



# Russellers Football Club

[www.russellersjfc.co.uk](http://www.russellersjfc.co.uk)



## RUSSELLERS

Russellers football club endorses the principles that .....

Children and young people have a right to enjoy sport, free from all forms of abuse and exploitation.

Updated 07/01/2013 V8 – Club Chairman, Dave Fone

Signed as proof of update:





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## COMMITTEE MEMBERS 2012 / 2013

### CHAIRPERSON

Dave Fone

### VICE-CHAIRPERSON

Nick Brandon

### CLUB SECRETARY

Mandy Rolls

### TREASURER

Ian Wilson

### CHILD WELFARE OFFICER

Scott Mayar

### CLUB DEVELOPMENT OFFICER / MINI-SOCCER OFFICER

Ben Murphy

### SOCIAL SECRETARY

Richard Ferguson

### MINUTES SECRETARY

Dave Fone

### FIXTURE SECRETARY'S

Mini Soccer

11-a-side - Jon Ray

### Other members of the committee (Team Managers)

Jake Arnold

Dan Sanders

[russellers.chairman@hotmail.com](mailto:russellers.chairman@hotmail.com)

Affiliated to: London Football Association-GYY01406 / GAS01404



Chairman: Dave Fone (07506740913) Club Secretary: Trevor Town (07774722767) Treasurer: Simon Perrott (07507566717) Registration Officer: Tony Lawson (07877739163)  
Child Welfare Officer: Denise O'Sea (07717295086) Club Development Officer: Tom O'Shea (07717295085) Minutes & Information Secretary: Ben Murphy (07748325166)  
Bexley & Selkent Fixtures Secretary (11-a-side): Jon Ray (07951022121) Mini Soccer Fixtures Secretary: Carl Thompson (07806741965) Met League: Jon Ray  
Mini Soccer Co-Ordinator: Steve James (07800503162)



## Committee Roles

### CHAIRMAN

The chairman does not have any specific duties but oversees the work carried out by the Officer's elected and presides over the monthly and annual general meetings.

The Chairman also holds the post of Club volunteer coordinator and monitors the volunteers within the club

The Chairman has the casting vote if required.

**VICE CHAIRMAN** (As above in the absence of the chairman)

### CLUB SECRETARY

To club secretary will be the first contact point for the League. Send out all letters from the club to the Leagues and other clubs.

To sign and check all the Registration cards before they go to the DRA's (Divisional Registration Administrators). To deal with player transfers between clubs

### TREASURER

Maintaining the cashbooks and bookkeeping records of the club and summarising for audit approval on an annual basis to be presented to the AGM.

Ensuring a good relationship with our Bankers and Suppliers and ensuring that the relevant resources are acquired at the right price and that our liabilities are monitored and controlled with due diligence and control.

Accountable to the members and officers of the club, in relation to the assets of the club

### CHILD WELFARE OFFICER

Responsible for organising and maintaining all records relating to child protection procedures within the club, including gaining CRB checks for ALL managers and assistants.



### **CLUB DEVELOPMENT OFFICER**

Actively promotes the club and recruits new players, oversees the development of players on and off the pitch.

## **Committee Roles continued**

### **MINI-SOCCER OFFICER / WEB SITE**

Deal with any club Concerns; regarding the running of mini-soccer and act a liaison between mini-soccer parents/managers and the club. Responsible for the co-ordination of all mini-soccer events

### **MEMBERSHIP OFFICER**

To ensure all children are correctly registered with the club thereby meeting the clubs liability insurance arrangements.

Maintain a record of all children within the club.

Providing all managers with the opportunity to attend courses and to keep a record of all Courses attended.

### **SOCIAL SECRETARY**

Responsible for arranging social events throughout the club including Presentation Evening,

Christmas Parties, Tournament and fundraising activities

### **MINUTES SECRETARY**

Responsible for issuing the fixed monthly agenda, 5 days prior to the monthly committee meetings

Recording, maintaining and distributing the minutes as per the monthly committee meetings.



## Russellers FC Committee Contact List for 2012/13

### CHAIRPERSON

**Dave Fone**

64 Cumberland Avenue DA16 2QA [david@dfone.fsnet.co.uk](mailto:david@dfone.fsnet.co.uk) 07957 376392

### VICE-CHAIRPERSON

**Nick Brandon**

51 Yorkland Ave, Welling, Kent. DA16 2LE [nickbrandon@gmail.com](mailto:nickbrandon@gmail.com) 07799787999

### CLUB SECRETARY

**Mandy Rolls**

20 Wansunt Road, Bexley, Kent. DA5 2DQ [mandy\\_rolls@yahoo.co.uk](mailto:mandy_rolls@yahoo.co.uk) 0775 2782689

### TREASURER

**Ian Wilson**

5 Darwin Road, Welling, Kent. DA16 2EQ [ian.darwin@gmail.com](mailto:ian.darwin@gmail.com) 07860 367110

### CHILD WELFARE OFFICER

**Scott Mayar**

348 Green Lane, New Eltham, London, SE9 3TH, [scott-mayar@hotmail.co.uk](mailto:scott-mayar@hotmail.co.uk) 07773398788

### CLUB DEVELOPMENT OFFICER

**Ben Murphy**

7 Marlowe Gardens, Eltham, SE9 1AB, [murphy2012@hotmail.co.uk](mailto:murphy2012@hotmail.co.uk) 07748325166

### SOCIAL SECRETARY

**Richard Ferguson**

459 Westhorne ave, Eltham, London. SE9 5LR [fergie301064@googlemail.com](mailto:fergie301064@googlemail.com) 07881 650 628

### FIXTURE SECRETARY'S

**11-a-side - Jon Ray** [jon1970chelsea@hotmail.co.uk](mailto:jon1970chelsea@hotmail.co.uk) 07951022121

[russellers.chairman@hotmail.com](mailto:russellers.chairman@hotmail.com)

Affiliated to: London Football Association-GYY01406 / GAS01404

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## Mission Statement

Russellers football club endorse the principles that.....

Children and young people have the right to enjoy sport, free from all forms of abuse and exploitation.

All children and young people have equal rights to protection from harm.

All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.

Everybody within the club has a responsibility to support the care and protection of children at all times.

As an organisation working with children and young people, the club and adults involved with the club have “**A duty of care**” towards them.





## Aims and objectives

The main aim of the club is to encourage child participation and enjoyment of football, from an early age through to senior level.

Russellers football club will aim to provide local communities with youth football.

The club will interact informally with schools local to the ground and others within the manager's home address areas.

Russellers Football club will ensure that all managers and assistants are CRB checked and fully trained prior taking up their position within the club

Russellers football club will to aspire to having at least one team per age group participating in recognised local football leagues

Russellers football club will aim to provide football for all. No child shall be excluded from taking part.

Russellers football club will actively promote mini-soccer to all children under 10.

Russellers football club will aim to retain and develop players by providing high standards

Russellers football club will through best practice support the Football Association's philosophy of providing "Football for all" and "football for life."



## Child Welfare & Protection

Russellers Football Club has a duty of care to look after our children at all times. We must treat all children equally and with respect.

Scott Mayar is the clubs Child Welfare Officer should you have any concerns with this area.

The club regards child protection as the most important area of the club.

All managers and assistants within the club are required to hold a child protection qualification.

All managers will be CRB checked upon joining the club.

For further information regarding child protection and football, please visit

[www.thefa.com](http://www.thefa.com) or view the Club's detailed Child Protection Policy

## First Aid

Russellers Football Club will ensure that the provision of first aid equipment is available at each training session and match.

Each manager within the club, as part of their Football Association Level 1 course will attend an emergency aid course. The certificate provided by this course runs for the period of three years.

Each manager will attend a Football Association recognised emergency aid course every three years



## The FA Criminal Records Bureau (CRB) Unit

It is best practice for individuals involved in youth and girls football to have completed an Enhanced Criminal Records Bureau Disclosure via The FA CRB Unit.

An Enhanced CRB Disclosure is a tool to establish an individual's suitability to hold a role with children. The FA CRB Unit manages the disclosure process throughout affiliated football and ensures that it complies with Government legislation.

Anyone who has the following role with children or vulnerable adults in football should complete an FA Enhanced CRB Disclosure:

Caring/training/supervising/sole charge/counselling and advising.

Individuals who are in decision-making roles regarding the welfare of children in football should also complete an FA Enhanced CRB Disclosure.

Please refer to The FA CRB Unit who will be able to advise you further on who is eligible to complete a FA Enhanced CRB Disclosure within your Club.

Further information on the CRB process can be found at <http://thefa.com/TheFA/CRB> or by calling The FA CRB Unit on 0845 2108080.

It is considered to be best practice for an individual to complete an Enhanced CRB Disclosure every three years. However, this has not been made mandatory by The FA. It is most important to ensure that the individuals who have not completed an Enhanced CRB Disclosure at all go through the process first.



## Data Protection

All club officers and managers are responsible for the information that they hold.

Child sensitive information must be held secure at all times.

In line with the league procedure, all managers must ensure that the only information allowed to training and matches is the name of the player and their telephone number.

Players address details must not be taken to any training session or match.

In line with the club's beliefs in protecting the environmental impact, where possible all information will be stored electronically.

This information is password protected and encrypted to ensure that the data held is protected at all times.

If a player leaves Russellers football club, all of the players details are removed and erased from the secure storage location.



## Club rules

### 1. Status of the rules

These rules (The Club Rules) are made within the club constitution and form a binding agreement between each member of the club

### 2. Rules and regulations

- a) The club shall have the status of an affiliated member club of the Football Association by of its virtue of its affiliation to the London Football Association
- b) The club shall have a Child Welfare Officer who has attended a Football Association Child Welfare course
- c) All adults working within the club shall consent to a check with the Criminal Records Bureau and a disclosure document
- d) All managers shall participate with the online Soccer Parent Course
- e) The club shall follow the advice of the Football Association with regard to best practice in child protection
- f) Every manager must hold a minimum Level 1 Coaching Certificate
- g) The club shall have a code of conduct for coaches, officers, players and parents



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## 3. Club membership

- a) The members of the club shall be those persons currently registered by the club within the Selkent , Bexley , Kent Suburban League (Senior) and Metropolitan Sunday league(senior).
- b) Team managers shall maintain a register of players and the registration officer will also keep copies
- c) Any person wishing to be a member must apply using the Russellers Football Club registration form and deliver it to the Club Secretary  
Membership shall become effective as from the date entered on the registration card by the league appointed registration officer
- d) In the event of a members resignation or expulsion, Russellers Football Club will hold the players registration until the end of the season or when the player is transferred to another club
- e) The affiliated Football Associations shall have access to Russellers Football Club membership records on demand.
- f) Registration cards shall be taken to all matches and presented to the opponents for match card procedure
- g) A club officer is also deemed to be a member

## 4. Annual membership fees

- a) An annual fee payable by each member shall be determined by the club committee, any fee shall be payable on a successful application for membership  
Family fees are one full paying fee, this is at the discretion of the committee.

Fees shall not be refundable other than by committee approval

- b) The committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the club





## 5. Resignation and expulsion

- a) A member shall cease to be a member upon written notice of resignation being received by the Club Secretary, any outstanding fees due to this date must be paid in full
- b) The committee shall have the power to expel a member when it would not be in the interests of the club for him/her to remain a member, there shall be appeal procedures
- c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, club property

## 6. Club committee

- a) The club committee shall comprise of the officers of the club appointed at the AGM and under the terms of the club constitution
- b) Each committee member shall hold the office from the date of election until the next AGM, resignation or expulsion. No person may hold more than two positions at any time, unless deemed appropriate by the committee
- c) The committee shall be responsible for the day-to-day management of the affairs of the club. Election to the committee shall be by a simple majority of all existing committee members or at the AGM. The Chairman shall have the casting vote in the event of a tie. In the absence of the Chairman, then the Vice-Chairman will chair the meeting
- d) All decisions shall be recorded and maintained by the Club Secretary. The minutes may be maintained electronically.
- e) Any member of the committee may call a meeting by giving 14 days notice in writing to the Club Secretary
- f) The committee shall meet on no less than 5 occasions each year
- g) Any committee member who does not attend any club meetings for 4 consecutive times may be deemed to have resigned



- h) Save as in provided for in the constitution and the rules and regulations of the Football Associations and the London Football Association, to which the club is affiliated, the committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the club rules.
- i) The committee shall have the power to make byelaws as deemed necessary and to amend them accordingly. No byelaw may nullify the effect of any rules
- j) A committee member may be dismissed as a member of the committee for gross misconduct. What constitutes gross misconduct must be laid down in the byelaws and shall not be made retrospectively

## 7. Annual general meeting

At the Annual General Meeting, the Chairman shall provide a report on the activities of the club and the treasurer shall report on the club's finances and the annual accounts

## 8. Club teams

The committee shall have the power to appoint a person (The Manager) to be responsible for each team. The manager shall be responsible to the committee for managing the affairs of the team and will be deemed a member of the club and not of the committee unless otherwise elected. The manager shall present monthly accounts to the treasurer for the clubs records.

## 9. Club finances

- a) A bank account shall be opened in the name of the club (Russellers Football Club). The designated signatories shall be the Treasurer and the Club Secretary. No sum shall be drawn out of the club account except by a cheque signed by the Treasurer or the Club Secretary (in his absence).
- b) The Treasurer shall receive all monies due to the club
- c) The club committee shall have the power to authorise payment of remuneration and expenses to any member of the club (although a club shall not remunerate a member for playing) and to any other person or persons for services rendered to the club.





- d) The club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of community amateur sports clubs as provided for in the Finance Act 2002.
- e) The club may also in connection with the sports purposes of the club:
1. Sell and supply food, drink and related sports clothing and equipment
  2. Employ members (although not for playing) and remunerate them for providing goods and services on fair terms set by the club committee without the person concerned being present.
  3. Pay for reasonable hospitality for visiting teams and guests.
- f) The club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the club. The club will retain its accounting records for six years.
- g) The club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The financial statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at the General Meeting. A copy of any financial Statement shall, on demand be forwarded to the FA.
- h) The club property, other than the club account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer, who shall deal with the club property as directed by decisions of the club committee and entry in the minutes shall be conclusive evidence of such a decision.
- i) The custodians shall be appointed by the club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- j) On their removal or resignation a custodian shall execute a conveyance in such form as is published by the FA. The club shall make a copy of any conveyance available to the FA.
- k) The custodians shall be entitled to an indemnity out of the club property for all expenses and other liabilities reasonably incurred by them carrying out their duties.



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## Dissolution

- a) A resolution to dissolve the club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the club committee shall be responsible for the winding up of the assets and liabilities of the club.
- c) Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be transferred to another club, a competition, the Parent County Association or the FA for use by them for related community sports.

When a member leaves the club whether by resignation or expulsion, he is responsible for returning all club property, failure to do so will result in the member being charged for the value of the property together with any cost incurred by the club in recovery as deemed appropriate by the committee





# RUSSELLERS FOOTBALL CLUB - CODES OF CONDUCT

## Code of conduct for all managers / coaches

In order to promote a good sportsmanlike attitude, the club mandates a Code of Conduct, which all people associated with the club must adhere to.

### **Manager / Coach:**

The manager / coach **must** place the well being and safety of each player above all other considerations including the development of performance.

The manager / coach **must** respect the rights, dignity and worth of each and every person and treat them equally within the consent of the sport.

The manager / coach **must** develop an appropriate working relationship with each player based on mutual trust and respect.

The manager / coach will adhere to the associated League's code of Conduct.

The manager / coach will motivate and coach all players in football skills and match tactical skills. The manager / coach must ensure that the activities they direct are appropriate for the age, maturity, experience and ability of the players.

The manager / coach will proactively encourage a good sportsman like attitude from players and parents.

The manager / coach will proactively encourage fair play, and never condone violations of the laws of the game, behaviour contrary to the spirit of the laws of the game.

The manager / coach will approach parents concerning any problems or difficulties with players at the appropriate time.

The manager / coach must not exert any undue influence to obtain personal benefit or reward.

The manager / coach must encourage players to accept responsibility for their own behaviour and performance.

The manager / coach must consistently display high standards of behaviour and appearance.

The manager / coach must not use or tolerate inappropriate foul language.

Player/coach ratio for training sessions will be a maximum of 16 : 1



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# RUSSELLERS FOOTBALL CLUB - CODES OF CONDUCT

## Code of conduct for all players

### **Players:**

The player will pay his fees before any training sessions or matches.

The player will attend training sessions / matches with clean kit and boots and have appropriate clothing for wet / cold weather.

The player will respect all other players / parents / manager & coaches at all times.

The player will respect and look after the property of the club (Footballs, Cones, Training Posts, Bibs, Team Kit, kit Bags, Tracksuits, Rain jackets, etc ....)

The player will return all Club property at the end of the season to the manager / coach.

The player will listen to the manager / coaches instructions at all times.

The player must adhere to the association code of conduct

**The player will be responsible for his / her own behaviour at all times.**

The player will turn up for training sessions / matches at the agreed times.

The player will listen to the manager and respect their decisions / instructions.

The player will treat the opponents with due respect at all times irrespective of the result.

The player must abide by the decisions made by an official during the game.

The player should show respect to supporters.





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## RUSSELLERS FOOTBALL CLUB - CODES OF CONDUCT

### Parents

The Parent will adhere to the associated League Code of Conduct.

The parents will encourage and motivate players to turn up for training sessions / matches at the agreed times.

The parents will ensure that the player has the appropriate fees before attending training sessions and matches.

The parents will encourage the player to attend training / matches with appropriate, clean clothing and kit.

The parents will encourage players to have a good sportsman like attitude.

The parents will respect other parents / players / managers and coaches.

The parents will refrain from shouting tactical instructions at matches.

The parents will approach the manager / coach with any problems or difficulties concerning the player.

The parents will keep the manager / coach fully informed of any medical condition relating to the player.





## Managers Roles and Responsibilities

The role of the manager within the club carries considerable responsibility.

The manager must act with honesty and integrity at all times. Player safety must be a priority at all times and remember 'all managers are role models for the children they train'

The list below will provide you with some basic principles and rules that you must adhere to. Of course the list is endless but should you require further clarification you can view the FA web site [www.thefa.com](http://www.thefa.com) and study the sections under 'grass roots'

The manager must adhere to the Russellers code of conduct

All children must be treated in accordance with the FA's child protection program

The manager and assistant must hold a valid child protection certificate at all times (new managers have six months to obtain certification)

Managers must treat all children as equals

The manager must hold a record of all children within their care and ensure that the player 'personal details form' is up to date.

The manager must ensure that all children have the correct kit for training and match days. (shin pads are mandatory)

The manager must ensure that he follows the 'goal post safety guidelines at all times (see the FA web site – search goal post safety)

The manager must not use foul or abusive language at any time

The manager is responsible for all team affairs even if some of the tasks (collection of subs / match card etc) have been delegated to a third party

Managers are the only people to contact club secretary

The manager may appoint one non paying assistant to help run the team. The manager remains responsible for all tasks undertaken by the assistant





## ASSISTANT MANAGERS

The role of the assistant manager mirrors that of the manager and the assistant is required to conduct him/herself in line with the clubs rules and procedures. Ideally the Assistant would have the same qualifications as the manager but as a minimum the assistant must hold a child protection certificate and be CRB checked. Whilst full responsibility for the team lies with the manager, the assistant will be expected to understand the role of the manager and must be fully conversant with all procedural matters, particularly those relating to match day procedure.

In addition to the above points the assistant must be willing to support the manager on match days. The key tasks on a match day include;

- Referee the match in the absence of league appointed officials.
- Running the line
- Match Card Procedure
- Preparing the players for the match
- Meeting and dealing with the opposing managers

**PLEASE REMEMBER, YOU ARE REPRESENTING RUSSELLERS FOOTBALL CLUB AT ALL TIMES**



## Appointing New Managers / Assistants

New managers and / or assistants will be subject to the following procedure

The applicant will need to complete a Managers / Assistants Application form prior to appointment

The application will be considered by the committee at the earliest opportunity (normally monthly meeting)

The Applicant will be required to attend the first available monthly meeting for an interview.

The applicant will be notified in writing of the committee's decision within 7 working days

The applicant will be CRB checked prior beginning his role as manager/ assistant

The applicant will need to attend a Child Protection Workshop as soon as a course is available but ideally within 3 months of application.

The successful applicant must sign a the clubs code of conduct as soon as appointed

The applicant must complete 'Soccer Parent' program on the official FA web site [www.thefa.com](http://www.thefa.com) prior to appointment



# Disciplinary Procedure

## Managers / Assistants

The role of the Manager within the club is a key and responsible position. The duties they perform on behalf of the club will naturally fall under the spotlight. All managers must ensure that they operate in line with the clubs code of conduct, failure to do so will result in disciplinary action.

Below are details of the disciplinary structure.

Any manager (or assistant) in breach of the clubs code of conduct

Gross misconduct

Foul and abusive language at training / matches or directed to any child, club official, fellow manager, opposing manager, parents or players

Failure to adhere to the clubs internal rules as laid down in this handbook

Failure to adhere to the represented league rules (Match Card procedure, fines etc)

The committee agreed the following process for dealing with individuals as noted above.

The Manager or Assistant will be immediately suspended from all club activities pending a full disciplinary hearing

The Manager / Assistant will be notified in writing the date of the hearing

The Manager / Assistant will be given a minimum 7 days to prepare for the hearing

The Manager / Assistant may call upon any individual to provide support and information relating to the alleged incident.

Following the hearing the committee will notify its decision in writing within 7 days unless additional information is required from a third party (referee, league official, opposing manager etc)

The committee have the right to verbally caution, formally caution (written warning), suspend or permanently remove the individual from the club or re-instate as a manager / assistant.

The manager / assistant will have 14 days to appeal any decision

The appeal will be heard at the next available meeting.

The committee have the right to overturn their original decision or stand by their original decision.

The committee decision is final

# Disciplinary Procedure

## Players

Players within the club must remember that they are representing Russellers FC, their team mates and parents. The priority in children's football must be enjoyment. Occasionally children get upset / frustrated but they must ensure that they operate in line with the clubs code of conduct and failure to do so will result in disciplinary action.

Any Player in breach of the clubs code of conduct

Gross misconduct

Foul and abusive language at training / matches or directed to any child, club official, fellow manager, opposing manager, parents or players

Failure to adhere to the clubs internal rules as laid down in this handbook

Should a player be booked or sent from the field of play the resulting fine must be paid by the player. The player must also adhere to any disciplinary action taken by the league

The club has the right to enforce it's own disciplinary procedures in addition to action taken by the league

The committee agreed the following process for dealing with individuals as noted above.

The Player will be immediately suspended from all club activities pending a full disciplinary hearing.

The Player will be notified in writing the date of the hearing

The Player will be given a minimum 7 days to prepare for the hearing

The Player may call upon any individual to provide support and information relating to the alleged incident.

Following the hearing the committee will notify its decision in writing within 7 days unless additional information is required from a third party (referee, league official, opposing manager etc)

The committee have the right to verbally caution, formally caution (written warning), suspend or permanently remove the individual from the club or re-instate them

The Player will have 14 days to appeal any decision

The appeal will be heard at the next available meeting.

The committee have the right to overturn their original decision or stand by their original decision.

The committee decision is final

# Disciplinary Procedure

## Parents

We all know how passionate football can be and also understand that parents often get a little carried away. We naturally want all spectators to enjoy themselves but must we must ensure that they operate in line with the clubs code of conduct and failure to do so will result in disciplinary action.

Below are details of the disciplinary structure.

- Any Parent in breach of the clubs code of conduct
- Gross misconduct
- Foul and abusive language at training / matches or directed to any child, club official, fellow manager, opposing manager, parents or players
- Failure to adhere to the clubs internal rules as laid down in this handbook

The committee have agreed the following process for dealing with individuals as noted above.

The Parent will be immediately suspended from all club activities pending a full disciplinary hearing. The parents child may continue to play for the team

The Parent will be notified in writing the date of the hearing

The Parent will be given a minimum 7 days to prepare for the hearing

The Parent may call upon any individual to provide support and information relating to the alleged incident.

Following the hearing the committee will notify its decision in writing within 7 days unless additional information is required from a third party (referee, league official, opposing manager etc)

The committee have the right to verbally caution, formally caution (written warning), suspend or permanently remove the individual from the club or re-instate them.

The Parent will have 14 days to appeal any decision

The appeal will be heard at the next available meeting.

The committee have the right to overturn their original decision or stand by their original decision.

The committee decision is final



# The FA Charter Equality Policy

## Club: Russellers Football Club.

Russellers football club fully adopts and endorses the Football Association Equality policy.  
You may also wish to refer to our **The FA Charter Standard Club Programme Equality Policy**

Club Programme

Equality Policy

### **Equality Policy**

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

Russellers 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, anyone who wants to participate in it.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy. Russellers Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Russellers Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

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

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

Russellers Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as



# Russellers Football Club

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any amendments to these acts and any new legislation. Russellers Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

## Respect

**Respect is The FA's programme to address unacceptable behaviour in football – on and off the pitch.**

On average, 7,000 referees quit football every year at because of the abuse they receive from players and from the sidelines. Lots of children also pack it in because of the attitude and actions of over-enthusiastic and pushy parents.

In response, The FA's Respect programme provides a series of tools for leagues, clubs, coaches, Referees, players and parents from grassroots to elite football to ensure a safe, positive environment in which to enjoy the game.

These tools include agreed codes of conduct, in-service training for Referees, Respect club packs, spectator sideline barriers funded by the Football Foundation and ensuring captains work with referees to manage player behaviour.

The FA has also launched a free online Respect Parent Guide to highlight examples of poor behaviour and, more importantly, how it can be improved. To see the Guide for Parents and carers:

<http://www.thefa.com/VideoCentre.aspx>



[russellers.chairman@hotmail.com](mailto:russellers.chairman@hotmail.com)

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## Training Records

Russellers football club will monitor and maintain a record of every member whom undertakes training that is relevant to their position held within the club.

The membership office is responsible for maintaining these records for accuracy and to ensure that all refresher courses are booked prior to their expiry date.

The records will show the members name, course attended, date of attendance and expiry date when and where applicable.

For reasons of security and data protection these records will be stored electronically and encrypted.



## Goalpost Safety Guidelines

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

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground:

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

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

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

4. Goalposts which are "home made" or which have been altered from their original size or construction must not be used. These have been the cause of a number of deaths and injuries.

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



## Goalpost Safety Guidelines continued

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

Funding for replacement goals is available via the Football Foundation and eligibility criteria and further details can be obtained on their website

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





## Level 1 Certificate in Coaching Football

The new Level 1 Certificate in Coaching Football (L1CCF) is awarded in partnership with 1st4sport and is the first step towards becoming a recognised football coach. This Level 1 vocationally related qualification provides you with an opportunity to study and be assessed in both practical and theoretical aspects of coaching football at this level. The certificate qualifies you to coach grass roots club teams for children and young people under the supervision of a qualified football coach.

### Qualification outline

The knowledge gained from this qualification will enable you to develop a basic understanding of safe, ethical and effective football coaching to young people. The qualification is a stepping stone to other vocationally related areas including coaching, officiating and sports therapy.

### Who should enrol?

Anybody over 16 years of age with regular practical experience of participation in football, who is looking for an introduction to the vocational area of coaching Association Football.

### What are the entry requirements?

Candidates are required to:

- hold The F.A. Emergency Aid Certificate or equivalent/recognised First Aid Certificate
- have attended the F.A. workshop - Child Protection and Best Practice
- have an interest in developing the skills of young people.

### What will I learn?

How to:

- safely organise and supervise football activities including Mini Soccer, Small Sided and Conditional Games
- promote and establish working relationships and high standards between players, coaches, parents and officials
- understand different aspects of coaching children



- identify and adapt football activities and sessions for a variety of different age groups
- identify personal development opportunities in football including sports therapy, administration and officiating.

## Level 1 Certificate in Coaching Football

### How is the qualification assessed?

Candidates will be assessed via oral and written projects, assignments and assessments of their practical coaching during the training. Candidates will also be assessed by an external examiner on their delivery of a 20 minute practical coaching session on a topic chosen by the examiner from the Level 1 Football Practical Syllabus.

### What is the duration of the qualification?

This qualification should be structured over a period of between 24 and 40 hours, likely to be spread over a number of days or a weekend.

### Where can I study?

This qualification is delivered by a number of approved centres throughout the UK. For details of the nearest approved centre or your [local County FA](#), please contact 1st4sport Qualifications:

By post:

1st4sport Qualifications Coachwise Ltd Chelsea Close Off Amberley Road Armley Leeds LS12 4HP

By fax: 0113-231 9606

By e-mail: [footballcoaching@1st4sportqualifications.com](mailto:footballcoaching@1st4sportqualifications.com)



# Russellers Football Club

[www.russellersjfc.co.uk](http://www.russellersjfc.co.uk)



## Selkent Divisional Administrators 2010/ 2011

### **UNDER 7'S**

**John Whitworth**

252 Sutherland Avenue,  
Welling, DA16 2NG

Tele: 020 8304 4218  
Mb: 07961 840 834

[selkentresec@btinternet.com](mailto:selkentresec@btinternet.com)

### **UNDER 8'S**

**Angela Wood**

159 Crofton Road,  
Orpington, BR6 8JA

Tel: 01689 826001

[angelawood@tinyworld.co.uk](mailto:angelawood@tinyworld.co.uk)

### **UNDER 9'S**

**Karen Wilson**

2 Millbro, Hextable,  
Kent, BR8 7LF

Tel: 01322 666558

[karen.yorke1@ntlworld.com](mailto:karen.yorke1@ntlworld.com)

### **UNDER 10'S**

**Denise Thornhill**

8 Pound Court Drive, Orpington, BR6 8AJ

Tel: 01689 824571

[denise@thornhill8371  
\\_freerve.co.uk](mailto:denise@thornhill8371.freerve.co.uk)

### **UNDER 11'S (9-a-side)**

**Colin Gilham**

4 Rippersley Road,  
Welling, DA16 3BX

Tele: 020 8855 9504  
Mb: 07967 154 101

[selkencourses@  
thegilhams.ic24.net](mailto:selkencourses@thegilhams.ic24.net)

### **UNDER 11's**

**Jackie Costin**

33 Lansdowne Avenue,  
Orpington, Kent, BR6 8JT

Tel: 01689 855819

[JCostin@dominion-ic.co.uk](mailto:JCostin@dominion-ic.co.uk)

### **UNDER 12'S**

**Brenda Leeds**

5 Betsham Road, Erith,  
DA8 2BG

Tel: 01322 346149

[phil@leeds5814.freerve.co.uk](mailto:phil@leeds5814.freerve.co.uk)

### **UNDER 13'S**

**Jenny Verrillo**

11 Hawksmoor Close, Plumstead, S.E.18 1BJ

Tel: : 0208 854 7696

[jennybear@talktalk.net](mailto:jennybear@talktalk.net)

### **Under 14's**

**Jenny Levy**

5 Guild Road. Erith  
DA8 2PS

Mb:0779 508 2161

[alf@alflevy.freerve.co.uk](mailto:alf@alflevy.freerve.co.uk)

### **Under 15's**

**Kay McIvor**

43 Manor Road, Erith,

### **Under 16's**

**Phil Leeds**

5 Betsham Road, Erith,

### **GIRLS DIVISION**

**Sandra Botten**

42 Westerham Drive, Sidcup,

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[phil@leeds5814.freemove.co.uk](mailto:phil@leeds5814.freemove.co.uk)

## Selkent League Meetings Season 2010 – 2011

Venue: Bexley Park Sports club, Calvert Drive, Dartford, DA2 7GA

General meetings to be held on the following dates:

### 2009

Wednesday 2<sup>nd</sup> September

Wednesday 7<sup>th</sup> October

Wednesday 4<sup>th</sup> November

Wednesday 2<sup>nd</sup> December

### 2010

Wednesday 6<sup>th</sup> January

Wednesday 3<sup>rd</sup> February

Wednesday 3<sup>rd</sup> March

Wednesday 7<sup>th</sup> April

Wednesday 5<sup>th</sup> May

### AGM – Part one

Wednesday 2<sup>nd</sup> June

### AGM – Part two

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Wednesday 7th July

## Selkent League procedures – Match cards

### League Procedures Match Cards MATCH CARD PROCEDURE

1. Ensure you are fully conversant with Rules 10K, 11A and 13J.

- a) All players' names, dates of birth and registration numbers must be completed on the match card. These can be completed by the manager prior to arrival at the ground. Players to be listed in registration number order.
- b) When players have changed for the start of the game, each manager must exchange match cards and players' registration cards.
- c) Managers will then supervise the signing of the opposition players. This must be done in conjunction with checking the registration card against the player to ensure players are properly identified. (see section 2 )
- d) A player whose registration card is not available shall not be permitted to take part in the match.
- e) Prior to the start of the match sign your own match card and return it to the opposition. After the game complete the referee's name and mark on the opposition's card, which is still in your possession, together with the results and sign the card. Both sides of match card must be completed.
- f) Each Manager is responsible for posting the opposition's match card to the relevant Registration Administrator, who must receive the card within 3 days of the fixture. Non-receipt will result in a £10 fine.
- g) Teams found not to have carried out match card procedure shall be liable to a fine of up to £50.00. Any Team Manager who refuses to carry out proper match card procedures in accordance with this rule shall be deemed guilty of gross misconduct and, if proven, shall be liable for suspension from his duties.

2. Signatures

- a) Under 8's and Under 7's are not required to sign the match card.
- b) Satisfy yourself that the signatures of the players of all other age groups are the same as the registration cards.
- c) If there is a discrepancy you must report this in writing to the Registration Administrator, but you cannot stop the player from taking the field of play.



## Selkent Method of marking referees

The 1 – 100 marking scheme will be sub-divided in to four categories as follows:

86 – 100

The referee demonstrated very accurate decision-making and controlled the game very well using management and communication skills effectively to add value to the game

76 – 85

The referee demonstrated accurate decision-making and controlled the game very well using management and communication skills to contribute positively to the game

61 – 75

The referee demonstrated reasonably accurate decision-making and despite some short comings generally controlled the game well

0 – 60

The referee demonstrated shortcomings in the accuracy of decision-making and control which affected the game

Managers should use the full range of marks within each category to help distinguish between different performance – levels e.g. within the 76 – 85 category a mark of 84 indicates a better performance than a mark of 77.

Whilst some referees may have poor matches there will usually have been some positive aspects of their performance so extremely low marks should be very rare.

When managers are marking a referee they should always look at the game as a whole and not isolated decisions

The result of the match should not influence the mark and disciplinary action should be judged objectively



# Russellers Football Club

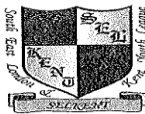
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When a mark of 60 or lower is awarded a letter of explanation must be sent to the Referee Secretary, within 7 days of the match. Failure to do so will result in a fine of £10.00.

## Completed Match Card

HOME TEAM		GOALS		AWAY TEAM	
WANDERERS		1	1	ROVERS	
REFEREE:	Print P. JONES.	Sign (to confirm final score) P. Jones			
LEAGUE APPOINTED (YES) / NO			MARK 95/100 (see Handbook for method of marking)		
	PLAYER'S NAME (Printed)	REG. No.	PLAYER'S SIGNATURE	DATE OF BIRTH	
1	C. KAUZENI	1001	C. KAUZENI	3-3-93	
2	B. MOSQUITO	1002	B. Mosquito	8-4-93	
3	K. BRADLEY	1003	K. Bradley	5-5-93	
4	M. KARABABA	1004	M. Karababa	26-4-93	
5	F. OSBOURNE	1005	F. Osborne	7-10-92	
6	T. WEST	1006	T. West	10-4-93	
7	N. CAIRES	1007	N. Caires	29-12-92	
8	J. WALLACE	1008	J. Wallace	16-4-93	
9	S. BICARD	1009	S. Biehard	22-11-92	
10	A. MERCAN	1010	A. Mercan	12-7-93	
11	B. SANKOH	1011	B. Sankoh	6-11-92	
12	O. DRACKETT	1012	O. Drackett	27-5-93	
13	G. SIAW	1013	G. Siaw	22-10-92	
14	L. ROBSON	1015	L. Robson	9-8-93	
15	E. WEBB.	1017	E. Webb	30-7-93	
16					
HOME MAN'S SIG			AWAY MAN'S SIG		



### MATCH CARD

(To be completed in ink)

AFFIX  
FIRST  
CLASS  
STAMP

CLUB NAME <b>ROVERS</b>	To Divisional Registration Administrator <b>MR</b>  <b>JOHN WHITWORTH</b> <b>252 SOTHERLAND AVENUE</b> <b>WELLING</b> <b>DA16 2NG</b>
MATCH DATE <b>25-9-09</b>	
DIVISION <b>A</b>	
AGE GROUP <b>U/17</b>	
KICK OFF <b>10.30. a.m</b>	
LEAGUE CUP / TROPHY <b>CUP / TROPHY</b>	
REMARKS	

## Duration of play

### Mini Soccer

Under 7 and 8 – 10 minutes each way

Under 9 and 10 – 25 minutes each way

The half time rule shall not exceed 5 minutes.

### Transitional soccer (9-a-side)

Under 11's 25 minutes each way normal time

**Notes: No player shall be permitted to play for more than 60 minutes on the same day.**

### Youth football (11-a-side)

Under 11 and 12's – 30 minutes each way normal time

- 10 minutes each way extra time

Under 13 and 14's – 35 minutes each way normal time

- 10 minutes each way extra time

Under 15 and 16's – 40 minutes each way normal time

- 15 minutes each way extra time

Under 17 and 18's – 45 minutes each way normal time

- 15 minutes each way extra time





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## Club Forms

[russellers.chairman@hotmail.com](mailto:russellers.chairman@hotmail.com)

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**Club Secretary: Mandy Rolls, 20 Wansunt Road, Bexley, Kent. DA5 2DQ [mandy\\_rolls@yahoo.co.uk](mailto:mandy_rolls@yahoo.co.uk) 0775 2782689**

**Fees & Payments**

- Signing-on fee £30.00 per child and £50.00 per senior player.
- Membership fees must be paid to the respective team manager at the time of submitting this application form.
- Training and match fees: £4.00 payable per session per child and £10.00 per week for senior players.
- Cheques payable to: 'Russellers Football Club'.

**Special notes**

- The club will not be held responsible for personal property, either lost or stolen from training or any fixture (home or away)
- Parents, friends or children incurring fines will be held responsible for payment
- Breach of the Russeller's Code could lead to individuals being expelled from the club at the discretion of the committee
- The club carries public liability. Parent may consider their own person injury cover for their child

**League Members: Checklist for completing this form**

- Two photocopies of birth certificates
- Two recent identical passport-sized photos
- Membership Fee
- Registration Card

**Please fill out all sections on this form:**

Players Full Name		Date of Birth	
Full Address		Post Code	
Parent/Guardian House/Mobile No.		Parent/Guardian Email Address	

Please answer the following questions so that we can proceed with your applications as soon as possible:

Are you a member of any other club or team apart from your school?	
Been registered by another club / team as a playing member with a league or other competition?	

If you have answered YES to either of the above questions, please provide the following information:

Name of club / team?		Managers name?	
Managers tel/ Mob No.		Last played for this club / team?	
In which league do they		Has this club ever	





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play?		disciplined you?	
Outstanding debts with this club?		FA ever served you with a suspension for misconduct?	

## IN CONFIDENCE – Personal Details

For the Club to be able to take appropriate action for the safety / care of any player, please complete the details below. This information will be kept 'IN CONFIDENCE' by the club team manager. Information will NOT be released to any third party without appropriate permission.

Emergency Contact Name & Number (different from parent/guardian)	
Player's known medical conditions	
Player's prescribed medicines	
Has the player been in hospital for any reason in the last 12 months	
Is the player Asthmatic	

## DECLARATION

**PLEASE NOTE:** By signing this form, you agree to abide by the Russellers Code Of Conduct. Each child is issued with a Russellers football kit and tracksuit. These are Russellers football clubs property and must be returned to the club when your child/you leave and must be returned in the condition that they were given to you. Please ensure you repair or replace if anything should happen to them whilst in your possession.

Player Signature		Date	
Parent/Guardian Signature (delete applicable)		Date	

## CLUB USE ONLY

Squad Number		League Registration Card		Signing on Fee Paid	
Kit Allocated		League Reg No.		Membership Form Signed	

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# Managers Application Form

Name (full) Date

Address

Post code

Telephone (H)

Mobile

E-mail

Date of Birth: Marital Status:

Job Held:

Employer:

Football Qualifications

(Coaching Certificates etc)

Dates?

Have you previously managed a children's football

team?

YES / NO

Details (club name etc)

Dates?

Previous experience with kids clubs / activities? Dates?

Do you hold a first aid / emergency aid qualification?

YES / NO

If yes Dates?

Have you been CRB checked?

YES / NO

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If yes Dates?

Do you hold a criminal conviction other than a motoring offence?

YES / NO

If yes Dates?

Do you hold child protection (FA) certificate?

YES / NO

If yes Dates?

Why do you think you are suitable for a Manager's role within Russellers FC?

Signed.....





**SOUTH EAST LONDON & KENT YOUTH FOOTBALL LEAGUE SEASON 2012-13  
SELKENT F2**

**REQUEST TO CANCEL FIXTURE DATE**

**To: Fixtures Secretary: -Sally Dolan Mini-Soccer, 9-A-Side & 11-A-Side**  
193 Crookston Road  
Eltham SE9 1YE

From : .....F.C.  
Date : .....

Please cancel/do not cast a fixture for our Under ..... team.  
Team Name .....  
on Sunday .....

**NUMBER OF PLAYERS REGISTERED:** .....

The following are unavailable for the reasons given:-

PLAYERS NAME	SCHOOL (Enter Name of School)	CLUB TOUR (Enter Name of Competition)
1		
2		
3		
4		
5		
6		
7		
8		
9		
<b>ANY OTHER REQUEST WILL BE AT THE DISCRETION OF THE MANAGEMENT COMMITTEE AND THEIR DECISION SHALL BE BINDING</b>		
PLAYERS NAME	REASON	
	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	

**Signed by: - .....Club Secretary**

**Please note that Rule 10(V) requires you to give 28 days notice of any request to close a fixture date.**



## Russellers Football Club Child Protection Policy

1. Russellers 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 of its 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 Child Protection and Best Practice Policy and Procedures, Safeguarding Children and Young People in football (revised edition 2006) and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Child Protection Policy are that:
  - a. The child's welfare is, and must always be, the paramount consideration
  - b. All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
  - c. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
  - d. Working in partnership with other organisations, children and young people and their parents/carers is essential.
3. 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. Russellers Football Club recognises that this is the responsibility of every adult involved in our club.
4. Russellers 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 Regulations (see Appendix 3) 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, coach, club official or medical staff.

We endorse and adopt The FA's Child Protection and Best Practice Guidelines for recruiting volunteers and will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Russellers Football Club members with direct access to 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 Russellers 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 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 or young people and to minimise the risk of 'grooming' within football.

5. Russellers Football Club supports The FA's Whistle-blowing Policy. Any adult or young person with concerns about a colleague can whistle-blow by contacting The FA Child Protection Team on 0207 745 4771 or by writing to The FA Case Manager, The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the Police, Social Services, or the NSPCC. Russellers Football Club encourages everyone to know



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about it and utilise it if necessary.

6. Russellers Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and completion of the Child Protection and Best Practice Workshop. The post holder will be involved with designated persons training provided by The FA. The CWO is the first point of contact for all club members and parents/carers regarding concerns for the welfare of any child or young person. They liaise directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of 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
8. Codes of conduct for coaches, players, officials and parents/carers, officials and coaches have been implemented by Russellers Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the CFA in more serious circumstances. All prospective members will be informed of these codes.
9. Further advice on Child Protection matters can be obtained from:
  - The London County Football Association's Child Protection Officer, whose details can be found in the County Handbook
  - The FA/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
  - [www.TheFA.com/Goal](http://www.TheFA.com/Goal)
  - The FA Child Protection Team.







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## The FA Charter Standard Club Programme Equality Policy



### Russellers Football Club Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that

Russellers Football Club is equally accessible to them all.

Russellers 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, anyone who wants to participate in it.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

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

Russellers Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion

or belief, ability or disability. It means that

Russellers Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

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

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

Russellers Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.





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## The FA Charter Standard Club Programme Equality Policy



### Russellers Football

Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation - Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

### Russellers Football

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

