



Birchwood Colts JFC



APPENDIX 4 – PLAYER INDUCTION PACK



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PLAYER INDUCTION PACK

This document has been developed to:

- Provide the necessary information to both new and existing players and their parents/guardians to familiarise them of the Rules and Procedures within Birchwood Colts JFC.
- Ensure player and parents agree to abide by the Birchwood Colts JFC rules and procedures.
- Authorise Birchwood Colts JFC to ensure quick treatment is provided to their child (the player) if injured.
- Enable Birchwood Colts to ensure all sports activities within the Club comply with our Child Protection Policy.

The Contents of this induction pack is as follows:

1. Signing on fees and subscriptions
2. Training and matches
3. Disciplinary – Bookings and sending off
4. Code of Conduct – Players
5. Code of Conduct – Parents and Supporters
6. Complaints procedure
7. Medical form (to be completed and returned to the team manager)
8. Sports equity monitoring form (to be completed and returned to the team manager)
9. Player photo authorisation form (to be completed and returned to the team manager)
10. Policy for Social Networking Sites



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SECTION 1 - SIGNING-ON FEES AND SUBSCRIPTIONS

For the forthcoming season we will have several teams playing in the Mid Lincs Youth League, ranging from Under 7s through to Under 16s and, as our Club continues to grow, so it becomes increasingly difficult to generate enough income to meet our expenses.

We have been fortunate in obtaining sponsorship for the playing kit for some of our teams, but we still have several items of major expenditure to face each year. For example, we have to pay the pitch/facility hire (matches & training) and league/cup entry fees each season. During the course of the season we shall have to purchase various items of equipment and trophies etc.

A very important part of the Club's income is the signing-on fees and the subscriptions paid by the players, which covers the League registration/insurance fee and the monthly BACS subscription that the players are required to pay compares very favourably with other Clubs in the Mid Lincs Youth League.

The Committee is mindful of the financial demands on parents and has considered various options but feels that it has got the balance right and we normally have a bursary fund for families suffering from hardship. *We believe that money should never be a reason why a child should not participate in football activities.*

However, it is very important that every player pays their weekly subscriptions **EVERY** week. If a reasonable level of income is not generated annually the Committee would reluctantly have to consider further increases to future subscriptions, but this would mean that non-payers would be subsidised by those who do pay regularly. So in order to encourage regular payment and to be fair to everybody, the Club will reluctantly have to suspend players who do not pay their subscriptions regularly.

The Committee will endeavour to raise funds in whatever way it can through sponsorship, raffles, tournaments etc and we look forward to your continued support. *Please help us to help the Club that your child plays for.*



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SECTION 2 – TRAINING AND MATCHES

1. General Expectations

Training - It is expected that all players will arrive with the following equipment:

- Shin pads
- Football boots (training on grass)
- Trainers (training on AstroTurf)
- A suitable drink
- Warm clothing/jacket (cold weather)

Time keeping - It is expected that:

- All players will arrive promptly.
- Players regularly attend training to be able to participate in matches.
- Players must notify the manager if they are unable to attend training.

Behaviour - Bad language, back chat, poor attitude towards training or disrespect towards other players or the manager will not be tolerated.

The team manager - Will endeavour to:

- Increase individual player skills,
- Raise tactical awareness,
- Improve fitness levels,
- Develop team play,
- Teach an understanding of the rules of the game.

Should training be cancelled the manager will notify the players.

2. Managerial support

It will be appreciated that whenever possible parents/supporters help the manager:

- Putting up and taking down the nets,
- Assist during training whenever requested by the manager,
- Help out if required with transport to away matches,
- Help out with match day raffles.

If any parents are interested and willing to participate as a match official (referee / linesman) please contact your manager.

3. Football kits

- All players will, be issued with a full kit consisting of shirt, shorts and socks. The kit remains the property of the club at all times.
- Each player will be responsible for cleaning the kit and any repairs during the season. Should the kit be lost or damaged beyond repair, the manager should be informed so a replacement can be purchased.
- Cleaning kits – Do not use detergents, wash at low temperatures, do not spin wash. Recommended soak heavily soiled kits in soapy water prior to wash.
- The kit should be returned at the end of the season or at the manager's request.



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4. Match days

On match days:

- Players should turn up with their kit at least 30 minutes prior to KO so they can change, warm up and receive instructions from their manager.
- Parents and spectators should feel free to shout encouragement, however coaching of the players should be left to the manager.

Players will be notified in advance of the next match details.

5. Team selection

Depending on the size of the squad, team selection will be based on the following criteria:

- The manager's knowledge of the opposition,
- Skill level of the individual players with regard to the position,
- The requirements of team,
- Fitness and availability,
- The player's attitude,
- Training behaviour and attendance.

The manager will select a team to win, whilst attempting to be fair to all the squad players. The manager will endeavour to ensure that all squad players equal opportunities and time on the pitch to participate in matches.

6. Concerns

Should any parent / guardian or player have a concern with any aspect of training or match play it would be appreciated that this is communicated to the manager as soon as possible. Should the

manager have any problem with an individual player this will be communicated to the parent / guardian as soon as possible.



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SECTION 3 - BOOKINGS AND SENDINGS-OFF

FIFA are taking a strict line with players who break the Laws of the Game. This has resulted in recent years in a big increase in the number of players who were booked and/or sent-off.

What you may not realise, however, is that FIFA's instructions apply to football at all levels, wherever it is played – and that includes the Mid Lincs Youth League in which all our teams play. This has in turn led to an increase in the number of bookings and sendings-off in junior football.

It has always been important that players conduct themselves in a fair and sporting manner whilst representing this Club, but never more so now that referees have the latest FIFA guidance to follow. A booking or sending-off not only reflects badly on the Club, but will also carry a financial penalty for the player concerned.

If a player is booked (i.e. shown a yellow card) the referee will report the matter to the Lincolnshire FA, who will then note the player's record and impose an administration charge of £12.00. If a player is sent-off, the punishment will usually involve a suspension from League and School football as well as a fine and the £12.00 administration charge. Size of the fine and the length of the suspension will be dependent on the seriousness of the offence committed.

It is the PLAYER and his parents/guardians who are responsible for the payment of any financial penalty that is imposed by the County FA, although for convenience the payment will be collected by the Club and payment made to the County FA through the Club Treasurer. Should a player not pay a fine within 14 days, the matter would be reported to the County FA who would then suspend the player indefinitely until the fine was paid, during which time he/she would not be allowed to play any League or School football.

This all sounds very serious, but hopefully bookings and sendings-off of Birchwood players will continue to be rare events. However, the Club Committee feel that it is important that all parents and players are made aware of the rules regarding bookings and sendings-off and of the financial consequences.



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SECTION 4 – CODE OF CONDUCT: PLAYERS

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important. This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

Obligations towards the game

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 his team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time-wasting.
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.

Obligations towards one's own team

A player should:

- Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.
- Respect for the Laws of the Game and competition rules

A player should:

- Know and abide by the Laws, rules and spirit of the game, and the competition rules.
- Accept success and failure, victory and defeat, equally.
- Resist any temptation to take banned substances or use banned techniques.

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 the Match Officials

A player should:

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



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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.

Obligations towards the Supporters

A player should:

- Show due respect to the interests of all spectators & supporters.



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SECTION 5 – CODE OF CONDUCT: PARENTS / SPECTATORS

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.

A parent's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Parents / spectators within your club should always be positive and encouraging towards all of the children not just their own.

- Parents / spectators are encouraged to:
- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give encouragement to everyone to participate in football.
- Give attention to each of the children involved in football not just the most talented.

Parents / spectators should be advised that Birchwood Colts has a Code of Conduct and Child Protection Policy to which they are expected to agree and adhere to. Copies of which are available on request.



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SECTION 6 - 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:
 - Details of what, when, and where the occurrence took place.
 - Any witness statement and names.
 - Names of any others who have been treated in a similar way.
 - Details of any former complaints made about the incident, date, when and to whom made.
 - 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 either:
 - Warn as to future conduct
 - Suspend from membership
 - Remove from membership

Any person found to have broken the Club's Policies or Codes of Conduct will face disciplinary action.



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SECTION 7 - BIRCHWOOD COLTS JFC MEDICAL FORM

Dear Parent(s)

This form is to enable us to care for your child whilst out on all types of activities (matches, training, trips etc). It is of great importance that we have the following information to help us handle any emergency situations that may arise.

Please complete this form and return it to your child's Team Manager as soon as possible.

BLOCK CAPITALS THROUGHOUT PLEASE

NAME OF CHILD _____

ADDRESS _____

TEL No. _____ DATE OF BIRTH _____

PARENT/GUARDIAN MOBILE TEL No. _____

PARENT/GUARDIAN E-MAIL ADDRESS _____

PERSON TO CONTACT IN AN EMERGENCY

NAME _____

ADDRESS _____

TEL No. _____

ALTERNATIVE CONTACT NAME _____

TEL No. _____

Does your child suffer from any allergies, disabilities, or illness? YES/NO

If yes, please give details _____

Is there any particular medication that your child MUST NOT be given due to adverse reaction or allergy? YES/NO

If yes, please give details _____

Has your child had a Tetanus inoculation in the last three years? YES/NO

If yes, please say when _____

In the event of accident or illness requiring emergency or medical treatment at a time when I cannot be contacted, I authorise the Team Manager, _____ to sign on my behalf any written forms of consent required by the hospital or medical authorities and confirm that the above information is correct to the best of my knowledge and belief.

SIGNED _____ DATE _____

(Parent / Guardian)



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SECTION 8 - SPORTS EQUITY MONITORING FORM

Parents are requested to put a cross or tick in the relevant places below to help the Football Association monitor its Sport Equity policy. Monitoring is recommended in the FA's codes of practice for the elimination of discrimination on grounds of race or gender.

The FA will analyse the information on a depersonalised basis and it will not disclose the results of the analysis except in this anonymised form. We respect Parents' right not to disclose information relating to ethnic origin or gender, therefore completion of this form is not compulsory. If you do not wish to complete the form please return it to your child's Team Manager and mark a cross **here**

Players Gender:

Please indicate **MALE**..... **FEMALE**.....

Player's Ethnic Background:

Please choose one category from **A** to **E** and then please mark with a cross or a tick the relevant ethnic background:

A White

English.....
Irish.....
Scottish.....
Welsh.....
Other.....

B Mixed

White & Black Caribbean.....
White & Black African.....
White & Asian.....
Other.....

C Asian or Asian British

Indian.....
Pakistani.....
Bangladeshi.....
Other.....

D: Black or Black British

Caribbean.....
African.....
Other.....

E: Chinese or Other Ethnic Group

Chinese.....
Other.....



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SECTION 9 - USE OF PLAYERS' PHOTOGRAPHS & NAMES

Over the last two seasons, the Club's website has been scaled down and reduced in content because Home Office guidelines indicated that before we can publish information about your child, we must have permission from you to do so.

We can only put team photographs on the website if we have permission in respect of each player. If one or more parents do not wish to give permission, or overlook the completion of the permission form, none of the team's details can appear. Such permission has to be '**positive**'. If you choose to refuse permission, we will fully respect that decision. A failure to respond to this letter will have to be treated as a "no" vote and your child's details (and those of his/her team) would therefore not be included.

The most important aspect of your children playing football is for them to be able to enjoy their participation. All of the Club's Managers and Coaches etc are required to have attended basic Child Protection training and had CRB checks. It is also important that we try and keep this whole serious matter in proportion. We will retain our rule of only using forenames for all players playing mini football. Players will not be identified using individual photographs. In squad photographs, if parents wish, Goalkeepers will be dressed the same as other players, so as not to specifically identify them. If you were to be unhappy with any information appearing on the Club's website in relation to your child, it will be removed without argument. It is our intention to have the fun of the game still available, yet to conform to the guidelines sensibly.

Please complete the section below and return the whole form, so that we are aware of your wishes. Please remember that a failed return will be considered as a "NO"!

Birchwood Colts JFC Website			
Name of Child		Team:	
I do / do not give my permission for my child's details to be used on the Birchwood Colts JFC Website.			
Signed:		Block Capitals:	



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SECTION 10 – POLICY FOR SOCIAL NETWORKING SITES

The FA has issued clarification to participants relating to the use of social networking sites, including, but not limited to Twitter, Facebook and internet blogs.

Participants should be aware that comments made on such sites may be considered public comment, and that further to **FA Rule E3**, any comments which are deemed improper, bring the game into disrepute, or are threatening, abusive, indecent or insulting may lead to disciplinary action.

Comments which are personal in nature or could be construed as offensive, use foul language or contain direct or indirect threats aimed at other participants are likely to be considered improper.

Participants are required to act in the best interests of the game at all times and should be aware of this when using social networking websites. Furthermore, participants are reminded that postings on social networking sites which they believe to be visible to a limited number of selected people may still end up in the public domain and consequently, care should be exercised with regards to the contents of such postings.

In addition, we would remind participants that social networking postings could also lead to civil proceedings being brought by affected parties.

Participants should be aware of the contents of this Code on Social Networking when using ALL social networking websites.

Furthermore, participants are reminded that postings on social networking sites which they believe to be visible to a limited number of selected people may still result in this posting ending up in the public domain. Therefore, it is imperative that care should be exercised in relation to all posted social networking traffic across the Birchwood Colts JFC community.

I agree to abide by this policy:

Player's name:	Player's Signature:	Date:
Parent's Name:	Parent/Guardian's Signature:	Date:

