

Calverton Miners Welfare FC

incorporating

Calverton Colts

INFORMATION BOOKLET 2006 – 2007

**A CHARTER STANDARD
COMMUNITY CLUB**

www.calvertonmwfc.co.uk

Est. 1988

Welcome to Calverton MW FC & Calverton Colts FC

This information booklet has been designed to encourage both players and parents to become involved with the club both socially and through football.

We have attempted to answer questions that have been repeatedly asked over the years. If you still have any query please contact your Manager who will bring your query to the attention of the senior committee.

Since 2002 we have been working towards fulfilling our 5 Year Development Plan which has seen us become one of the first 84 clubs in the country to achieve FA Charter Standard Community Club accreditation. On the back of this we have been able to successfully apply for substantial funding from the Football Foundation and other partnership backers to enable us to turn what we already believed to be superb facilities into some of the best in the county. We now have four superb perfectly level full sized pitches – one of which is floodlit, two perfectly level mini-soccer pitches, a dedicated grassed training area, 8 brand new self contained modular changing rooms, our established all weather floodlit training area, not to mention the Club itself for the social side of things.

Further initiatives are underway in conjunction with the Welfare Trustees and Directors built around nutrition, well-being, healthy lifestyles with football and coaching being the 'transport mechanism'. Hopefully, in union with other Welfare sub-sections, the wider community and other partnerships we hope to expand the club's premises to incorporate a dedicated training/conference room.

During the closed season and in the early part of this season further investment has been made to provide dug-outs, a hard standing spectator area, pitch-side post & rails and fencing to enclose the main pitch.

It is imperative as a club, if we want to progress further, that we retain and build on our FA Charter Standard Community Club status.

We have an excellent record so far having won the County Charter Standard Community Club Award in 2003, 2004 and 2005. For 2004 we were voted the National Charter Standard Community Club of the Year.

We were also the first football club in the 13 years of the Award to receive the prestigious Nottinghamshire Amateur Sports Club of the Year in 2004 from a total of 2200 county clubs.

Over the last 7 years the Colts have grown in size from 4 to 19 teams. A structure is now in place whereby children as young as 5 and 6 are joining the nursery and as such we cannot stand still. These players are the future of the club. The vision was that girls would also join the club in a similar way. This hasn't happened and we need to promote girls football further.

As a recognised provider of sporting opportunities we now have an obligation under the Disability Discrimination Act 2004 to encourage and provide for those with disabilities. 14 of our members received training in this area in 2005.

We no longer want to be a feeder club for other teams but want to give our youngsters good quality senior teams to aim at, or at least an 'exit' route in which to move into senior football. As a senior team we were invited into the prestigious new Nottinghamshire Senior League which began in 2004 and we fielded both a senior and reserve team. This season our senior squads have moved into the Central Midlands League which is the bottom rung of the National Pyramid system. We have a 3rd or 'A' team in the Midland Amateur Alliance. We have also entered an Under 19 team into an extremely competitive North Midlands Under 19 League where we will face strong Academy and semi-professional club teams. We feel that we now have the teams for the younger players to aim towards.

A significant change has been noticed, certainly over the last couple of seasons with players from outside the village wanting to join us.

We aim to improve our standards both on and off the pitch but to do this we must continue to make the improvements and take initiatives that we've seen over the last few seasons. The club is already moving in the right direction – we see it as our role to keep the momentum going.

Early in the 2006-07 season we will encourage a Derby County Football Club nursery for the very young players and hope that this link will be beneficial to both parties as it develops.

Any reference in this document to 'Colts' also implies the Notts Youth League and senior teams.

We apologise if anything within this booklet is duplicated as it has been produced jointly by the Finance and the Main committees.

General Information

The Colts were originally formed in 1988 (by Viv and Pat Corcoran & Yvonne and Dean Williamson) to give the boys of Calverton a game of football.

Since this time the football club has made tremendous strides forward, particularly in the last 3 or 4 seasons and we are now established as one of the first 84 FA Charter Standard Community Clubs (out of 39,000) in the country and also offer footballing opportunities to girls.

We are not a closed shop. Anyone who is willing to help in any way, particularly in raising funds is welcome to become involved. Please speak to your Manager or anyone on the Committee.

As a general rule of thumb - our teams are primarily made up of players that:

- live in Calverton
- or that go to a Calverton school
- or whose parents work in Calverton
- as individual teams improve and begin to challenge for honours we believe it then becomes acceptable to look to recruit players who will make our sides stronger, more competitive and 'bring on' the Calverton based players. We want our sides to move forward.

As teams move from 7 a side mini-soccer teams to 11 a side full sized teams it was recognised that provision needed to be made to have sufficient numbers of players to make the change. It is acceptable therefore that mini-soccer age groups have two squads ideally of 9 or 10 players which, on reaching the 11 a side stage then combine into one squad. The facilities will not support two 11 a side teams in one age group. Two 11 a side teams at age groups between under 11 and under 18 alone is 16 teams which clearly puts a strain on 4 pitches notwithstanding the senior teams and other sub-sections.

Every player needs to be a member of the Miner's Welfare (or part of a family membership) for constitutional and insurance purposes. This cannot be stressed enough—players who are not members may have any insurance claim invalidated.

Membership is only £6 per annum. Further, our aim is to become a Standard Charter Super Club during this season and a requirement of this Standard is that all people connected are members of the football club. We fulfil this obligation as a sub-section of the main welfare.

We would respectfully point out that this is not a baby-sitting service. Each parent is responsible for the safe delivery and pick up of their child before and after training/matches.

The Colts are run as one club and not as eighteen individual teams.

Colts cannot accept any responsibility or liability for the theft, loss or damage to player's belongings.

Minors are not allowed into the Club unless supervised by a responsible adult. This is not the responsibility of the Manager (although the Manager himself may be willing to take responsibility). The stewards or bar staff should not be expected to have to ensure their proper behaviour or standards. It is not a youth club.

The wearing of club kit is not permitted in the club-house. The wearing of club kit other than on matchdays for playing in matches is also not permitted.

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Constitution of The Calverton Miners' Welfare F.C.

1. The name of the Club shall be called the "Calverton Miners' Welfare Football Club" with the junior teams being known as "Calverton Miners' Welfare Colts" and shall be affiliated to the Nottinghamshire County Football Association.
2. Calverton Miners' Welfare Football Club operates as a sub-section of the Main Welfare Charitable Trust and its objects shall be to provide Association Football for its members and such social and recreative pursuits as may be deemed desirable by the Committee.
3. The Main Welfare Charitable Trust does not discriminate whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability and encourages equal opportunities.
4. The Officers shall consist of a Chairman, a Vice-Chairman, a Secretary, a Minutes Secretary and a Treasurer. One person may not hold more than two of these positions. Applications for Officer positions will only be considered following any formal resignations or as directed by the Trustees of the Charitable Trust.
5. The Football Club will be controlled by a General Committee consisting of the Officers and up to five other Members. At least one General Committee Member should be a Trustee of the Charitable Trust. Applications for General Committee Member positions will only be considered following any formal resignations or as directed by the Trustees of the Charitable Trust. The General Committee shall meet at least six times per annum and the proceedings at such meetings shall be duly recorded in a Minute Book. At meetings of the General Committee six shall form a quorum. The General Committee must give approval for any appointment for the post of Team Manager.
6. The General Committee shall have the power to appoint such Sub-Committees as may from time to time be deemed necessary and shall receive reports of such Sub-Committees at its meetings. (Presently, such Sub-Committees consist of a 'Main' Committee dealing with football related issues and a 'Finance' Committee dealing with financial issues. These Sub-Committees will meet no less frequently than bi-monthly and the proceedings at such meetings shall be duly recorded in a Minute Book).
7. Membership must conform to the Main Welfare rules. Parents of the children playing for the Calverton Miners' Welfare Colts should be members of Calverton Miners' Welfare. Senior players should be members of Calverton Miners' Welfare in their own right. All team Managers, Coaches and Assistants should be members of Calverton Miners' Welfare. Membership is renewed annually on January 1st.
8. The General Committee shall have power to suspend or take such other action as deemed appropriate against any participant (Player, Manager, Coach, Assistant or Spectator) deemed guilty of conduct prejudicial to the good name of the Football Club. Such action may include referral to the Trustees and appropriate sanctions by the Calverton Miners' Welfare.
9. An A.G.M. of the Main Welfare including all sub-sections (including Calverton Miners' Welfare FC) will be held during March each year, to consider the balance sheet and audited accounts, as approved by the Main Welfare accountants.
10. Insurance – Notts FA Affiliation Fees include team insurance. Seniors teams have extra cover within the Miners' Welfare's insurance scheme.
11. The Club can face hefty fines for misconduct on the touchline; this is an F.A. ruling. We ask managers/coaches, officials, players, parents and spectators to conduct themselves in a responsible manner and in accordance with the Code of Conducts posted on the Notice Board within the Main Welfare foyer which are considered to be part of these rules. Any breach of the Code of Conduct will be dealt with under Rule 5.
12. Calverton Miners' Welfare Football Club recognises 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 abuse. Calverton Miners' Welfare Football Club is committed to the FA Child Protection Procedures and Practices.
13. The team Managers have sole responsibility for team selection and team management, and are expected to attend Colts Management and Secretaries meetings with the Main Committee. They may elect an Assistant and/or a Secretary to help with the running of the team subject to the requirements of the FA Charter Standard.
14. If a player cannot play in a match he must notify his manager at the earliest possible time. Players are expected to attend training, non-attendance could affect their selection for the next fixture.

15. The Committee reviews weekly Subscriptions annually. All subs are recorded by the team Secretary and paid on a weekly basis, Non-payment of subs will be reported to the General Committee for further action. Subs will not be paid from 1st May to 1st August.
16. Dogs are not allowed on the sport fields.
17. Sponsorship is separate to fundraising; every team must work towards raising funds for the Club. The Finance Sub-Committee will consider any offer of sponsorship for individual teams, but any items donated will become the property of Calverton Miners' Welfare Football Club.
18. Sportsmanship above all.

The wording of the above constitution was amended on 7th January 2002 to supersede that of 25th September 2000 which was issued to incorporate the then newly formed Finance Sub-Committee who are responsible for the monies held by Calverton M.W. Colts, and the changes in Calverton Miners Welfare rules since the loss of the Colliery.

Signed: Chairman



C. Hodgson

C. Hodgson

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To All Parents, Friends and Spectators

During league meetings, frequent debate surrounds the conduct of spectators at youth matches. The following is an extract (amended) taken from a youth football magazine and seems to have hit the nail right on the head.

An Adult Code of Conduct

As you know, youngsters develop differently and at different rates; they react individually to the same pressures. At Calverton Colts F.C. we are attempting to give all our players a good and worthwhile experience, and their relationship with all adults at the matches and the training ground must be POSITIVE, SPORTING and be a part of the EXAMPLE ADULTS should be setting for the young people.

We would ask you to consider the following:

1. Young players are NOT playing to satisfy YOUR ambitions.
2. Young people are involved for THEIR enjoyment - NOT YOURS.
3. YOU have a responsibility to encourage young people to play to the rules.
4. Teamwork and effort are as important as winning. You should accept losing without undue disappointment or criticism.
5. Do not allow your winning side to gloat over victory.
6. NEVER ridicule or shout at a young person for making a mistake or for losing. Encourage and praise them, OR KEEP QUIET.
7. Set an example - Applaud good play by both teams. Be constructive.
8. Never publicly question the Referee's decisions. Never doubt his or her honesty. See yourself with the whistle or the linesman's flag!!
9. Help to remove all VERBAL and PHYSICAL ABUSE IN SOCCER.
10. No alcohol to be taken to the side of the pitches.

Recognise the value of the Managers, assistants, and club secretaries who give up their time FREELY to help your youngsters. Their involvement extends way beyond 90 minutes on a Saturday afternoon.

The above was originally written by the Headmaster of a School football team, to his players parents. The Youth League send Representatives without due notification to any game and in the event of problems it is THE CLUB who are penalised.

We are very fortunate at Calverton as we have had very few problems. but we must at least respect the above and exercise restraint.

Together we can defeat the touchline terrorist.

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Conduct

Spectators

The League's place the responsibility for the conduct and behaviour of a team's supporters on the Manager of the team. This is in all league rules and the Club Secretary and Chairman have to sign a declaration that this is understood.

We ask that all parents/friends and supporters behave in a decent and sporting manner and would respectfully refer you to the code of conduct printed on the previous page.

In short this covers verbal (including racial abuse) or physical abuse of referee's, linesmen, players, opposition officials or supporters, own officials or supporters etc.

The main committee will always support the Managers and will not tolerate anyone acting in a manner contrary to these guidelines and will take what it considers to be the appropriate action. We have had to answer to the Notts F.A. for three incidents involving supporters over the last two seasons and appearing before a F.A. commission is far from pleasant. The committee will act to prevent repercussions as this is detrimental to the image of the whole club, it is not fair to fellow spectators, it sends the wrong message to the players who are playing and we don't want to face possible fines or bans.

Manager's Responsibilities

It is a manager's responsibility for the behaviour and conduct of spectators of his team (see earlier section). This is stipulated by the Leagues and by the Notts F.A.

It is a manager's responsibility for the behaviour and conduct of his players. This is stipulated by the League and by the Notts F.A.

Changing rooms need to be locked and left tidy after a match.

To ensure the kit gets washed each week.

To ensure all subs are fully paid each week and that each player becomes a member of the Miner's Welfare.

Not to criticise but to give constructive advice.

A member of all junior and youth management teams should be qualified to at least Level 1 standard.

All managers should have received Child Protection awareness sessions. At least 2 adults should be in the changing rooms at all times.

All people in direct contact with children should have CRB (Criminal Records Bureau) clearance.

Never to use foul language, on or off the pitch (remember not all children live in an environment that accepts this).

Managers have a responsibility to attend League meetings – this duty may be shared with other managers within the same league provided someone is there to represent the Colts. They have a duty to report back to the Main Committee/Managers & Secretaries meetings to which they should also attend.

Player's Responsibilities

Most importantly is to enjoy your football and to play to the best of your ability for the Colts. Encourage your team mates.

Managers, assistant managers and secretaries give their time freely. If you cannot make it to training nights or matches you must phone them to let them know. If you do not know their number then please ask.

Player's need to wear shin-pads.

To listen to what is asked of them.

To respect the facilities and premises of the club and other people. (Both at home and away games).

Try to accept advice from the coach/manager and not to take it as criticism.

Do not wear improper dress within the Club – this includes the wearing of football boots and kit you have worn for a match or training.

Not to use foul language on or off the pitch.

To remember to bring their subs and own drinks to match/training days were applicable.

To listen to their match day instructions and follow them through i.e. meeting time and place.

Look after your belongings. These are your responsibility and the Colts accept no responsibility for loss, theft or damage.

If you are asked to wash your club kit after a match then you need to look after it. You will be responsible for any part of your kit if it is lost or goes missing whilst in your possession.

Players are covered by the same code of conduct as the adults.

Whilst the Colts encourage players to play to the best of their ability and to be highly competitive there is a line which becomes unacceptable. All acts of violence & abuse are not condoned.

Players will be expected to pay their own fines for any bookings or sendings off.

Persistent offenders may also face sanctions from the main committee.



Communications, Notices & Web Site

The Colts have obtained a notice board located in the entrance to the main Welfare. All team managers and secretaries are encouraged to make full use of it. Any forthcoming social events will be posted on this board.

Some teams issue a newsletter and in addition the club have launched a web site. The address is : www.calvertonmwfc.co.uk

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Financial Statement

The following is the Income and Expenditure Account for the Calverton Miners' Welfare Football Club subsection for the Year Ended 31st December 2004. These accounts were released and approved in March 2005. It can be seen that in order to operate/survive a tremendous amount of hard work and support from everyone connected with the club is essential:

<u>INCOME</u>	<u>2004</u>	<u>2003</u>
	£	£
Subscriptions	9,297	5,418
Raffles	2,664	917
Socials/Trips	1,144	1,611
Donations/Grants	4,481	1,670
Fundraising/Cycle Ride/Marathon	5,859	6,842
Refunds	-	320
Sponsorship	2,275	
Course Fees	1,386	
Kit Income	1,117	
Tournament	-	6,446
Sundry	311	311
Interest	134	134
	28,550	23,669
 <u>EXPENDITURE</u>		
Hire of pitches	4,452	1,767
Kit	5,150	3,807
Trophies	3,632	1,074
Travelling/Training courses	5,438	3,058
League fees & fines	4,617	1,961
Social events	650	1,203
Sundries		386
Equipment	2,346	
Tournament entry fees		2,138
Fundraising	1,730	415
Stationery/postage	1,474	
Promotional	-	146
Grant to Welfare – 5 Yr Plan		11,200
Bank Charges	91	
	29,580	27,155
 Surplus/(Deficit) carried forward to general Statement of Financial Activities	(1,030)	(3,486)

The Finance Committee has compiled the following information to help new team's understand the financial aspects of the Colts F.C. The committee are responsible for the distribution of funds and also the long-term investment policy to ensure the future of Calverton Colts F.C.

There are currently 19 teams in the Colts football club, all pay subscriptions, which are reviewed annually. As a parent we ask that you ensure that your son/daughter pays his subscriptions to the team secretary on a weekly basis, continual non-payment of subs will be reported to the main committee for further action. If you are experiencing difficulty with payment, please have a word with your team manager.

Subscriptions are not paid between 1st May and 1st August.

Over the year we have various fund raising events; we try to ensure that funds are raised through social events, which are enjoyed by parents and children alike. Historically we have found that the more successful teams are those whose parents offer support and enjoy the social side of the football club.

We are keen to encourage parents to help with fund raising, either with new suggestions or with the offer to help at various event, don't leave it to the same few.

The Colts funds pay for

1. All kit – shirts, socks and shorts are provided for the teams, replacement of kit is the most costly of the Colts expenses.
2. Footballs – a training ball costs around £10 to replace but a match ball is nearer £40, 19 teams use a lot of footballs.
3. Subsidised pitch hire on match days & 5 a side court hire – the floodlit area is used through the winter months.
4. Referees – Home games and cup matches we are responsible for payment of expenses for refs. Referee's expenses for the First Team and the Under 19's are usually in the region of £70 to £100 per home match.
5. League fees – Every team has to be registered with the league. These are paid each year before teams can play in their respective league. The eight teams in the YEL cost over £300 to register. Notts F.A. affiliation costs for 2006-07 were £550.
6. Fines – The Colts committee is responsible for ensuring that a breach of F.A. rules does not occur through spectator behaviour, if the Club is found guilty of breaching F.A. rules, fines against the club are levied. You will from time to time be issued the Colts code of conduct.

No one on the Colts Committee receive any payment in respect of expenses, this includes telephone calls and travelling expenses. The costs of producing this booklet have not been borne by the Colts.

It is a legal requirement that all members of sub-sections are members of the Club; this allows the Colts to use the main football pitches at a subsidised rate and the 5 a side court at a reduced rate. Memberships are renewed every January at a cost of £6 for family membership and £4 for single. An application for membership is enclosed and should be completed if you are not already a member of the Club.

A budget is set up for new kit (reviewed annually) and any Manager needing kit will have to fill in and provide a requisition form to the Finance Committee, no other requests will be permitted. Kit lost or damaged through inappropriate use i.e. being worn at times other than a match will be charged for.

The Colts are a sub-section of the Welfare and are self-funding. As a recognised sub-section we play on pitches at subsidised rates. **We get no financial help from the Miner's Welfare.** There is a mistaken concept that a percentage of bar takings are allocated to the Colts. This is not the case. We do not get a levy from the club.

The 5-a-side tournament held in the summer has proved to be a good fund raiser over the last few years but cannot be relied upon. It is important that we try to raise funds in other ways. In the past we have received substantial funds from our annual sponsored Bike Ride but it looks as though for 2007 this will not go ahead. **Without either the tournament nor the Bike Ride the football club will lose upwards of £12,000 per annum.**

Tournaments

Entrance for Colts teams into our tournament is free. In the past the Colts have paid the entrance fee for one other tournament each year per age group. This policy may have to be reviewed.

Subs

Each player is required to contribute weekly subscriptions – currently £3 per player (£4.00 for seniors). This level of subs is cheap with some clubs charging much more.

Social Events

It is important that each age group take some responsibility for fund raising. Each team is expected to contribute to social events. This may be organising their own or supporting those organised by other age groups.

It has been suggested that each age group only get out of the Colts what they are prepared to put in. This approach is unfair on the youngsters playing but it is a fact that some age groups contribute far less than others and as we saw earlier this year, some not at all.

An Important Message about Sponsorship

A Representative of the Colts senior committee will be responsible for sponsorship.

It is extremely important however that individuals do not actively seek sponsorship without bringing it to the attention of the committee for approval. With the 5-a-side tournament and annual cycle ride, a number of companies have already pledged prizes, donations etc. a certain level of sponsorship is already happening. We must be extremely careful that existing relationships are not compromised.

The policy with regard to kit sponsorship is that kits can be donated to the club on proviso that:

- It becomes the property of the football club and not solely for a particular team i.e. it can be handed down.
- It must be in the club colours and design.
- Sponsorship logos are permissible provided they meet FA requirements.

Other Information

As we near the end of our Five Year Plan we are hoping the investment we are making will manifest into improvements on the pitch as we look towards eventually having our men's team(s) playing to as high a standard as practicable. This season sees our First Team and Reserves competing in the Central Midlands League. The 'A' team are hopeful of finally getting out of the bottom division of the Midland Amateur Alliance this season.

2005-06 saw Calverton MWFC win the East Midlands Veteran's League Cup and they are looking for further success this season.

All our junior sides have improved with many of them competing in either the top or second division of their leagues.

Following on from last season, emphasis will be on healthy lifestyles which will highlight the importance of exercise and nutrition to our young people.

Plans are still in place to compile another bid aimed to address coaching skills, nutrition, exercise and fitness, working in local schools and with other football clubs. We would like to be seen as a school of excellence.

In order to make another bid we re-emphasise what was said earlier in that it is vital that we retain our FA Charter Standard Community Club accreditation.

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Help On Match Days

Your manager, assistant manager and secretary give up their time to enable the youngsters to play football.

They cannot do this without help, nor should they be expected too.

We ask for volunteers to help in the following areas:

Referees

There is a general shortage of referees. Games cannot be played without them! It is very difficult (if impossible) to obtain the services of a referee from the Referee's Handbook as demand far outweighs availability.

Any parent or friend who is willing to referee please let your manager know. If you know of anyone wishing to become a referee, again please let your manager know.

The Colts are willing to fund and support any individual who wishes to take a referee's course.

Linesmen

Anyone wishing to run the line on a Saturday please let your manager know.

You don't necessarily have to be an expert but it does take the pressure off the manager/assistant manager who have other things to do.

Sponge – man/lady

Anyone with the inclination to become a trainer please let your manager know. If you are a qualified first-aider then so much the better! Last year we held a basic first aid awareness course and if the demand is there will repeat it for this season.

Washing the kit

Most teams operate a kit washing rota. Each player is expected to take his turn and return the kit on match days suitably laundered. It is recognised that some teams allow individuals to launder their own kit. Where this is the case it should not be worn other than for matchdays and must be kept in good repair. Any damage or loss will be charged for.

Transport

Transport to away games is usually by car. Anyone who is able to help in providing transport would be appreciated.

After Match Snacks

Each age group are welcome to make their own snacks after their game. Some teams may wish to make arrangements with other age groups that they take turns in providing snacks for each other. Please liaise with Carole or Suzanne. Traditionally the after match snack has been chip butties but each age group should now use their own judgement and aim to promote our healthy lifestyle theme.

Goalposts

Help with putting up and taking down the goalposts is critical. For the younger teams this takes the pressure off the team manager who has other things to do. For the full sized goals this is essential for health and safety reasons and also in ensuring goalpost safety.

Health and Safety

Shinpads

Each player is expected to wear shinpads for his own safety. This is a F.A. ruling. Referees will not permit you to play without them

Water Bottles – Meningitis Risk

Due to risks relating to meningitis the football club expect each player to provide his own drinks bottle. No further drinks bottles will be provided by the Colts.

Dogs

Dogs are forbidden on the sports ground for obvious reasons.

Insurance

Insurance is covered in item 10 of the Constitution.

CHILD PROTECTION POLICY & CODES OF CONDUCT

The following has been produced in conjunction with the Football Club's Five Year Plan 2002-2007.

It sets out the policy which the Club will adopt.

It will be distributed to all Team Managers and Secretaries and it will be their responsibility to ensure that this code is adhered to.

A copy will be handed to all junior players to pass to their parents and a copy will be placed on the notice board.

Calverton MW FC have now appointed two designated Child Protection Officers following an initial awareness session held on 16 October 2001. We would ask everyone connected with Calverton MW FC to offer as much support to Elaine Moss and Dean Wilson as possible who have agreed to fulfil these roles. We sincerely hope that they are never called upon.

The first four sections lay down the requirements of the F.A. and details The Football Association's Child Protection Regulation.

Thereafter is detailed the code for our Club which is adapted from the 'F.A. Child Protection Procedures and Practices Handbook'.

Any definitions within this document are lifted from the above handbook.

Introduction – The F.A. Child Protection Policy

Every child and young person who plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

We recognise, however, that child abuse is also a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken.

The Football Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

It is determined to meet its obligation to ensure that those clubs and organisations providing football opportunities for children and young people do so, to the highest possible standard of care.

Clear practices and procedures, in addition to a detailed training programme already under way, will ensure that everyone knows exactly what is expected of them in relation to protection of children and young people within our sport.

It is essential that those children and young people attracted to and participating in football are able to do so in a quality, safe and enjoyable environment.

In striving to attain this, The Football Association has the following objectives:

A requirement that the F.A. Premier League and the Football League include in their rules a policy statement concerning child protection.

A requirement that all bodies affiliated to the Football Association as Charter Standard Organisations, affiliated through the County Associations, which provide the opportunity to work with children and young people up to the age of eighteen, include in their rules a policy statement concerning child protection. (This includes Calverton M.W. Colts F.C.)

To provide ongoing development and training opportunities to all organisations mentioned above.

To provide ongoing development and training opportunities:

for members of the F.A. Coaches Association

as an integral part of all F.A. Coach and Medical Education courses and courses for Referees in staff development courses for members of the F.A. Premier League and the Football League through the County Football Association structure (this includes Calverton M.W. Colts F.C.) through the process of attaining and maintaining the Charter Standard Award (this includes Calverton M.W. Colts F.C.)

The Aims of The F.A. Child Protection Policy

The aims of the F.A. Child Protection Policy are:

- To develop a positive and pro-active position in order to best protect all children and young people who play football, enabling them to participate in an enjoyable and safe environment.
- To deliver quality assured child protection training and build a network of tutors to facilitate this delivery, in conjunction with, and supported by, the NSPCC.
- To demonstrate best practice in the area of child protection.
- To promote ethics and high standards throughout football.

The key principles underpinning this 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 identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with children and young people and their parents/carers is essential. Social Services Departments have a statutory responsibility to ensure the welfare of children and young people. The football Association is committed to working together with Social Services Departments and local Area Child Protection Committees (ACPC) in accordance with their procedures.

Conclusion of The F.A. Child Protection Policy

The Football Association, through confirming its Policy Document, has indicated its determination to ensure that children and young people can participate in all forms of football activity and do so with their safety being of paramount importance.

It is essential that this document is representative of a process of continual improvement in the area of child protection within football. It is for all adults engaged in football activities to promote good practice and procedures, whilst being ever vigilant and aware of their responsibilities towards the children and young people in their care.

The Football Association's Regulation on Child Protection

The Football Association's Regulations on child protection are defined in The F.A. Handbook.

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.
2. In these Regulations the expression "Offence" shall mean any one or more offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonable causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to children.
3. Upon receipt by The Association of:
 - 3.1. notification that an individual has been charged with an Offence; or
 - 3.2. notification that an individual is the subject of an investigation by the Police, social services or any other authority relating to an Offence; or
 - 3.3. any other information which causes The Association reasonable to believe that a person poses or may pose a risk of harm to a child or children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under Regulation 2 should be made The Association shall give consideration, inter alia, to the following factors:
 - 4.1. whether a child is, or children are or may be at risk of harm;
 - 4.2. whether the matters are of a serious nature;
 - 4.3. whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any authority or body to proceed unimpeded.

The period of an order referred to in 2 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.

Where an order is imposed on an individual under Regulation 2 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

Where a person is convicted or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football for such period (including indefinitely) and on such terms and conditions as it thinks fit.

For the purposes of these Regulations, The Association act through its Council or any committee or sub-committee thereof, including the Board.

Notification in writing of any order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

Calverton M.W. Colts' Guidelines in the Care of Children & Young People

It is possible to reduce situations in which abuse can occur and help to protect Managers/Coaches etc. by promoting good practice. The following are more specific examples of care which should be taken when working within a footballing context.

Always be public and open when working with children or young people. Avoid situations where a Manager/Coach etc. and individual child or young person are completely unobserved.

Always treat players injuries in an open environment or, if treatment is required within a closed area, ensure parents/carers are aware of this. (See Calverton M.W. Colts' recommendations regarding sports injuries contained in page 20).

When groups or teams need to be supervised in changing rooms always ensure that Managers/Coaches/parents work in pairs.

Everyone should also be aware that as a general rule it does not make sense to:

- Spend excessive amounts of time alone with a child/young person.
- Take children or young people alone on car journeys, however short.
- Take children or young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the child's/young person's parents.

Adults should never:

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person, even in fun.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or young people they can do for themselves.
- Invite or allow children or young people to stay at your home unsupervised.

It may sometimes be necessary for Managers/Coaches/other parents etc. to do things of a personal nature for children or young people, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and prior consent of parents/carers and the children or young people involved.

There is a need to be responsive to a child or young person's reactions – if a child or young person is fully dependant on you, talk to him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is any physical contact or lifting or assisting a child/young person to carry out particular activities.

If you accidentally hurt a child or young person or cause upset or distress in any way, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.

What is Child Abuse?

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and increasingly by peers.

Often these are people they know and trust. It refers to the damage done to a child's or young person's physical, mental or emotional health.

Children or young people can be abused within or outside their family, at school or within the football environment. Abusive situations arise when adults or peers misuse their power over children or young people.

There are five main forms of abuse:

Physical abuse

includes situations where adults:

- physically hurt or injure children or young people (e.g. by hitting, shaking, squeezing, biting or burning)
- give children or young people alcohol, cigarettes, inappropriate drugs or poison
- attempt to suffocate or drown children or young people
- use excessive and inappropriate training methods
- In the Calverton Colts football environment, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's or young person's immature and growing body, (e.g. over-training) and also when coaches encourage children/young people to take performance enhancing drugs or alcohol.

Neglect

includes situations in which:

- a child's or young person's basic physical needs (e.g. food, drinks, warm clothing) are not met
- children or young people are consistently left alone and unsupervised
- In the Calverton Colts football environment, neglect might also occur if a Manager or Coach fails to ensure children or young people are safe, or exposes them to undue extremes of weather or risk of injury e.g. through unsafe equipment.

Sexual abuse

includes situations in which adults/peers use children or young people to meet their own sexual needs through:

- any sexual act
- showing them inappropriate sexual material or the taking of inappropriate photographs and videos
- In the Calverton Colts football environment, sexual abuse might also occur when inappropriate physical contact takes place e.g. through inappropriate supporting, treatment or touching of children or young people.

Emotional abuse

includes situations in which:

- there is a persistent lack of love, affection or attention shown to a child or young person
- children or young people are overprotected preventing them from socialising
- children or young people are frequently shouted at or taunted
- In the Calverton Colts football environment, emotional abuse might also include situations where parents or coaches subject children or young people to constant criticism, bullying or unrealistic pressure to perform to high expectations or to attain standards they are clearly not able to reach.

Bullying

is not always easy to define, can take many forms and is usually repeated over a period of time. The three main types are: physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They all will include:

- deliberate hostility and aggression towards a victim
- a victim who is weaker and less powerful than the bully or bullies
- an outcome which is always painful and distressing for the victim
- Bullying behaviour may also include:
- other forms of violence
- sarcasm, spreading rumours, persistent teasing

- tormenting, ridiculing, humiliation
- racial taunts, graffiti, gestures
- unwanted physical contact or abusive or offensive comments of a sexual nature
- Emotional and verbal bullying is more common in football than physical violence; it can also be difficult to cope with or prove.
- Within school, the single most important factor in the prevention of bullying is to have a clear policy to which staff, pupils and parents are committed. Therefore, it is of paramount importance that football clubs develop their own Anti-Bullying Policy to which club members, Managers, Secretaries, coaching staff, players and parents all subscribe.

Calverton M.W. Colts Anti-Bullying Policy

The following is Calverton M.W. Colts Anti-Bullying Policy.

It is the responsibility of Team Manager's and Secretaries to ensure that no acts of bullying as detailed in the previous section are allowed to manifest.

Calverton M.W. Colts will not tolerate any act of bullying. Calverton M.W. Colts are prepared to:

- take the problem seriously
- investigate the incident
- talk to bullies and victims, separately
- In cases where bullying has occurred Calverton M.W. Colts will decide on the appropriate action to take. This may be:
 - obtain apology from bully/ies to victim
 - inform parents/guardians of the bully/ies
 - insist on the return of items 'borrowed' or stolen
 - insist bullies compensate victim
 - hold club discussions and/or provide communications about bullying
 - this statement will be pinned to the Calverton M.W. Colts notice board
 - provide support for coach of victim
 - encourage/support bully to change his/her behaviour
 - impose sanctions against bully/ies e.g. bullies will be excluded
 - hold a follow up meeting with victim's family to report progress
 - inform all members of Calverton M.W. Colts about the incident and action taken
 - keep a written record of incident and action taken.

Every effort will be taken by Calverton M.W. Colts to ensure bullying is eradicated within football. It is important as bullying can result in children or young children becoming vulnerable and isolated. These particular children or young people could then become an easy target for adult abusers.

Calverton M.W. Colts Code of Conduct for Football

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

Community

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

Equality

Calverton M.W. Colts FC is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Calverton M.W. Colts FC 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. Calverton M.W. Colts FC is committed to appropriate consultation.

Young People

Calverton M.W. Colts FC acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety

Calverton M.W. Colts FC 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

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

Violence

Calverton M.W. Colts FC rejects the use of violence of any nature by anyone involved in the game.

Fairness

Calverton M.W. Colts FC is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

Calverton M.W. Colts FC is committed to the principle of playing to win consistent with Fair Play.



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Recognition of Abuse - Calverton M.W. Colts

Procedures

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may be occurring or has taken place. Calverton M.W. Colts Committee, Managers, Secretaries and other personnel are all engaged in running the club in a voluntary capacity and are by no means experts at such recognition. As such, any concern about the welfare of a child or young person should be reported as outlined in the following Procedures.

Indications that a child or young person may be being abused include:

Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries

Any injury for which the explanation seems inconsistent

The child or young person describing what appears to be an abusive act involving him/her

Someone else – a child or adult, expressing concern about the welfare of another child or young person

Unexplained changes in behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper

Sexual awareness inappropriate for age

Engaging in sexually explicit behaviour in games

Being mistrustful of adults, particularly those with whom a close relationship would normally be expected

Having difficulty in making friends

Being prevented from socialising with other children or young people

Variations in eating patterns including overeating or loss of appetite

Loss of weight for no apparent reason

Becoming increasingly dirty or unkempt

It must be recognised that the above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. All children or young people will suffer cuts, bruising and grazing from time to time, and their behaviour may sometimes give cause for concern. There may be reasons for these factors other than abuse. If, however, any member of Calverton M.W. Colts is concerned about the welfare of a child or young person they **MUST ACT!** Do not assume that somebody else will.

The Responsible Football Coach Code of Conduct – Calverton M.W. Colts

The following code has been adopted by the Managers/Coaches of each of Calverton M.W. Colts' teams:

1. Managers/Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Managers/Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Managers/Coaches must adhere to all guidelines laid down by the Rules of The Football Association.
4. Managers/Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Managers/Coaches must not exert undue influence to obtain personal benefit or reward.
6. Managers/Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Managers/Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.

Managers/Coaches should, at the outset, clarify with the player (and, where appropriate, their parents) exactly what is expected from them and also what they are entitled to expect from their Manager/Coach.

9. Managers/Coaches must co-operate fully with other specialists (e.g. other Managers/Coaches, officials, sports scientists, doctors, physiotherapists) in the best interest of the player.

10. Managers/Coaches must 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.

Managers/Coaches must consistently display high standards of behaviour and appearance.

Child Protection Procedures and Practices Handbook recommends that any breach of any provision(s) of this Code of Conduct by a Manager/Coach shall constitute a breach of the Rules of The Football Association and shall be dealt with under the procedures as set out in the Rules of The Football Association. In our case, as volunteers, we cannot go that far and as such issue this Code for guidance and strongly encourage our Managers/Coaches to adhere, any breach will be addressed as an internal matter.

The Football Association also supports, and recommends clubs bring to the attention of all staff and volunteers, the Home Office booklet 'Caring for Young People and the Vulnerable', guidance for preventing the abuse of trust. Calverton M.W. Colts have obtained a copy of this booklet.

Recommendations for Persons Involved with the Treatment of Children and Young People in Football & Calverton M.W. Colts' Recommendations

It is Calverton M.W. Colts policy that nothing but basic First Aid should be administered and that none of the situations described below should ever be encountered. If there is any doubt whatsoever proper medical attention should be sought.

The Child Protection Procedures and Practices Handbook contains the following section.

It has been included in this document to illustrate potential problem areas to which Calverton M.W. Colts Managers/Coaches should never allow themselves to be drawn.

"The Football Association will be issuing more detailed guidance on the recruitment of any selection of staff and volunteers. The following procedures should be adopted.

The following is a set of guidelines for any person involved with the treatment (first aid, physiotherapy, rehabilitation and management and treatment of injuries generally) of children in football as a guide to best practice.

1. It is recommended that no child or young person should be treated in any way in a situation where the child or young person is on his/her own in a treatment room or dressing room with the door closed.
2. It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents/guardians are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents or guardian of the child or young person should be invited to attend.
3. It is recommended that if treating an area of the body which is potentially embarrassing to a child or young person (i.e. the groin), a suitable consenting adult acting as a chaperone should be present.
4. It is important to maintain medical confidentiality and patient dignity at all times.
5. Prior to medical treatment being carried out on a child or young person, parental/guardian consent in the written form must be sought where appropriate.
6. It is recommended that all treatment procedures are explained fully to the child or young person and verbal consent is given before they are carried out."

To reiterate - the above extract has been included for illustrative purposes only. Calverton M.W. Colts do not want Managers/Coaches to engage in the treatment of player's injuries beyond basic First Aid. If in doubt seek appropriate medical advice.

Calverton M.W. Colts' Child Protection Policy

Statement For Match Officials

Locally appointed referees (quite often a parent) have an obligation towards the game to support the introduction and implementation of The Football Association Child Protection Policy.

Referees must respect the rights, dignity and worth of every person, player and non-player alike, treating everyone equally within the context of the game. In particular, to be aware of the special needs of young people, their well-being, including difficulties or possible abuse experienced from within the game or from other sources.

The referee has a duty to ensure that every child and young person involved in the game of football is able to participate in an enjoyable and safe environment and be protected from abuse.

F.A. Child Protection Policy Requirements of Calverton M.W. Colts

The Football Association will be issuing more detailed guidance on the recruitment and selection of staff and volunteers. The following procedures should be adopted.

Procedures for Promoting Good Practice

All children and young people have a right to be safe and to be treated with dignity and respect. False allegations of abuse are rare but the following basic guidelines will help safeguard children, young people, staff, volunteers and the organisation concerned.

Recruitment and Selection of Staff/Volunteers

Anyone may have the potential to abuse children or young people in some way and it is reasonable to expect club officials will take all reasonable steps to ensure unsuitable people are prevented from working with children and young people. It is essential the same procedure is used consistently whether staff are paid or unpaid, part-time or full-time.

When undertaking pre-selection checks, Calverton M.W. Colts will include the following:

Application Forms.

All volunteers/staff seeking to work within football should complete an application form which has been designed to elicit the necessary information.

Personal Disclosure Form.

Successful candidates should then be asked to complete a Personal Disclosure Form.

References.

At least two references should be taken up – one associated with former work with children or young people and, where appropriate, one with previous sport involvement.

Please let us know as soon as possible if any information changes.

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APPLICATION FOR MEMBERSHIP

Full name of Applicant:

Address:.....

.....

Tel Num:.....

Occupation:.....

Date of Birth:.....

Do you belong to a sub-section Yes / No

I apply for membership of the **Calverton Miners Welfare Scheme** which is made up of **Calverton Miners Welfare Trust** (registered charity number 522265/1) and **Calverton Miners Welfare Social Club** ("the Club") the business of which is carried on by the **Calverton Miners Welfare Social Club Limited**, a company limited by guarantee ("the Company").

I understand that I can use all of the recreational facilities offered by the Club following approval of this Membership application.

I understand the membership of the Club confers membership of the Company and I undertake to be bound by the Rules and Bye-laws of the Club and the articles of the Company.

Signed:.....Applicant

Proposed:.....Proposer

Seconded:.....Seconded

Date:.....

Approved by: The Directors

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Family Membership

Did you know that the following rules apply to Family Membership?

1. While on these premises **your** child is **your** responsibility.
2. Children misbehaving could result in **your** membership being suspended, this includes disturbing other members. Details of disciplinary actions will be kept on file.
3. When there is a party in the function room, it is considered private and **no children** should enter the party uninvited, especially to steal from the Buffet tables.
4. The Club cannot be held responsible for any injury to a child, if that child sustained its injuries while unsupervised.
5. Children are at risk when playing in the front car park. Make sure you know where your child is at all times.
6. Small children are not allowed in the Bar Area.
7. The play area is for children under 12s, but they must be supervised at all times.
8. No children are allowed on these premises unaccompanied by an adult.
9. Any Children found playing in the toilets **will** be returned to their parents and asked to leave the premises with immediate effect.

The Trustees and Directors are keen to ensure that families are made welcome at the Top Club; however, historically we have received numerous complaints from other Club users about unsupervised children. Concerns about the safety of children have prompted them to react.

NO DOGS ARE ALLOWED ON THE SPORTS FIELD OR INSIDE THE CLUB.

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