



Believe in yourself and anything becomes possible

01/07/2010

Dear Team Mate.

As Chairman, I would, on behalf of the Committee, like to extend a warm welcome to you all. The trial process is never easy; either for staff or players, although I would, however, like to think that our Managers have been both diligent and sensitive in the decisions made.

Playing for the Young Owls is an enjoyable yet challenging and responsible experience which players and their parents must rise to. Our status as a representative side of a professional club presents a requirement for us all to behave impeccably whilst involved in Young Owls activities: the club is increasingly in the spotlight of the local football community and indeed SWFC.

I will now turn my attention to some dour yet important matters. The reason for doing so is to avoid contentious issues after the start of the season.

Middlewood Training Ground – I have very recently witnessed an act of vandalism by a player whilst observing his brother on the training ground after his own training session had ceased, and have also seen a bike been ridden over the training area. Please remember that the facility is in fact that of a professional club and accordingly we must all respect that.

Therefore:

- No bikes;
- No family or friends on the training ground; &
- Adequate supervision of brothers and sisters.

The Young Owls, unlike some of the so called professional players at the top of the game, acknowledge the “Respect” campaign without reservation. This extends to staff, players & parents. With regards to the latter, I would like to dismiss the myth that “the actions of me as a parent should not reflect on my child”. I’m afraid they do.

I would like to stress that the aforementioned issues do occur as the exception, and that the vast majority of members conduct themselves in a very supportive and responsible manner.

Following on from this letter is the club’s constitution. Please take time read the document and note its provisions which are made in the interests of all members. Please also ensure acknowledgement forms are returned with your registration cards.

The 2010 AGM will be held in July 2010. All Members are asked to attend in order to support the club and to have a copy of the constitution witnessed by a member of the committee or management team. A letter will be sent Via your team manager detailing the reasons for attending. It also gives you the opportunity to contribute to its development and in supporting club events throughout the course of the season.

In closing I hope you have a very enjoyable and successful season without the potential winning of silverware being detrimental to the development of your child, both from a playing and social perspective.

I wish you, your child and their team mates the very best of luck

Yours in Sport

Frank Hayes - Chairman.

INDEX

Introduction, Rules & Constitution

Officials/Executive Committee Responsibilities

Code of Conduct for Managers & Coaches

Code of Conduct for Parents & Supporters

Code of Conduct for Players

Policy Statement on Child Protection & Welfare

Equal Opportunities Policy

Club Complaints/Appeals Procedure

Kit & Equipment

Trials

Club Contact Details

FA Respect Campaign

Players, Parents & Managers/Coaches Acknowledgement Forms

Handbook of Rules & Constitution

Introduction

Welcome to Sheffield Wednesday Young Owls Junior Football Club. We hope your time with the club proves to be both enjoyable and fulfilling.

Aims of SWYOJFC Handbook

This handbook has been compiled to ensure that the players and their parents/guardians understand their individual and collective responsibilities after signing for the club.

It is hoped that the information contained within this handbook will enable you to understand the requirements needed for playing and training and what costs can be involved in the terms laid down in the constitution and rules of the club.

There are separate sections for each topic, but your team manager should be able to give you advice or guidance if required.

Please note that once your child has registered with the club for the Sheffield & District Sunday League, he/she must not train or play for any other team registered with that League. Please inform your Manager or the Secretary of the club if another club has approached your child after registration has been completed.

Constitution & rules

1. Name

The Club shall be called Sheffield Wednesday Young Owls Junior Football Club (the Club).

2. Objects

The objects of the Club shall be to arrange association football matches and social activities for its members & to provide opportunities for talented footballers to progress into the SWFC Academy where appropriate.

3. Status of Rules

These rules (the Club Rules) form a binding agreement between each member (Player & Parent/Guardian) of the Club.

4. Rules and Regulations

(a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of the Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

(b) No alteration to the Club Rules shall be effective without prior written approval by the parent association.

(c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

5. Club Membership

(a) The membership of the Club from time to time 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 sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register on demand.

6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary 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 Club Committee of their resignation. A member whose annual membership fee or further subscription is more than **1 month** in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be an appeal procedure heard by Committee Members other than those directly involved with the incident subject to appeal.

(c) A member who resigns or is expelled shall not be entitled to claim any (or a share of any) of the Club property.

8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers, Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary. Plus up to 5 other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Vice Chairman. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (f) Save as provided for in the Rules and Regulations of The Football Association to which the Club is affiliated, The Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. Annual and Special General Meeting

- (a) An Annual General Meeting (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 Club Committee.
 - (iv) Consider any other business.
- (b) Nominations for election of members as Club Officers or as members of The Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- (c) A special General Meeting (SGM) may be called at any time by the 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 an SGM 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 a General Meeting 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 Chairman or, in their absence a member selected by the Club 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 Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

The 2010 AGM will be held before the end of July 2010. Members are required to attend in order to support the club, whilst having this constitution witnessed and take the opportunity to contribute to its development.

10. Club Teams

At its first meeting following each AGM the Club 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 Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

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 income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

(c) The Club Committee shall have 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 shall prepare an annual Financial Statement in such form as shall be published by the Football Association from time to time.

(e) 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 Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

(f) 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.

(g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. 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, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

(h) 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 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 the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

Club Rules

The Following Officials are charged with the following Responsibilities

The Chairman

- To oversee all meetings.
- Have overall responsibility for and control over all sides.
- To use the casting vote when required.
- To deputise for the Secretary at League and Management Meetings and others as requested.
- To co-ordinate pitches for the season.
- Be the contact for SWFC.
- Be the contact for Sheffield Hallam University for pitch allocations.

The Secretary

- To act as contact for the Sheffield and District Sunday League and attend League and Disciplinary Meetings as required.
- To provide back up for all Team Managers.
- To deal with other matters arising from the need of any contact from the club.
- To assist the Executive/Disciplinary Committee when required.

The Vice Chairman

- To deputise for the Chairman in his/her absence.

The Treasurer

- To look after all the Club Accounts and bank money as and when received.
- To produce Accounts at each Managers Meeting when required.
- To produce a Financial Statement at each AGM.
- To be responsible for giving out cheques, providing the correct receipt is handed over.
- To co-ordinate the paying of any Fines incorporated by teams or players before the doubling-up deadline and to ensure that the Fines are paid back by the offenders prior to the following Managers Meeting.
- To ensure each Manager pays back the Central Fund, any Fines or Payments made by the fund.

The Welfare Officer

- To be Welfare Officer for the Club.
- To appoint an assistant WO.
- To attend any WO Meetings that may arise.
- To attend both the AGM and monthly Managers Meetings.
- To form a committee from a Parent/Guardian of each team.
- To be an Official on the Executive Committee as and when required.
- To liaise between the Parents, Players, Police and SWYOJFC Committee Members.
- To be accessible to players in order to relieve any fear or worries, and to act on any allegations promptly and efficiently without bias.
- To maintain and keep all Children's Information confidential.
- To ensure all Parent Consent Forms have been completed before the start of *each* season.

The Executive Committee

The Chairman:

- Have overall control of all teams.
- Chair all disciplines as and when required.
- Ensure that the decision and findings are sent to any offenders immediately after their hearing by post.
- To liaise with the Manager's Chairman and the Secretary of SWYOJFC with any matters that may arise.
- To attend a number of Managers Meetings to ensure that the meetings are conducted in an efficient manner.
- To manage Disciplinary matters and Complaints etc.

Projects and Fund Raising Co-ordination:

- Fund raising opportunities will be discussed at meeting as and when appropriate. Any ideas and suggestions from Club members are welcome and if deemed suitable will receive due consideration.

A Code of Conduct for Managers & Coaches

Managers & Coaches must:

- Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Place the wellbeing and safety of each player above all other considerations, including the development of performance.
- Adhere to all guidelines laid down by governing bodies.
- Develop an appropriate working relationship with each player based on mutual trust and respect.
- Not exert undue influence to obtain personal benefit or reward.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- At the outset, clarify with the players and where appropriate, parents, exactly what is expected of them and also what they are entitled to expect from their coach.
- Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors and physiotherapists) in the best interests of the player.
- Always promote the positive aspects of the sport (e.g. Fair Play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Consistently display high standards of behaviour and appearance.
- Not use or tolerate inappropriate language.

- (See the team manager's Job description)

A Code of Conduct for Parents & Supporters

The Parent & team supporter should:

- Make every effort to appreciate the sporting, technical and tactical levels of the club.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques, and promote ethical principles.
- Show due respect to the interests of players, coaches and other officials, at their own club and at others.
- Assist in setting up equipment i.e. goals for games and taking it down afterwards.
- Encourage & support players but not participate in coaching players or show criticism towards them.

Obligations towards the opposition

The Parent & team Supporter should:

- Show due respect to the interests of opposition players, officials, coaches and supporters.

Obligations towards the Match Officials

The Parent & team Supporter should:

- Accept the decisions of the Match Officials without protest.
- Avoid words or actions which may mislead the Match Officials and show due respect towards the Match Officials.
- Refrain from entering the field of play during the game unless representing the club in an official capacity and only with the permission of the Match Officials.
- Bad behaviour from Spectators and Supporters will not be tolerated.

Rules & Guidelines for Parents

Before a player can start the season, parents/guardians must sign the Acceptance Form and the Child Protection Form

1. Discipline.

- a) Football matches can get very exciting and some referees make some controversial decisions, some will be in favour and some will be against. Please show restraint if these decisions don't go our way, as bad behaviour may cause the club to be heavily fined by the League or County FA.
- b) Parents who may be responsible for the club being fined will be asked to pay the fine(s). Failure to do so may result in the Parent's player being removed from the club.
- c) If a breach of the above rule has taken place, the Secretary will send a report to the County FA which will result in the player being unable to play for any other team until The Club received reimbursement of the fine (s).

2. Grievances

The Club has a grievance procedure. If a parent has a grievance with the club, other players, parents or managers etc he/she should contact the Secretary in writing to register the complaint the matter will then be taken up with our disciplinary Committee.

3. Training and Fixtures

Parents are responsible for getting their player(s) to all training and Fixtures and **not** the team's Manager. Parents are responsible to make sure the player has the correct equipment for training and matches e.g. shin pads etc.

4. Social Events

Whilst attending any functions, social evenings or any sporting event, parents and their children must adhere to the rules of the Club and anyone bringing the football club into disrepute will face disciplinary action.

A Code of Conduct for Players

A player should:

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if their team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly children, young players and supporters.
- Avoid all forms of gamesmanship and time-wasting.
- Always have regard to the best interests of the game, including when publicly expressing an opinion about the game or about others involved in the game.
- Not use inappropriate language.
- Make every effort consistent with Fair Play and the Laws of the Game to help their own team win.
- Resist any influence which might or might be seen to bring into question their commitment to the team winning.
- Respect for the Laws of the Game and Competition rules
- Know and abide by the Laws, rules and spirit of the game, and the Competition rules.
- Accept success and failure, victory and defeat, equally.

Respect towards Opponents

A player should:

- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards Match Officials

A player should:

- Accept the decisions of the Match Official without protest.
- Avoid words or actions which may mislead a Match Official.
- Show due respect towards Match Officials.

Respect towards Team Officials

A player should:

- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this code.
- Show due respect towards the Team Officials of the opposition.

Respect towards the Supporters

A player should:

- Show due respect to the interests of supporters.

Rules & Guidelines for Players

All players must sign the Rules & Constitution form before the start of each season

1. All players must wear official club kit when playing. They are responsible for keeping their kit clean and in good condition. The club kit is only to be worn for official matches. Players must return their kit and training tops etc no later than one week after the last match of the season or on completion of their association with the club for whatever reason or at any time as requested by the Manager or the Committee. Failure to return kit to the club will result in being reported to the County FA who will ensure that the player will not be allowed to play for any other County registered team until the kit/training tops etc have been returned.
2. All players must report for matches and training at the times specified by the Manager or the Assistant Manager.
3. Players must not argue with any decision that a referee may make. The County FA take great exception to players breaking or abusing the rules regarding abuse to referees and will heavily fine offenders and their club.
4. Players must try to give their Manager at least 24 hours notice if they are unable to attend matches and training.
5. All players must wear shin guards.
6. Any player fighting whilst playing a match, training, before or after a match whilst playing for SWJOJFC will be brought before the Committee and may face expulsion from the Club.

FIGHTING OR THE USE OF ABUSIVE LANGUAGE WILL NOT BE TOLERATED

Policy Statement on Child Protection & Welfare

The Club in conjunction with local Football Authorities and Social Services, want to make sure that all players and members of our junior sides are protected and kept safe from harm while they are with their Managers, Coaches and Officials in our Organisation.

We do this by:-

- Making sure that all of our club's Officials are carefully selected, vetted and trained.
- Ensuring that any details of any player's illnesses and medication are available whenever club matches are taking place.
- Giving parents and players information about what our club's aims and ambitions are and what they can expect from us.
- Advising parents what is expected from them.
- Letting parents and players know how to voice their concerns or complaints if there is anything they are not happy about.
- Appointing a Child Protection & Welfare Officer and an Assistant to co-ordinate with the parents and players to the management Committee and Executive/Disciplinary Committee.

- The club has prepared this detailed information pack & constitution with good practice procedures regarding child protection & welfare.
- Our child protection officer contact details are available at the rear of the hand book

Child Protection & Welfare

Making arrangements for the proper supervision of children is one of the most effective ways for minimising opportunities for children to suffer harm of any kind whilst in our care. Our duty of care suggests that it is good practice when organising home/away visits or training that the following should be adhered to:-

- Always ensure that all parents & children are provided with full details of fixtures & training times – both start & finish.
- Parental consent forms which detail medical problems & details of any appropriate medication must be completed & returned by all parents/carers before a child is permitted to take part in club activities.
- Officials in charge must be satisfied that those people assisting on match days or in training are competent to do so & hold relevant FA qualifications.
- Children must never be left unsupervised at any venue and officials must be aware of where children are & what they are doing whilst under their supervision.

Protecting Children & Officials

You can reduce any likely situations of abuse of children & help to protect yourself from false accusations by making sure that everyone is aware of the following:-

- Do not spend time alone with one child away from others.
- Take children home on a car journey – however short.

As a club official you should never:-

- Engage in rough physical games – including horseplay.
- Engage in sexually provocative games.
- Allow children to use inappropriate language
- Make sexually suggestive comments to or about a child, even in fun.
- Let allegations children make go unchallenged.
- Do things of a personal nature for children that they can do themselves.
- Allow your players to abuse other players, mentally or physically.

Reporting allegations or suspicions of abuse:-

Should any allegations or suspicions of abuse arise a record of the concerns should be made on an appropriate form & passed to the club's child protection officer without delay. Any reports of abuse will be fully investigated by the Committee & where necessary reported to the appropriate authorities.

Everyone within the club both officials & parents, should be aware of the person within the club with responsibility for child protection (see contact details at the rear of this pack)

Information required for reporting:-

Name of child, age, any special factors, parent's name, telephone number, what prompted concerns?, dates & times of concerns, Is the person making the report expressing their own concerns or passing on those of someone else?, If so give details, Has the child been spoken to?, If so what was said?, Has anyone been alleged to be the abuser?, If so record details.

Child Protection & Welfare Contacts

See last page

EQUAL OPPORTUNITIES POLICY

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

All members of expected to abide by the requirements of Race Relations Acts, Sex Discrimination Acts and Disability Discrimination Acts. Specifically discrimination is prohibited by:

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

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

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

The Club commits itself to the disabled person whenever possible and will treat such members in aspects of their recruitment and membership in exactly the same way manner as other members. The difficulties of their disablement permitting assistance will be given wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be given to such members that require it.

A CODE OF CONDUCT FROM THE FOOTBALL ASSOCIATION

Football is a national game. All those involved with the game at every level either as a player, official or spectator have a responsibility above and beyond compliance with the law to act accordingly to the highest standards of integrity and to ensure that the reputation of the game is and remains high. This code applies to those involved in football under the auspices of the Football Association.

Community - Football at all levels is a vital part of a community. Football will take into account 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 recognizes the sense of ownership felt by those who participate at all levels of the game. This includes those that play, those who coach or help in any way, those

who officiate as well as administrators and supporters. Football is committed to appropriate consultation.

Young Persons - 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 improper practices.

Trust & 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 & Fair Play - Football is committed to the principle of playing to win with fair play.

LETS KICK RACISM OUT OF FOOTBALL

Sheffield & Hallamshire County FA fully supports the aims and objectives of the Kick Racism Out of Football Campaign. Football provides us with the unique opportunity to show unity between people of different origin. However the experiences of many players from ethnic minority communities is of abuse and harassment because of the colour of their skin.

Players, referees and administrators are reminded that racist abuse (such as name calling on the field of play) is a red card offence. Teams, leagues and individuals who are found to be engaging in racist abuse or harassment will face having their registration card cancelled. Players suffering racial abuse are encouraged to report it to referees on the field of play and to the Secretary or Chairman of their league. The county FA must also be informed immediately.

Owls Against Racism Mission Statement

“SWFC opposes racism in all its forms and will actively seek to involve all communities in the life of the club”

Aims & Objectives of Owls Against Racism (OAR)

- To advise SWFC on anti racism/discrimination policy and advise SWFC in the monitoring of its anti racism and anti discrimination policy, procedures and training.
- To encourage more people (especially children) of ethnic minority background to play and watch football.
- To develop closer links between SWFC) and ethnic minority communities and encourage more people of ethnic minority background to become interested in and support SWFC
- To encourage more people of ethnic minority background to utilise the facilities at SWFC.
- To utilise the game of football as a vehicle for improvements, for people of ethnic background, in education, health and social inclusion.

We all have a duty to address racism in football so as to ensure we don't let it ruin our game.

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 Code of Conduct have been broken should follow the procedures below.

1) They should report the matter to the Club Secretary or another member of the committee.

Your report should include:

- i. Details of what, when, and where the occurrence took place.
- ii. Any witness statement and names.
- iii. Names of any others who have been treated in a similar way.
- iv. Details of any former complaints made about the incident, date, when and to whom made.
- v. A preference for a solution to the incident.

2) The Club's Management Committee will sit for any hearings that are requested.

3) The Club's Management Committee will have the power to:

- i. Warn as to future conduct.
- ii. Suspend from membership and/or remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

Appeals Procedure

A player, manager, coach or parent/guardian etc has the right to appeal against any disciplinary action taken against him/her. Notification of an appeal **must** be made in writing to the club Secretary within 14 days of any disciplinary action being taken against the player. The appeal will be heard by the chairman and 3 managers/other committee members independent of the side for which the person involved is attached to. The person involved shall be notified in writing of the outcome of their appeal within 14 days of the hearing.

Kits & Training Equipment

All kit and training equipment remains the property of SWYOJFC. All kit and training equipment shall only be used on match/training days and on functions associated with SWYOJFC. Players shall take care of all their kit and training equipment. Lost kit or equipment or damaged kit or equipment other than kit or equipment damaged on the field of play through activity other than horseplay, wilful damage etc shall be replaced by the player at his or her own cost. All kit and training equipment shall be returned to SWYOJFC if a player leaves the club, or at the end of the season or for any other reason determined by the manager.

Trials

Every team shall hold trials on or after the 1st June each year. Team selection/reselection shall be at the discretion of the team official.

Training & Development

The club is committed to development of all its coaching and other members of staff and where approved by the committee will contribute towards coaching awards.

Club Contact Details

Chairman

Name: Frank Hayes Tel: 0776 420 7954 / 0114 2525454

Vice - Chairman

Name: Vacant

Secretary

Name: Lesley Bradley Tel. 0114 2570691 / 07871922224

Treasurer

Name: Cheryl Stokes Tel. 07989710036

Welfare Officer

Name: Sam Doman Tel.0785 554 6697

SWFC Contact

Name: Marcus Brameld Tel: 0114 2212152

Child Protection & Welfare Officer & Other Contacts

SWYO – Sam Doman 14 Olive Grove Sheffield S12
Tel.0785 554 6697

Sheffield & Hallamshire FA – Clare Taylor
69 Cornish Place, Cornish Street,
Sheffield S6 3AF. Tel 01142 414999

Social Services: 0114 2734855. FA: 020 7745 4545
Sheffield & District Junior League – TBA – see – www.junleague.com
NSPCC: 0808 800 5000. SY Police, CP Unit: 0114 2202020

Team Managers

U7 - Richard Lake	Tel: 0751 5472681
U8 - John Hinde	Tel: 0794 8316416
U9 - Steve Dale	Tel: 0114 2737562
U10 - Paul Staniland	Tel: 0770 3735221
U11 - Paul Quixall	Tel: 07860 893972
U12 - Frank Hayes	Tel: 0776 4207954
U13 - Craig Wilson	Tel: 07949 218252
U14 - Dean Cooper	Tel: 0795 2169121
U15 - Steve Fox	Tel: 0775 4129503
U16 - Steve Galloway	Tel: 0114 2455762
U18 - John Bradley (Stand in)	Tel: 07538 144323

FA Respect Rules

YOUNG PLAYERS

It is important everyone behaves themselves when playing football.

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 do my best, even if we're losing or the other team is stronger
 - Play fairly - I won't cheat, complain or waste time
- Never be rude to my team-mates, the other team, the referee, spectators or my coach/team manager
 - Do what the referee tells me
- Shake hands with the other team and referee at the end of the game
- Listen to my coach/team manager and respect what he/she says
- Talk to someone I trust, for example my parents or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the code, action may be taken.

Parents / carers & Spectators

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 by everyone in a safe and positive environment.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

I will:

- Remain outside the field of play and behind the Designated Spectator Area (where provided)
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
 - Always respect the match officials' decisions
 - Applaud effort and good play as well as success

In addition, when attending youth games I will:

- Remember that children play for FUN
- Let the coaches do their job and not confuse the players by telling them what to do
 - Encourage the players to respect the opposition and match officials
- Never criticise a player for making a mistake -mistakes are part of learning

I understand that if I do not follow the code, action may be taken.

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 over 37,000 grassroots participants, behaviour was the biggest concern in the game. This included both the abuse of match officials and the unacceptable behaviour by over competitive parents, spectators and coaches on the sidelines.

The FA's Respect programme is aimed at tackling unacceptable behaviour across the whole game.

Play your part and observe The FA's Respect Code of Conduct for coaches, team managers and club officials at all times.

I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
 - Adhere to the Laws of the Game
 - Display and promote 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 the parents/carers of all players under the age of 18 understand these expectations
 - Refrain from, and refuse to 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, experience, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

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 over 37,000 grassroots participants, behaviour was the biggest concern in the game. This included both the abuse of match officials and the unacceptable behaviour by over competitive parents, spectators and coaches on the sidelines.

The FA's Respect programme is aimed at tackling unacceptable behaviour across the whole game.

Play your part and observe The FA's Respect Code of Conduct for coaches, team managers and club officials at all times.

I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
 - Adhere to the Laws of the Game
 - Display and promote 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 the parents/carers of all players under the age of 18 understand these expectations
 - Refrain from, and refuse to 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, experience, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

PLAYER'S ACKNOWLEDGEMENT TO CLUB RULES

I, the undersigned player, have read the Rules & Constitution of SWYOJFC/FA Respect Rules, or have had them explained to me, and agree to comply with them. I acknowledge that I could face being disciplined if found to be in breach of them.

PLAYER:	SEASON: 2010/11	Age Group: U	DOB:
Ethnic Origin: (please specify)			
ADDRESS:		POST CODE:	
TELEPHONE No:			
NAME/ADDRESS OF SCHOOL TO BE ATTENDED SEPTEMBER 2010:			
			
PLAYERS SIGNATURE:		DATE:	
All the above information will be treated confidentially and will be held by the secretary.			

PARENT'S ACKNOWLEDGEMENT TO CLUB RULES

PLAYER:	Age Group: U	SEASON: 2010/11
ADDRESS (if different from above):		
POST CODE:		
TELEPHONE No:		
EMERGENCY CONTACT (ANOTHER RELATIVE) & NUMBER:		
DOCTOR'S NAME & ADDRESS:		
Details of any conditions, illnesses or medication used. This information will be kept in confidence by the Welfare Protection Officer and disclosed only to the team manager.		

In the event of my son/daughter being injured whilst playing football or travelling to or from football events and I/We cannot be contacted on the above number, I/We hereby give consent for my child to receive medical attention and/or be taken to hospital.

I/We agree to be bound by and to observe the club rules and the rules and regulations of the FA & County Football Association, and all competitions in which the club participates. I consent to disclosure by County Football Association.

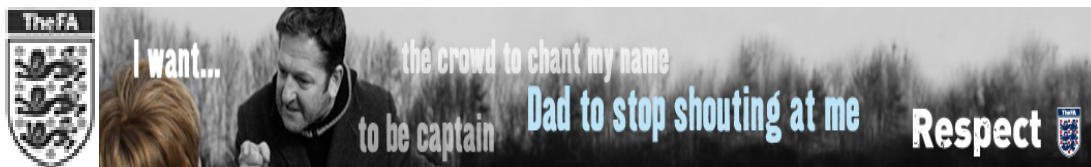
I/we agree to pay the yearly preset membership fee.

I/we agree for images of our child to appear on the club website and in/on other appropriate websites/publications per league guidelines and rules.

I/we, the undersigned parent(s)/guardians have read the rules and constitution of SWYOJFC and agree to comply with them. I/we acknowledge that I/we could face being disciplined if in breach of them.

Please indicate method of payment (see previous page for bank details). Please note cash payments are not permitted:

- 1. Annual Payment by cheque in July
- 2. 8 Monthly Standing Order - July - February (inclusive)
- 3. 2 equal payments by cheque in July & October



Signed..... Print Name..... Date.....

Signed..... Print Name..... Date.....

It is understood that SWYOJFC, or any member thereof, cannot be held responsible for any action, injury or damage caused to either property or persons

MANAGERS ACKNOWLEDGEMENT TO CLUB RULES

I, the undersigned manager have read the Rules & Constitution of SWYOJFC/FA Respect rules and agree to comply with them. I acknowledge that I could face being disciplined if found to be in breach of them.

MANAGER'S/COACH'S: NAME:.....	SEASON: 2010/11 TEAM: U.....
-------------------------------	---------------------------------

ADDRESS:.....
.....

POST CODE:..... TELEPHONE No:.....

1. Child Protection Expiry Date
2. Emergency First Aid Expiry Date
3. CRB Expiry Date

Appointed Assistants:

..... Contact Number:.....

..... Contact Number:.....

Names of known helpers i.e. referees;

..... Contact Number:

..... Contact Number:.....

..... Contact Number:.....



SIGNATURE:.....DATE:.....

COACHES ACKNOWLEDGEMENT TO CLUB RULES

I, the undersigned coach have read the Rules & Constitution of SWYOJFC/FA Respect Rules and agree to comply with them. I acknowledge that I could face being disciplined if found to be in breach of them.

COACHES: NAME:.....

SEASON: 2010/11

TEAM: U.....

ADDRESS:.....

.....

POST CODE:.....

TELEPHONE No:.....

4. Child Protection Expiry Date

5. Emergency First Aid Expiry Date

6. CRB Expiry Date



SIGNATURE:.....DATE:.....