

Upton JFC Coaches Handbook



Season 2017/18



Registered Charity 1172690



CHARTER STANDARD
COMMUNITY CLUB

Table of Contents

Upton JFC Welfare & Safeguarding Policy	3
Upton JFC Emergency Action Plan	5
Upton JFC Training & Match Day Policy	7
Club & League Fees & Registrations	8
FA Respect Codes of Conduct	9
Young Players.....	9
Adult Players	10
Spectators and Parents/Carers	11
Coaches, Team Managers and Club Officials	12
FA Photography & Film Guidelines.....	13
FA Responsible use of social networking sites.....	15

Upton JFC Welfare & Safeguarding Policy

1. Upton Junior Football Club (JFC) 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 child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
2. The key principles of The FA Child Protection Policy are that:
 - The child's welfare is, and must always be, the paramount consideration
 - All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
 - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
 - Working in partnership with other organisations, children and young people and their parents or carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Upton JFC recognises that this is the responsibility of every adult involved in our club.
3. Upton JFC has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Child Protection and Best Practice Guidelines for recruiting volunteers and will:
 - Request identification documents.
 - As a minimum meet and chat with the applicant(s) and, where possible, conduct interviews before appointing.
5. All current Upton JFC volunteers with direct access to children and young people are required to complete a CRC Enhanced Disclosure via The FA CRC Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Upton JFC, 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 CRC Unit Enhanced CRC Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.
6. **At all training sessions and matches there must be at least 2 CRC accredited volunteers and at least one of these must be an FA level 1 qualified coach (to include up to date Emergency First Aid, Safeguarding & CRC qualifications)**

7. Upton JFC supports The FA's 'whistle blowing' policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0844 980 8200, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. Upton JFC encourages everyone to know about it and utilise it if necessary.
8. Upton JFC has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and who is required to complete the FA Safeguarding Course and Welfare Officers Workshop. The post holder will be involved with designated training provided by The FA. The CWO is the first point of contact for all club members, parents or guardians regarding concerns for the welfare of any child or young person (uptonjfcwelfare@gmail.com).
The CWO will liaise directly with the Cheshire FA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of poor practice and abuse amongst club members.
9. 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, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the Executive Committee or, in cases of serious bullying contact the **Cheshire FA Welfare Officer on 01606 871166**.
10. Codes of Conduct for players, parents or spectators, officials and coaches have been implemented by Upton JFC. In order to validate these Codes of Conduct the club has clear sanctions, written in the Club Constitution to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by Leagues or the County Football Association in more serious circumstances. All prospective members will be informed of these codes.
11. Further advice on child protection matters can be obtained from:
 - The County Football Association's Child Protection Officer, details above.
 - Online Disclosure Criminal Records Checks on 0845 210 8080
 - The Football Association/NSPCC Child Protection 24-Hour Helpline 0808 800 5000
 - The FA child protection team on 0844 980 8200
 - Kerry Barker Williams, Upton Club Welfare Officer or Sue Terry Assistant Club Welfare Officer at <mailto:uptonjfcwelfare@gmail.com>

Upton JFC Emergency Action Plan

1. At least 1 coach with a minimum of an FA Level 1 coaching qualification (which must include an up to date First Aid and Safeguarding qualification) and a valid CRC, must be in attendance at each match or training session.
2. Each team must have at least 2 CRC accredited adults in attendance at each match or training session.
3. Before each match, all coaches must be aware of their role should an incident occur, regarding the following actions:
 - a. Attend to the injured player.
 - b. If necessary, call an ambulance and ensure the entrance to the site is clear.
 - c. Alert or contact the injured player's parent/guardian/next of kin.
 - d. Look after the other players and take them away from the scene of the incident.
4. The Team Coach or Manager must have a charged mobile phone.
5. The following written details must be kept securely in the first aid kit;
 - a. Players names.
 - b. Primary and secondary contact details.
 - c. Any relevant medical information.
6. There is a defibrillator at Wealstone Lane Playing Fields – **Code CPAD1329**
7. In an emergency dial 999 or 112 (gives GPS to Emergency Services)
8. Nearest Hospital – The Countess of Chester, Liverpool Road, CH2 1UL. Telephone: 01244 365000
9. The Post Codes for Upton JFC training and match grounds are as follows:
 - Wealstone Lane – CH2 1HB (guide ambulances to the entrance by Mill View School not via the car park)
 - Hoole Park – Coronation Recreation Ground, Hoole Road, CH2 3PZ (near the junction with Park Avenue)
 - Dale Camp Playing Fields – Liverpool Road, Chester, CH2 4BD
 - Upton Heath Primary School – Upton Lane, Chester, CH2 1ED
 - Mill View Primary School – Wealstone Lane, Chester, CH2 1HB
 - Acresfield Primary School - Acres Lane, Chester, CH2 1LJ
 - Ellesmere Port Sports Village – Stanney Lane, EP, CH65 9LB
 - Upton High School – St James Avenue, Chester, CH2 1NN
 - Chester University, Parkgate Road, Chester, CH1 4BJ
 - Catholic High School – Old Wrexham Road, Chester, CH4 7HS
 - Kings School, Wrexham Road, Chester, CH4 7QL
 - Blacon High School – Melbourne Road, Chester, CH1 5JH

For every match and training session the Team Manager in charge will:

1. Ensure that the entrance to the site is clear in the event of an emergency
2. Ensure that they know the post code for the pitch you are playing at
3. Ensure that there is a qualified First Aider present, and that they are aware of their responsibilities during the game.
4. Ensure that a first aid kit is available and contains all essential equipment.
5. Ensure that there is access to a mobile phone that is charged.
6. Ensure that they are aware of any player with a medical condition.
7. Ensure that they have emergency contact numbers for all players (do not rely on numbers stored in a phone, all paper information is confidential and must be kept in the first aid box).
8. Ensure that all player's medical equipment (inhalers etc.) is held by the Coach and is available if needed. Any medication for players should be clearly labelled, administered by the player or parent, and returned to the player or parent at the end of the match.
9. Ensure that the match day environment is safe and appropriate for football (see Health & Safety Guidelines on page 8)
10. Act in line with the FA First Aid training should you need to.
11. After an accident or incident, return a club accident form to the Club Welfare Officer at uptonjfcwelfare@gmail.com and the Secretary l_carrington@sky.com
12. For any urgent injuries contact a member of the Upton JFC Executive Committee as soon as the emergency has been dealt with.

Upton JFC Training & Match Day Policy

Training and Match Day Kit & Equipment

1. All players must have shin pads, appropriate protective clothing (for example goalie gloves) and footwear suitable for the playing surface.
2. Players should bring a drink to every match or training session; due to hygiene concerns the club will no longer provide water bottles.
3. No player should train or play with jewellery.
4. Any player requiring glasses should, where possible, wear contact lenses or sports glasses, anyone choosing to train in normal glasses does so at their own risk. Please refer to the relevant League guidelines for match day information.
5. All long hair should be appropriately tied back.
6. For Junior players (U18's), it is each parent/carer's responsibility to ensure that their children are suitably dressed for the weather for all matches and training sessions. Football can be played in very cold and wet conditions and children need to be suitably dressed. Please take note of the following:

As a club we recognise that, during cold weather, it is difficult for players who are on the touchline. Each Manager will endeavour to rotate players, however, as a minimum, players should attend training and matches with a coat or training jacket to wear over their kit. Under kit thermals are also highly recommended, which must be the same colour as the match day kit (shorts and tops).

Health & Safety

Always check the venue you are playing, or training, at for obvious hazards:

1. Is it safe, are there any obstacles, check the pitch for dangerous materials (glass, dog fouling etc)
2. Is it accessible – in case of an emergency.
3. Check the goalposts - always follow FA safety guidelines:
 - All goal posts must be secured to the ground
 - Goals must be suitable for the age group
 - Players should NEVER be allowed to climb on goals.
 - Check playing equipment (corner flags/ ball/ etc)

Dropping off and Collecting Players at Training and Matches

For children 13 or under:

1. Players should be collected from training and matches by a parent or designated adult.
2. If someone else is collecting your child, please ensure that the Coach knows of the arrangement.
3. We recommend that, when taking and collecting your children to and from training, you accompany them to and from the pitch for their safety.
4. If you are late collecting your child, please contact the Coach who will arrange to stay with your child until you arrive. Please try to be on time and respectful of the coach's time.
5. All parents are responsible for their children if they are allowed to travel home on their own.
6. We advise you to tell your children not to go home with anyone else unless you have agreed with them in advance, even if they know the person concerned.

Winter Training

The Club Secretary organises and books midweek winter training venues for all teams U8 and upwards from October to the end of March.

Club & League Fees & Registrations

Club fees are confirmed at the Annual General Meeting and communicated to the club membership by the Club Secretary.

Training only fees are for players who choose not to play in matches, or who join a team that already has a full match day squad; should a place become available in a team, full fees may become payable.

Training only subscriptions are applicable for teams who have mid-week training in addition to weekend match days (currently U8 and upwards).

All club fees must be paid before League registrations can be processed; no player can be registered with a League until they have registered with the club.

The club's preference is for players to register via the online system (www.paysubsonline.com)

Please refer to the constitution for further information about club fees.

League Registrations are processed in accordance with the appropriate league guidelines; where required these registrations are in addition to the club registration process.

FA Respect Codes of Conduct Young Players

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

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/ team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

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

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted • Be suspended from training • Be required to leave the club.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

Adult Players

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

Play your part and observe The FA's Respect Code of Conduct for players at all times.

On and off the field, I will:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match officials' decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

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

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

In addition:

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

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 of 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 County FA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

In addition:

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

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 side-line.

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 official's decision
- 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:

- 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 an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

In addition:

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

Online copies of all Codes of Conduct can be found at:

<http://www.thefa.com/my-football/football-volunteers/helpforparents/respect/codes%20of%20conduct>

FA Photography & Film Guidelines

Celebrating Football Through Photographs and Video

Recommended Guidelines

There has been much talk about who is allowed to take pictures of children (under 18s) playing sport and in particular what parents/carers are permitted to do. The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.

Potential risks

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

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

Common sense considerations to ensure everyone's safety

Do:

1. Share The FA's guidance on taking images with all parents, carers and members when they join the club
2. Ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below
3. Ensure that any child in your club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care
4. Focus on the activity rather than the individual
5. Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts)
6. Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Don't:

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

Filming as a coaching aid

The FA advises that coaches using videoing as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme. Care should be taken when storing the videos.

TheFA.com

If you are concerned about the inappropriate use of images, please report this to your CFA Welfare Officer or to The FA Case Manager (contact details provided below).

Remember

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

Commissioning professional photographers and the local media

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

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales
- Issue the professional photographer with identification, which must be worn at all times

Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken – remember this can be done by using a Consent Form at the start of the season.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation

Email: report@iwf.org.uk

Telephone: 01223 237700

Website: www.iwf.org.uk

The FA's Case Management Team

Email: case.management@TheFA.com

Telephone: 0207 745 4787

Guidance for Clubs and Leagues

The following guidance is provided not as an obstacle but to support clubs and leagues to manage their safeguarding responsibilities effectively. It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper online behaviour or improper allegations.

If a club decides that the most effective way of communicating to young people is via a social networking site then the club is strongly advised to set up an account in the name of the club and explicitly for use by named club members, parents and carers solely about football matters e.g. fixtures, cancellations and team selection.

Coaches, referee mentors, club officials and others in a position of trust in football need to act responsibly both on and off the field and this includes the use of electronic communications. Therefore, The FA would suggest that as a general principle coaches, managers etc should avoid using social networking sites as the primary way of communicating with players. Children and young people should be advised by their coaches, parents/carers and CWO to always tell an adult they trust about communications that make them feel uncomfortable or where they've been asked not to tell their parent/carer about the communication.

The following is best practice in relation to social networking.

Do

1. Ensure all the privacy settings are locked so that that the page(s) are used explicitly for club or league matters and are not used as a place to meet, share personal details or have private conversations
2. Nominate a club/league official to monitor the club/league social networking page regularly and remove access for anyone behaving inappropriately
3. Make sure everyone within your club knows who is responsible for monitoring the content of the social networking areas and how to contact them
4. Provide all users with The FAs best practice guidance on using social networking sites
5. Gain written parent/carer permission before access is given to U18s.
6. Inform the CWO if you have received inappropriate communications online, keeping a record of any inappropriate, threatening or offensive material as this may be needed as evidence.

Don't

Unless a child/young person is a direct relation, the coaches, managers, referees, medics and club officials should not:

1. Accept as a friend, players or referees U18 on social networking sites they are members of or share their own personal social networking sites with children or young people involved in youth football.
2. Make contact with children or young people known through football outside of the football context on social networking sites.
3. Use internet or web based communications to send personal messages of a non-football nature to a child or young person.
4. Engage in any personal communications, 'banter' or comments.

Further FA guidance is available on the following areas:

1. Social networking, websites, mobile phones, and email communications.
2. Running a website - Do's and Don'ts
3. Responsible use of Social Networking sites
4. Communicating responsibly with Young Leaders, Coaches and Referees Under 18
5. Using Texts and Emails with U18s – Do's and Don'ts
6. Guidance for parents/carers - Responsible use of text, email and social networking sites
7. Guidance for U18s using: Club WebPages, Social Networks, Email and Texts

Acknowledgements: The FA would like to acknowledge that the development of this guidance has been assisted by guidance written by the Amateur Swimming Association, England and Wales Cricket Board, Child Protection in Sport Unit and Child Exploitation Online Protection centre.