) treat opponents with due respect at all times, irrespective of the result of the game.
- m) safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

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### *Respect towards the Match Officials*

A player should:

- n) accept the decision of the Match Official without protest.
- o) avoid words or actions which may mislead a Match Official.
- p) show due respect towards Match Officials.

### *Respect towards Team Officials*

A player should:

- q) abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this code.
- r) show due respect towards the Team Officials of the opposition.

### *Obligations towards the Supporters*

A player should:

- s) show due respect to the interests of Supporters.

Players should wear the Club's badge with pride and do nothing in their conduct on or off the field to dishonour this badge.

## **17. Team Officials Code of Conduct**

### *Obligations towards the game*

The Team Official should:

- a) set a positive example for others, particularly young players and supporters.
- b) promote and develop his/her own team having regard to the interests of the players, supporters and reputation of the national game.
- c) share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- d) avoid all forms of gamesmanship.
- e) show due respect to Match Officials and others involved in the game.
- f) always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- g) not use or tolerate inappropriate language.

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### *Obligations towards the team*

The Team Official should:

- h) make every effort to develop the sporting, technical and tactical levels of the Club/team, and to obtain the best results by the team, using all permitted means.
- i) give priority to the interests of the team over individual interests.
- j) resist all illegal or unsporting influences, including banned substances and techniques.
- k) promote ethical principles.
- l) show due respect to the interests of players, coaches and other officials, at their own Club/team and others.

### *Obligations towards the supporters*

The Team Official should:

- m) show due respect to the interests of supporters.

### *Respect towards Match Officials*

The team official should:

- n) accept the decisions of the Match Official without protest.
- o) avoid words or actions which may mislead a Match Official.
- p) show due respect towards Match Officials.

## **18. Parents/Spectators Code of Conduct**

Parents/Spectators should:

- a) applaud the opposition as well as your own team.
- b) avoid coaching your child during the game.
- c) refrain from shouting and screaming.
- d) respect the Referee's decision.
- e) give attention to each of the children involved in football, not just the most talented.
- f) give encouragement to everyone who participates in football.

Parents/Spectators should NOT:

- g) enter the field of play, unless asked to by a Match Official or a Member of the team management.

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## Main rules of Coaching

**Rule 1:** The Coach is always right.

**Rule 2:** In the unlikely event that the Coach is found to be wrong, **Rule 1** automatically applies.

### 19. Suggestions and 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.

- a) They should report the matter to the Club Secretary or another Member of the Committee.

Your report should include:

- b) Details of what, when, and where the occurrence took place.
- c) Any witness statement and names.
- d) Names of any others who have been treated in a similar way.
- e) Details of any former complaints made about the incident, date, when and to whom it was made.
- f) A preference for a solution to the incident.
- g) The Club's Management Committee will sit for any hearings that are requested.
- h) The Club's Management Committee will have the power to warn as to future conduct, suspend or remove, any person found to have broken the Club's policies or Codes of Conduct.

The Club also has a suggestion box on its website, [www.middletonparkfc.co.uk](http://www.middletonparkfc.co.uk).

### 20. Safeguarding Children Policy

- (a) Middleton Park 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.
- (b) The key principles of The FA Safeguarding Children Policy are that:

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- *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. Middleton Park Football Club recognises that this is the responsibility of every adult involved in our Club.

(c) Middleton 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.

(d) 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 Middleton Park 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.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Middleton Park 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.

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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 minimize the risk of 'grooming' within football.

- (e) Middleton Park 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. Middleton Park Football Club encourages everyone to know about it and utilize it if necessary.
- (f) Middleton Park 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.
- (g) 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.
- (h) Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Middleton Park 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.
- (i) 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.

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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 on 0113 282 1222
- contact the Police or Children’s Services
- call The FA/NSPCC 24 hour Helpline for advice on 0808 800 5000

Further advice on Safeguarding Children matters can be obtained from the Club Welfare Officer.

## 21. **Health & Safety Policy**

Designated person: Club Welfare Officer

The following statement sets out the health and safety objectives for our Club. We:

- a) will take all reasonable steps to provide safe and healthy conditions for children, staff, volunteers, Members of management Committee, visitors and others who may be affected by its activities;
- b) will ensure compliance with all relevant health and safety legislation;
- c) accept responsibility as an organiser and will provide adequate resources to implement this policy;
- d) accept that health, safety and welfare are an integral part of all its activities and will take steps to manage these;
- e) expects all staff and volunteers to co-operate in complying with all legal obligations and take reasonable care of their own health and safety and have regards to the health and safety of others;
- f) are committed to providing the necessary information, instruction and training to all employees, volunteers and children where applicable; and
- g) are committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modify the policy in light of new legislation and other changing circumstances.

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Responsibilities for implementing and reviewing the organisation's health and safety policy are detailed below.

### **Club Committee**

The Club Committee has overall responsibility for health and safety. For its part, the Club Committee will:

- h) delegate one person to be the health and safety officer for the organisation. This person will be the Club Welfare Officer.
- i) make sure health and safety issues are paramount;
- j) make sure adequate resources for health and safety are made available;
- k) consult with staff and make sure relevant training is carried out; and
- l) monitor and review the health and safety arrangements.

### **Named Designated Persons/Leaders**

The named designated person and leaders are responsible for day-to-day health, safety and welfare and will:

- m) develop a safety culture throughout the organisation.
- n) take day-to-day operational decisions;
- o) draw up safety procedures;
- p) make sure staff are aware of their responsibilities;
- q) make sure that visiting adults working with children are made aware of all relevant agreed health, safety and welfare routines and practices;
- r) update the Committee;
- s) make sure everyone is told about any hazards on site;
- t) make sure that a system for reporting and recording accidents is in place and monitored;
- u) make sure that effective arrangements are in force to facilitate ready evacuation of the building in the case of fire or other emergency; and
- v) monitor effectiveness of procedures.

The designated person or leader may delegate any of these tasks to named individuals by agreement of all parties. However the designated person or leader remains responsible for health, safety and welfare on a day-to-day basis.

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## **Volunteers**

All Volunteers will:

- w) support the implementation of health and safety arrangements as required by health and safety legislation;
- x) take reasonable care of themselves, children and others;
- y) make sure, as far as is reasonably practicable, that classrooms or work areas are safe;
- z) report any concerns, shortcomings or near accidents immediately to the designated person or leader, or health and safety officer;
- aa) read the policy and comply with the agreed standards; and
- bb) store potentially dangerous materials safely.

## **Training**

- cc) The health and safety/welfare officer is sent to regular training courses about health and safety matters, including first aid. This information is passed on to other Members of staff and volunteers after the training.

## **First aid**

- dd) The first aid kit is kept at the Clubhouse, which is accessible to all Volunteers and will be stored in the Clubhouse office. The health and safety officer/club Welfare Officer is responsible for keeping the first aid kit up-to-date with supplies. There must be at least one qualified first-aider on site. All age group Managers and Coaches are qualified first aiders and will also hold first aid kits.

## **Accidents and dangerous occurrences**

- ee) All accidents and injuries, no matter how minor, must be recorded in the accident book which is kept at the Clubhouse and the Club Welfare Officer notified.
- ff) Accidents must be reported to the designated person or leader and the health and safety officer on the appropriate form, (available from the health and safety officer). The team Manager, Coach and parents must also be told. The health and safety officer will complete an accident book as soon as possible. If necessary, the health and safety officer will be responsible for informing the appropriate parties, and for setting up any subsequent enquiry. In an emergency, if a child needs to go to hospital, an ambulance should be called by the health and safety officer or designated person or leader by dialling 999. Parents or carers will be told immediately. If both the parent and the next emergency contact are unavailable, a Member of staff must accompany the child acting in 'loco parentis'.

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## Health and safety induction

- gg) The health and safety officer runs sessions for new staff and volunteers to discuss the general health and safety management arrangements and emergency procedures, including this policy.

## Monitoring and review of policy

- hh) The designated person or leader and the health and safety officer will carry out an annual review of the health and safety policy to make sure that new regulations are followed and that the contents of policy remain valid.
- ii) The views of children, young people and their families, staff, volunteers and Members of management Committee will be sought.
- jj) Risk assessments will be carried out by the health and safety officer and the designated person or leader on a regular basis.

## Further information

- kk) For more information about any aspect of this policy or on any health and safety issues in general, please contact the health and safety officer (Club Welfare Officer), Steven Rose on 07930 719010.

## Forms linked to policy

- ll) Administration of medicines policy / Procedure for uncollected children or children who go missing / Model registration and consent form / Model risk assessment / Model incident report / Fire and evacuation procedures

## 22. Fire & Evacuation Policy

- a. All staff and children will be told where the meeting point is, and what to do in case the building has to be evacuated.
- b. The meeting point is the Car Park
- c. A fire drill will be held once a year with the children in attendance.
- d. When alarm bell sounds, all children to line up at the nearest fire exit.
- e. The team Manager/Coach is to escort the children to the meeting point.
- f. The team Manager/Coach is to collect register, and contact details.
- g. At the meeting point the lead worker to take register.
- h. A team Manager/Coach will call the fire brigade.
- i. The team Manager will tell parents and arrange collection of children from the meeting point as soon as possible.

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## 23. Anti-Bullying Policy

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 focusing 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.

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## 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.

### Procedures

- 1) Report bullying incidents to the Club Welfare Officer or a Member of the Club's 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.

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## 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 3 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. Further advice on Anti-bullying matters can be obtained from the Club Welfare Officer.

## 24. Anti Discrimination Policy

Middleton Park Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. The Committee's commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Middleton Park means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:

- The advertisement for volunteers.

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- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

We will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

The Club's Football Development Officer will take the lead in ensuring equality across the organisation with support from the Club Committee.

## 25. Racism Policy

Middleton Park Football Club will not tolerate any form of racial abuse.

### **Kick It Out**

Kick It Out is football's anti-racism campaign. The Let's Kick Racism Out of Football campaign was started by the Commission for Racial Equality and the Professional Footballers' Association in 1993. It is supported by all the game's governing bodies, supporters' organisations and local authorities, and works to challenge racism at all levels of the game.

Middleton Park Football Club fully supports and upholds the code of practice proposed by the Kick It Out organisation.

### **What to do if you Experience Racism**

Racist abuse at football matches is against the law, so the police and stewards should take action.

Report racists – if you receive racist abuse, or see or hear someone making racist comments or gestures, you should report it – to a committee member, steward, the police, the coach; to the club if you are a fan; or to the local authority if it occurs on your local council pitch.

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Referees should act if the abuse comes from players, and your league or county FA should look into the matter. Make note of the incident and let Kick It Out know what's happened too.

The KIO hotline number is 0800 169 9414.

PO Box 29544, London, EC2A 4WR.

Tel: 020 7684 4884 Fax: 020 7684 4885 Email: [info@kickitout.org](mailto:info@kickitout.org)

## 26. Equal Opportunities Policy

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

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation or harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Middleton Park commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

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Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

## 27. 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.

Your report should include:

- 1) Details of what, when, and where the occurrence took place.
- 2) Any witness statement and names.
- 3) Names of any others who have been treated in a similar way.
- 4) Details of any former complaints made about the incident, date, when and to whom made.
- 5) 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:

- 1) Warn as to future conduct
- 2) Suspend from membership
- 3) Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

## 28. Other Policies.

**Our Volunteering Policy and our Volunteer Student/Internship Opportunity Policy** are available on request from the Club Secretary, but both must be adhered to.

## 29. Social Media/Online tools.

Our club will operate on Facebook and Twitter and other social media sites where needed to inform our members and to assist in the recruitment of players. Club officials may use the clubs email system to contact parents with information.

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