**Fareham Town Youth**

**Football Club**



**Information for 2019/20 Season**



**Contact Information**



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**Chairman Introduction**



I would firstly like to begin by welcoming you, player or parent, new or existing member to Fareham Town Youth Football Club.

This season will see 27 teams across the club from Under 7s to Under 16s compete in various competitions including the Portsmouth Youth League, Mid Solent Youth Football League, Junior Premier League, Hampshire Girls Youth League and New Forest & District league.

The club prides itself in providing all youth players regardless of ability, age, gender and background to find a team to allow them to play football not only in a safe environment but also with the opportunity to improve and develop themselves. The opportunity for the youth players are clear to see this season with a Reserve team set up to provide the transition needed for those capable and willing to step up into Men’s football. Last season saw 4 youth players make the step up and play for the first team and we wish them all the best on their journey.

We are an FA Charter Standard Club which means we meet the expected standards required by the FA to run a football club. We have a trained Child Welfare Officer who ensures the players play in a safe environment, the club adheres to the FA’s Respect programme and also that all of our managers are either as a minimum qualified FA Level 1 coaches or will be by the end of the season. I am strongly pushing for us to raise the threshold this season and progress to be an FA Charter Standard Development Club for the 2019/20 season.

As a progressive club, I have been delighted with new additions to our club since the beginning of last season. The ‘Fareham Town Football Foundation’ was set up to allow children ages 5 and 6 to learn to play football in a fun and safe environment with the long term plan to get them into a team within the club. We are also delighted to announce that we have increased the amount of girls teams within the club to cater for those players between U8 to U14 and we wish them all the best in their first season at Fareham Town Youth FC.

I am very much aware that as a growing club we can become a strong pillar of the community and we would not be able to do this without the volunteers, players and parents who give their time for this to happen. Our committee run the club and if anybody is interested in joining and helping us to become bigger and better then please do not hesitate to contact myself or another member of the club.

I would like to finish by thanking you for joining Fareham Town Youth FC and wish you all the best for the coming season.

Gavin Bedford

Chairman

**Charter Standard**



Fareham Town Youth were very proud to have achieved its Charter Standard award on the 8th November 2011. The FA Charter Standard kitemark is awarded to football clubs who provide a high quality football experience. FA Charter Standard clubs are proven to be well run, sustainable, and importantly place child protection, quality coaching and safety paramount

Our youth section will this season encompass 27 teams, ranging from Under 7’s to Under 16’s and caters for all abilities.

The club is committed to give children of the Borough of Fareham the opportunity to be taught and coached to play organised football in a safe environment and to give them the natural progression to play a good standard of football when they reach the age of 18.

The award of the standard was key when attracting and retaining children to the club, it demonstrates to parents a commitment to raising and maintaining standards within the club, ensuring all volunteers are CRC checked and to allow both players and volunteers to develop their skills with a Level 1 coach for each team.

We aim to improve our standards and apply to be a Charter Standard Development Club in 2020. Watch this space!



**Club Welfare**



I am the Club Welfare Officer, which primarily covers the children within Fareham Town across all age groups.

My job is to enforce and maintain a safe and protective learning environment for everyone at the club.

This includes safety measures at training sessions and matches, relevant and necessary courses and training for coaches, managers and other volunteer staff at Fareham.

All persons working within the club have Criminal Record Check (CRC) disclosures, at least a level one coaching badge and have undertaken safeguarding courses and are first aid trained.

Anyone who feels they have any problems within training or their team ie. Bullying, racism, sexism or safety issues then please contact myself and I will deal with them directly.

If you as a parent, child, coach or manager feel there are issues that cannot be resolved by the manager/coach then again please contact myself for help and guidance.

Any child welfare issue that is brought to my attention is treated in the strictest confidence and is protected by the Data Protection Act 2018.

Gavin Bedford

**Subscription guidance**

At Fareham Town FC we are committed to granting children the opportunity to pursue their chosen sport, however in this age of austerity we accept that families on occasion struggle with financial commitments. Any financial hardship case will be presented to the committee and financial assistance granted, based on individual circumstances. If any parent is concerned about the cost of supporting their child’s monthly subscription, please approach either myself or club secretary in the first instance.

If payment is missed, the parent or guardian will receive a letter or written email correspondence from the Club Treasurer, reminding them of their financial responsibility and a 30-day grace-period will be granted to permit families to catch-up with missed payments. Consistent failure to pay subscription fees on time will result in the child’s place being suspended from training and matches.

If you require any further details regarding subscriptions please contact the Club Treasurer.

Elliott Lewry

Club Treasurer

**Secretary and**

**Match Rules**



* Read your rule book thoroughly.
* Always have it on your person at matches for reference.
* Players and managers cards must be produced before each match, notify me if opposition fail to adhere (failure to do so will result in the club being severely punished.)
* Respect barrier in place before each match, all supporters must be opposite side to the manager and coach.
* Respect handshake before matches commence.
* Respect armband to be worn by captain of your team.
* Adhere to all Codes of Conduct.
* Match delegate – the rules vary in each league, for example in the Portsmouth Youth Football League, it is mandatory for U7s to U13s. A hi-vis jacket must be worn to identify the delegate from the other spectators. Please check rule book.
* No bibs to be worn.
* Email result card to Div Sec and myself in the evening after your match, failure to adhere will cost you £5.
* Signing of players during the season, the WGS online registration has to be with the Registration secretary by the Thursday night prior to the match, exception of Hampshire Cup ( 7 days prior ).
* Transfers – please check relevant league handbook.

These are just a few basic guidelines for you to follow and if followed correctly will avoid any issues through the season. With the clubs teams competing across five leagues this season, it is a managers responsibility to ensure they read and understand their own leagues rules. Ignorance is not an excuse.

I hope you all have another successful season and good luck to you all in all competitions.

Gary Jeffries Fareham Town Youth Secretary

**Constitution And**

**Club Rules**



**1. The Club shall be called Fareham Town Youth Football Club**

**2. Objects**

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

**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 members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association limited (“The FA”), County Football Association to which the Club is affiliated (“Hampshire FA”) and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without prior written approval by Hampshire FA. The FA and Hampshire FA reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by the FA’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place.

**5. Club Membership**

(a) The members of the Club from June 1st 2016 shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from June 1st 2016. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

(c) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register

(d) The FA and Hampshire FA shall be given access to the Membership Register on demand.

**6. Annual Membership Fee**

(a) An annual fee payable by each member shall be determined from June 1st 2011 by the Management Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Management Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

**7. Resignation and Expulsion**

(a) A member shall cease to be a member of the Club, if and from the date on which, he/ she gives notice to the Management Committee of his/ her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Management Committee shall have the power to expel a team member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Management Committee in accordance with the Complaints procedure in force from June 2016.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the “Club Property”).

**8. Management Committee**

(a) The Management Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary and up to five other members, elected at an Annual General Meeting. One of these members is to be a representative from Fareham Town Football Club.

(b) All positions on the Management Committee are unpaid and as such all members of Fareham Town Youth including manager’s, coaches and players are volunteers and receive no remuneration.

(c) Each Club Officer and Management Committee Member shall hold office from the date of the appointment until the next Annual general Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than two positions of Club Officer at any time. The Management Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Management Committee shall be made by a simple majority of those attending the Management Committee meeting. The Chairperson of the Management Committee meeting shall have a

casting vote in the event of a tie. Meetings of the Management Committee shall be chaired by the Chairperson or in their absence the Secretary. The quorum for the transaction of business of the Management Committee shall be three.

(d) Decisions of the Management Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(e) Any member of the Management Committee may call a meeting of the Management Committee by giving not less than seven days’ notice to all members of the Management Committee. The Management Committee shall hold not less than four meetings a year.

(f) An outgoing member of the Management Committee may be re-elected. Any vacancy on the Management Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Management Committee members and approved by a simple majority of the remaining Management Committee members.

(g) Save as provided for in the Rules and Regulations of The FA, Hampshire FA and any applicable Competition, the Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(h) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

**9. Annual and Extraordinary General Meetings**

(a) An AGM shall be held in each year to:

(i) receive a report of the activities of the Club over the previous   year

(ii) receive a report of the Club’s finances over the previous year

(iii) elect the members of the Management Committee; and

(iv) consider any other business

(b) Nominations for election of members as Club Officers or as members of the Management 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.

(c) An EGM may be called at any time by the Management 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 stating the purposes for which the Meeting is required and the resolutions proposed. Business at the EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written notice of the date of the date of a General meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be five.

(f) The Chairperson, or in their absence a member selected by the Management Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) The Club Secretary, or in their absence a member of the Management Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

(h) The make-up of the management committee will be ratified by the Board of Directors of Fareham Town Football Club within 21 days of the date of the AGM. The Board of Directors reserve the right to reject the election of any member to the committee if they so wish.

**10. Club Teams**

(a) At its first meeting following each AGM the Management Committee shall appoint a Club member to be responsible for each of the Club’s football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Management Committee at its last meeting prior to an AGM a written report of the activities of the team.

(b) All of the Club’s youth teams shall play it’s home games at a ground within or close to the boundaries of the  Borough of Fareham.

(c) All of the Club’s kits, whether sponsored or purchased through the club remain the property of Fareham Town Youth FC.

**11. Club Finances**

(a) A bank account shall be opened and maintained in the name of the Club (the “Club Account”). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of the Club Property to members is prohibited.

(c) The Management Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club 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 matches 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:

      (i)    sell and supply food, drink and related sports clothing and

             equipment;

      (ii)  pay for reasonable hospitality for visiting teams and guests;

             and;

(iii) indemnify the Management Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(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 must retain its accounting records for a minimum of six years.

(g) The Club shall prepare an annual “Financial Statement”, in such format as shall be available from The FA from September 2007. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at 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 (“the Custodians). Who shall deal with the Club Property as directed by decisions of the Management Committee and entry in the Minute Book 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 from September 2007 to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) The Custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

**12. 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 Management 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  including those incurred by the Owners and Directors of Fareham Town Football Club in respect to the Football Club shall be transferred to another Club, a Competition, Hampshire FA or The FA for use by them for related community sports.

Signed:                                  Gavin Bedford                                                                                                     Chairman

Issue 04 Jun 19

**The FA Respect Code of**



**Conduct - General**

**Fareham Town Youth Football Club**

**Respect Code of Conduct for Football**

**Community**

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

**Equality**

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

**Participants**

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

**Young People**

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

**Propriety**

Football acknowledges that public

confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

**Trust and Respect**

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

**Violence**

Football rejects the use of violence of any nature by anyone involved in the game.

**Fairness**

Football is committed to fairness in its dealings with all involved in the game.

**Integrity and Fair Play**

Football is committed to the principle of playing to win consistent with Fair Play.



**The FA Respect Code of**

**Conduct – Coaches**

**Fareham Town Youth Football Club**

**Respect Code of Conduct for coaches, team managers and club officials.**

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

the game.

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

Play your part and observe the Football

Association’s Respect Code of Conduct in everything you do.

**On and off the field, I will:**

* Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
* Adhere to the laws and spirit of the game
* Promote Fair Play and high standards of behaviour
* Always respect the match officials’ decisions
* Never enter the field of play without the referee’s permission
* Never engage in public criticism of the match officials
* Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

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

• Place the well-being, safety and enjoyment of each player above everything, including winning

* Explain exactly what I expect of players and what they can expect from me
* Ensure all parents/carers of all players under the age of 18 understand these expectations
* Never engage in or tolerate any form of bullying
* Develop mutual trust and respect with every player to build their self-esteem
* Encourage each player to accept responsibility for their own behaviour and performance
* Ensure all activities I organise are appropriate for the players’ ability level, age and maturity
* Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player’s best interests.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA.**

**I may be:**

* Required to meet with the club, league or County Welfare Officer
* Required to meet with the club committee
* Monitored by another club coach
* Required to attend a FA education course
* Suspended by the club from attending matches
* Suspended or fined by the

County FA

* FALCC membership withdrawn
* Required to leave or be sacked by the club.



**The FA Respect Code of**

**Conduct – Spectators**

**Fareham Town Youth Football Club**

**Respect Code of Conduct for spectators and parents/carers**

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

the game.

This club is supporting The FA’s

Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children’s football is a time for them to develop their technical, physical, tactical and social skills.

Winning isn’t everything.

Play your part and observe The FA’s

Respect Code of Conduct for spectators and parents/carers at all times.

**I will:**

* Remember that children play for

FUN

* Applaud effort and good play as well as success
* Always respect the match officials’ decisions
* Remain outside the field of play and within the Designated Spectators’

Area (where provided)

* Let the coach do their job and not confuse the players by telling them what to do
* Encourage the players to respect the opposition, referee and

match officials

* Avoid criticising a player for making a mistake – mistakes are part of learning
* Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA.**

**I may be:**

* Issued with a verbal warning from a club or league official
* Required to meet with the club, league or CFA Welfare Officer
* Required to meet with the club committee
* Obliged to undertake an FA education course
* Obliged to leave the match venue by the club
* Requested by the club not to attend future games
* Suspended or have my club membership removed
* Required to leave the club along with any dependents.

**In addition:**

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



**The FA Respect Code of**

**Conduct – Match Officials**

**Fareham Town Youth Football Club**

**Respect Code of Conduct for match officials**

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

the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA’s

Respect Code of Conduct for match officials at all time.

**I will:**

* Be honest and completely impartial at all times
* Apply the Laws of the Game and competition rules fairly and consistently
* Manage the game in a positive, calm and confident manner
* Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
* Never tolerate offensive, insulting or abusive language or behaviour from players and officials
* Support my match official colleagues at all times
* Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
* Communicate with the players and encourage fair play
* Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
* Prepare physically and mentally for every match
* Complete and submit, accurate and concise reports within the time limit required for games in which

I officiate.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA.**

**I may be:**

* Required to meet with The

FA/County FA Refereeing Official

* Required to meet with The

FA/County FA Refereeing Committee

* Obliged to attend or re-attend The FA Respect training or other FA education course
* Issued with a written warning
* Fined by the County FA
* Offered less senior appointments
* Suspended from all appointments for a defined period
* Excluded from affiliating as a

FA Referee.



**The FA Respect Code of**

**Conduct – Youth Players**

**Fareham Town Youth Football Club**

**Respect Code of Conduct for Youth Players**

We all have a responsibility to promote

high standards of behaviour in the

game.

**In addition:**

As a player, you have a big part to play.

That’s why The FA is asking every

player to follow a Respect Code of

Conduct.

**When playing football, I will:**

• Always play to the best of my ability

• Play fairly – I won’t cheat, complain

or waste time.

• Respect my team-mates, the other

team, the referee or my

coach/manager.

• Play by the rules, as directed by the

referee

• Shake hands with the other team

and referee at the end of the game

• Listen and respond to what my

coach/team manager tells me

• Talk to someone I trust or the club

welfare officer if I’m unhappy about

anything at my club.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA.**

**I may be:**

• Required to apologise to my team-mates, the other team, referee or team manager

• Receive a formal warning from the

coach or the club committee

• Be dropped or substituted

• Be suspended from training

• Be required to leave the club.

• My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct

• The FA/County FA could impose a fine

and suspension against my club



**Club Complaints Procedure**

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1. Notification of the intention to appeal shall be made in writing to the Club Secretary or another member of the Committee within 7 days of notification of the decision to be appealed against.

2. The date of notification of the decision shall be the date of the written decisions or, if applicable, the date of the written reasons for the decision.

The report should include:

a) Details of what, when and where the occurrence took place

b) Any witness statements and names

c) Names of any others who have been treated in a similar way

d) Details of any former complaints made about the incident, date, when and to whom made

e) A preference for a solution to the incident.

3. The Club’s Management Committee will sit for any hearings that are requested.

4. Appeal proceedings shall be conducted how, when and where the Club’s Management Committee considers appropriate.

5. The Club’s Management Committee will give no less than 7 days’ notice of the date, time and venue of the appeal.

6. The Club’s Management Committee shall proceed in the absence of any individual, unless it is satisfied that there are reasonable grounds for the failure of the individual to attend.

7. The Club’s Management Committee will have the power to:

a) Remove from membership any person found to have broken the Club’s Policies or Codes of Conduct.

b) Suspend from membership

c) Warn as to future conduct.

8. Decision of the Club’s Management Committee shall be final and there shall be no right of further challenge.

9. Within 7 days after the hearing, written reasons for the decision & copies of minutes from the hearing will be sent to the individual concerned.



**Fareham Town Youth Football Club**

**Health and Safety Policy**

**Club Health and Safety Statement**

Fareham Town Youth Football Club recognise that the health and safety of all those involved at the club, whether they be player, staff, parent or visitor, is paramount. We are committed to maintaining the highest standards and ensure that all members are encouraged to adhere to best practice and work within a culture of continuous learning.

**Club Health and Safety Policy**

To support our health and safety statement, the club is committed to the following:

* Create and maintain a safe environment for all those involved at the club regardless of their role.
* Ensure all of our members are aware of the health and safety policy and procedures at all times.
* Ensure a qualified and in-date first aider is present at all times during club activites.
* Provide access to suitable first aid facilities, equipment and a phone at all times.
* Enable emergency vehicles to access the site if required.
* Record any injuries/incidents on the appropriate form and keep a log of the event.

Managers and coaches must adhere to the following:



**1. Equipment**

Checks should be undertaken to ensure that:

* All players wear shin pads both at training and games.
* The football is not damaged (panels missing, not pumped up) and is the appropriate size.
* All equipment is undamaged and used in accordance with the manufacturer’s instructions.
* Player’s boots and studs are checked on a regular basis and are appropriate for the pitch surface.
* All items of jewellery are removed for safety (including necklaces, watches, rings, ear-rings).

**2. Playing and training venue**

Checks should be undertaken to ensure that:

* The pitch or indoor sports hall is checked for items or obstructions which will harm any player, official or spectator.
* Any grass pitch is checked for holes and these are covered before use if by doing so makes the pitch safe and playable.
* The goal posts are secure and safe.
* The corners flags are in place and secure.
* The respect barrier is set up and positioned a safe distance from the pitch.
* Changing facilities, if available, are safe and secure.
* Toilet facilities are available and safe and secure.

**3. First Aid**

A qualified first aider must be present at all times. There must also be a usable and visible first aid kit present. A charged phone must be available.

**4. Contact Details**

Ensure that you have an up to date list of contact details for parents should an emergency arise.

**5. End of game/training procedure**

* All equipment should be packed away safely and secured in the appropriate location.
* All rubbish should be removed.
* Managers and coaches must ensure all players have been collected by a parent, guardian or nominated individual.
* Premises, if groundsman or caretakers not located on site, should be secured and left in a usable condition.

**6. Incident Reporting**

In the event of a person (regardless of role) being injured, a player accident form (available on club website) must be completed and passed to the club secretary. The secretary will file the form, take appropriate action and record in a log.

**7. Parental Responsibility**

Children remain the responsibility of their parents/legal guardians at all times when participating in football training, matches and any other club activities and also when arriving and departing from them.

Fareham Town Youth Football Club provide all reasonable safeguards in terms of appropriately vetting its coaches and volunteers, having a Club Child Welfare officer and acting in accordance with policy and advice issued by The Hampshire Football Association and The Football Association in the conduct of its activities and affairs.

As a Club, our volunteers do have a duty of care for the children in our membership but this does not extend to the level of that of teachers or registered childminders and as such parents/legal guardians are advised against dropping their children off and leaving the site during football training, matches and other club activities.

Should parents/legal guardians make any arrangements with other adults concerning their child including their supervision and transportation to/from Fareham Town Youth Football Club activities then this is at their own responsibility in their own legal capacity and not the responsibility of Fareham Town Youth Football Club.

**8. Liability**

Fareham Town Youth are insured by BlueFin Sport as a mandatory requirement for affiliation to Hampshire FA and this covers Personal Accident insurance and Legal Liability insurance. This does not cover loss of earnings from self employed members and those members who are self employed are strongly encouraged to take up their own personal health insurance due to any incidents which may occur. Any details relating to BlueFin Sport can be obtained by emailing [nationalgame@bluefinsport.co.uk](mailto:nationalgame@bluefinsport.co.uk), calling 0345 872 5060 or accessing the below link:

<https://www.bluefinsport.co.uk/ngis/county-fas/hampshire-fa/#.XVaMu-hKjcc>



**Fareham Town Youth Football Club**

**Safeguarding Children Policy and Procedures**

**Football Club Safeguarding Children Policy**

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

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

• the child’s welfare is, and must always be, the paramount consideration

• all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief

• all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

• working in partnership with other organisations, children and young people and their parents/carers is essential.

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

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

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

• specify what the role is and what tasks it involves

• request identification documents

• as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them

• ask for and follow up with 2 references before appointing someone

• where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current Fareham Town Youth Football Club members working in eligible roles, with children and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of 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 CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

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

5. Fareham Town Youth Football Club supports The FA’s Whistle Blowing Policy. Any adult or young person with concerns about an adult in a position of trust within football can ‘whistle blow’ by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children’s Social Care or the NSPCC.

Fareham Town Youth Football Club encourages everyone to know about The FA’s Whistle Blowing Policy and to utilise it if necessary.

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

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

8. Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Fareham Town Youth 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.

9. Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone’s responsibility, if you are worried about a child it is important that you report your concerns – no action is not an option**.

i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.

ii. If the issue is one of poor practice the Club Welfare Officer will either:

• deal with the matter themselves or

• seek advice from the CFA Welfare Officer

iii. If the concern is more serious – for example possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children’s Social Care.

iv. if the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.

v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:

• contact your CFA Welfare Officer directly

• contact The FA Safeguarding Team on 0800 169 1863 or [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

• contact the Police or Children’s Social Care

• call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

NB – The FA’s Safeguarding Children Policy and Procedures are available via – [www.TheFA.com/footballrules-governance/safeguarding](file:///C:\Users\Fiona\AppData\Local\Temp\Temp1_Booklets.zip\www.TheFA.com\footballrules-governance\safeguarding) – click on ‘Raising Awareness – Best Practice Downloads’, the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

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

Club Welfare Officer: Gary Tonge

Email: [garytonge77@outlook.com](mailto:garytonge77@outlook.com)

Contact No: 07447902153

County Football Association’s Welfare Officer:

T: 01256 853012 or 07718122900

E: [Safeguarding@HampshireFA.com](mailto:Safeguarding@HampshireFA.com?subject=Website%20-%20Safeguarding)

• [www.TheFA.com/football-rules-governance/safeguarding](file:///C:\Users\Fiona\AppData\Local\Temp\Temp1_Booklets.zip\www.TheFA.com\football-rules-governance\safeguarding)

• Emailing – [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

• The FA Safeguarding Children general enquiry line 0845 210 8080



**Fareham Town Youth Football Club**

**Emergency Action Plan**

|  |  |
| --- | --- |
| **Club Name** | Fareham Town Youth Football Club |
| **Club Address** | Cams Alders Recreation Ground, Palmerston Drive, Fareham, Hampshire, PO14 1RH |
| **Postcode** | PO14 1RH |

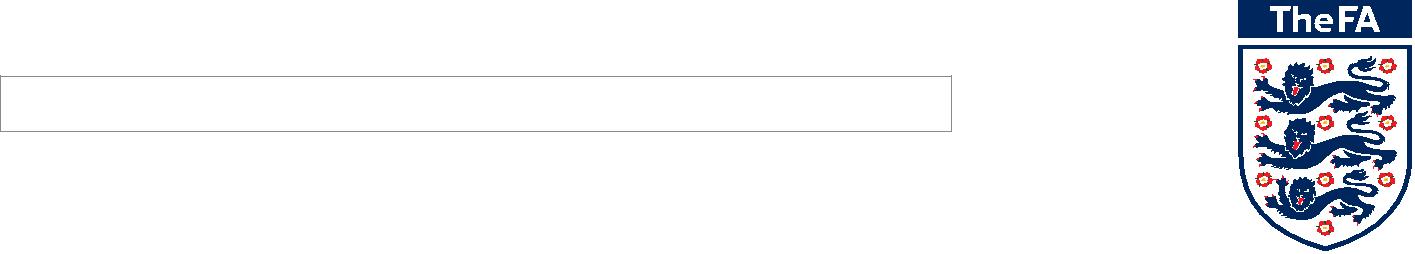
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| --- | --- |
| **First Aider/Helper Information** | |
| **Name** | **Mobile Number** |
| Each team manager holds an FA Level 1 Introduction First Aid in Football (IFAiF) as a minimum | |
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| **First Aid Equipment And Facility** | |
| **Item** | **Location** |
| **Defibrilator** | Not held on site |
| **Stretcher** | Not held on site |
| **First Aid Room** | The portacabin has seating area and floor space if required. |
| **Phone** | No phone available on site but each club manager should have a charged phone as per club health and safety policy. |
| **Access Routes** | Emergency vehicles can enter Cams Alders Rec through Palmerston Drive industrial estate. Ambulance can park on the road by pitches or enter the grassed area if suitable.  Tall vehicles can enter site if the yellow height restriction barrier is unlocked. |



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| --- | --- |
| **Other Information** | |
| **Nearest hospital address: (with Emergency Department)** | Queen Alexandra Hospital, Southwick Hill Road, Cosham, Portsmouth, PO6 3LY  Phone: 02392 286000 |
| **Directions to Hospital** | Leave Cams Alders Rec and turn left on A32 towards Fareham town centre. Head towards M27 Portsmouth and take Junction 12. Hospital signposted upon exiting. |
| **Journey time** | 15 mins (7 miles). |
| **Nearest Walk in Centre (WIC) Address** | Gosport War Memorial Hospital, Bury Road, Gosport, Hampshire, PO12 3PW  Phone: 02392 524611 |

The FA Charter Standard



Fareham Town Youth

**EQUALITY POLICY**



The aim of this policy is to ensure that everyone is treated fairly and with respect and that our club is equally accessible to all.

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| --- | --- | --- |
| Fareham Town Youth |  | Fareham Town Youth |
|  |  |  |

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.

Fareham Town Youth

Football Club in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The club will ensure

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.

Fareham Town Youth

NEWCASTLE UNITED

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 discrimatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

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

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.

Fareham Town Youth

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 Equality Act 2010.

Fareham Town Youth

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 imposes as appropriate.

OUR COMMITMENT

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



**Terms and Conditions**

**Signatures**

I have read and understood all that is contained within this information booklet and am signing to agree with all Club Rules and Regulations:

Player Signature: Print Name:

Parent Signature: Print Name:

Manager Signature: Print Name:

Secretary Signature: Print Name: Gary Jeffries

Chairman Signature: Print Name: Gavin Bedford

Treasurer Signature: Print Name: Elliott Lewry

CWO Signature: Print Name: Gavin Bedford