Chesterfield Town FC



Handbook 2016 / 17

CHESTEFIELD TOWN FC - PHILISOPHY

WHAT IS A CLUB PHILOSOPHY

A club philosophy is an agreed collective summary of the club's purpose that allows for a common & consistent approach to development.

WHAT ARE THE BENEFITS

Become 'one'

Strong identity

Clear expectations for all

Appeal to potential players, coaches, volunteers

Framework for new players, coaches, volunteers

MISSION STATEMENT

'To be a football club which encourages and promotes fair play in a safe and secure environment and where players of all ages, abilities and social backgrounds have the opportunity to develop their skills without prejudice or discrimination'.

"Chesterfield Town F.C has a clear playing and coaching philosophy which is based on creating an identity as a possession based passing football club. This game style will encourage players to stay on the ball when necessary, and to pass with quality and purpose to penetrate through the thirds to provide goal-scoring opportunities.

We have a player centred approach where players will be encouraged to take risks to keep the ball in all areas of the pitch, rather than taking a 'safety first, win at all costs' approach.

This is not to say we do not see developing a winning mentality as being extremely important, a player striving to win is considered to be an fundamental commitment for a player at our football club however the holistic development of our players is considered more important than winning a game and we will not attempt to win football matches to the detriment of player development.

CLUB ETHOS

To provide opportunities for children of all ages and abilities, to play football in a safe and friendly environment.

To deliver age-appropriate coaching to support long- term player development. Our football club we will encourage all players to try their best and make the most of their abilities.

To develop decision makers in a challenging but supportive environment where children can learn from their mistakes without undue pressure and anxiety.

Our football club will promote good behaviour and respect for others.

Our coaches will give our players a "voice" and empower them to be part of the learning process.

COACHING PHILOSOPHY

Our coaches will deliver age- appropriate coaching and will utilise the FA 4 corner model to develop players by understanding that each of the corners is connected and relies on support from the other 3 corners.

Make coaching sessions appropriate challenging, educational, and enjoyable.

Our coaches to provide leadership, and integrity, along with consistent, repetitive, frequent, and unconditional messages for all players, irrespective of results or performance.

Understand the story behind each individual player taking into account their date of birth, physical, psychological and social maturity as well as the amount of football practice/experience.

Our coaches to create a "player centred" environment.

For coaches to be committed to coach education and to continue to improve their knowledge of how to develop young players.

ROLE OF THE COACH

To be able to differentiate and set appropriate challenges to inspire the players.

To give players responsibilities and ownership within the sessions and games.

To allow players to make mistakes and to offer support or allow them to self-correct when necessary.

To develop decision makers and to facilitate a games based approach to training Improve the player's movement skills: agility, balance, and co-ordination.

To give the players the freedom to try new skills.

Plans sessions and have the personality to inspire and motivate players.

Support and empower the players to practice away from the football club.

Consider the 4 corner model and the need to integrate each corner to maximise learning Plans and delivers sessions for the player and not the coach.

Understand issues arising from the 4-corner model that impact upon young player development.

Develop and demonstrate an understanding of how children learn (Visual, Audio, and Kinesthetic).

Communicate using age-appropriate language and instructions.

Understand that children are not mini-adults and that developing football players is a long-term process.

Fosters a life-long love of the game.

Praise players for their effort as well as ability.

COACHING QUALIFICATIONS

All coaches to have a minimum of L1 qualification and work towards Age Appropriate Modules 1-3.

Coaches are required to strictly follow the Respect Code of Conduct.

Players must be free to make their own decisions during matches, with positive encouragement from coaches.

PLAYING PHILOSOPHY

Positive Attitude, Respect and Sportsmanship for all.

Chesterfield Town FC will endeavour to play creative possession based football that is structured around developing players who are innovative and comfortable in possession of the ball

In possession we want to build from the back by creating and exploiting space.

Out of possession we strive to win the ball back quickly.

Our long term goal is to inspire and provide older players with exit routes into adult football along with opportunities for coach education and refereeing, and for some of them to support the development of the next generation of players.

POSITIVE LEARNING ENVIRONMENT

We are committed to providing a positive learning environment by demonstrating a caring & supportive culture for all involved in the club.

We are to have a strong emphasis on fun and enjoyment.

Our players will be encouraged to play attacking and creative football.

Our coaches will allow players to have opinions, discuss shape & tactics.

Our coaches will encourage players to be creative and take considered risks in training & matches.

LET THE CHILDREN PLAY

Encourage our teams to play through the thirds.

Equal playing time per game for all players irrespective of the match / opposition up to & including under 10s thereafter equal playing time to be measured over the season.

Rotate all positions including GK up to under 12 with the exception of tournaments.

Rotate players in 2 / 3 positions from under 12 onwards.

Have a game based approach to training, teaching games for understanding.

Ensure that players are given the chance to play a game during training.

Use of small-sided games.

Lots of small-sided games in training from 1v1 onwards.

CLUB CONSTITUTION

1. NAME

The Club shall be called CHESTERFIELD TOWN F.C.

2. MISSION STATEMENT

To be a football club this encourages and promotes fair play in a safe and secure environment and where players of all ages, abilities and social backgrounds have the opportunity to develop their skills without prejudice or discrimination.

3. OBJECTIVES

A non-profit making organisation, the objectives of the Club shall be to arrange association football matches and social activities for its members.

4. STATUS OF RULES

These rules (the Club Rules) form a binding agreement between each member of the Club.

5. 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 Regulation of The Football Association Limited and parent County Association and any League of 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.

6. CLUB MEMBERSHIP

- (a) The members 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 Coordinator. Members will consist of Club committee members, managers, coaches, assistants and players. It is the requirement of each Team Manager to provide to the Club Coordinator an up to date record of players, coaches and assistants in their respective team. The Committee must ratify any appointment of the Manager. It is then the Manager's responsibility to appoint assistants, coaches and register players provided that they meet with the requirements of the Club Constitution and Rules.
- (b) Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, their name shall be removed from the Membership Register.

- (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
- (e) The Club operates an open membership policy and is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

7. ANNUAL MEMBERSHIP FEE

- (a) An annual fee payable by each playing member shall be determined by the Club Committee. Fees shall only be repayable in extreme circumstances at the discretion of the Club Committee.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

8. RESIGNATION AND EXPULSION

- (a) A non-playing 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. Playing members should give notice of resignation to their respective Manager. A member whose annual membership fee or further subscription is more than two months in arrears shall be deemed to have resigned unless that member has gained permission from the Club Committee for a deferment of payments.
- (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 is a complaints procedure outlined in the Club's Code of Conduct.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

9. CLUB COMMITTEE

- (a) The Committee shall consist of the following Club Officers: Chairperson, Secretary, Treasurer, Coordinator and Welfare Officer plus other members elected at an Annual General Meeting.
- (b) Each Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved in a Special General Meeting. 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 Chairperson or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee 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 seven 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 by "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". Approval will be by a simple majority.
- (f) Save as provided for in the Rules and Regulations of The Football Association and the County 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.

10. 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) Nomination for election of 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 seven 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 seven days before the Meeting.
- (c) A Special General Meeting (SGM) may be called at any time by the Club Committee and shall be called within 14 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 email to each member at their last known address notice of the date of a General Meeting together with the resolutions to be proposed at least seven days before the Meeting.
- (e) The quorum for a General Meeting shall be three.
- (f) The Chairperson, or in their absence the Secretary, 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.

11. CLUB TEAMS

The Committee shall appoint a Club member to be responsible for the Club's football teams, i.e. the Team Manager. The appointed member shall be responsible for managing the affairs of that team.

12. 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 Secretary and the Treasurer plus others members as appointed by the Committee. No sum shall be drawn from the Club Account except by cheque signed by two 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 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 three custodians i.e. the Chairperson, the Secretary, the Coordinator and the Treasurer, who shall deal with the Club property as directed by decisions of the 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 Committee. On 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.

13. 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 manner as the members of the Club with the consent of the parent Association shall determine.

CLUB RULES

1. CLUB & TEAM FINANCES

The club will pay on behalf of teams the following fees;

- League Registration including relevant cup competitions
- County Football Association including relevant cup competitions
- Home playing pitch through the Local Authority & Brookfield Community School
- Players Insurance
- Brookfield School 3g Training

Teams in age groups' U7's \rightarrow U18's will repay to the club the fees in two instalments; signing on fee at time of registration & administration fee by 31st January plus any 3g training facility costs:

Adults teams will repay to the club the fees in monthly instalments; August to April.

Team Fee's:

U7's - Free for 1st season

U8's \rightarrow U10's - £50 Signing on fee per player + £150 Administration per team

- £25 Signing on fee per player + £100 Administration per team (Central venue teams)

U11's → U12's - £55 Signing on fee per player + £175 Administration per team

U13's → U14's - £55 Signing on fee per player + £200 Administration per team

U15's → U18's - £55 Signing on fee per player + £250 Administration per team

Adults - £1,350

Brookfield Fees:

1/3 Pitch Juniors - £650 (26 weeks) = £25 per session 1/3 Pitch Adults - £884 (26 weeks) = £34 per session

The monthly payments will be determined by the Treasurer, agreed by the Committee and outlined in individual team statements at the clubs AGM for the following season.

- **1A**. Any team, who have not paid any of their fees by the due date as outlined in the individual team statements provided by the Treasurer at the clubs AGM, will be fined 10% every 7 days of outstanding fees that the debt remains unpaid.
- **1B**. Any team outstanding monies owed to the Club by the 31st May will not see their team registered for the following season until the debt has been paid.
- **1C.** The Committee reserve the right to withdraw a team from their respective League if any debt remains unpaid for more than 28 days.

2. PLAYER SUBSCRIPTIONS

Player subscriptions and the frequency of payment are to be set at the discretion of the respective Team Managers.

3. INDIVIDUAL TEAM FUNDS

Each team manager is responsible for recording his or her accounts for the season, which will run from the 1st of July to the 30th June the following year.

The Individual team accounts details shall be deposited with the Club Treasurer 14 days before the AGM each year together with copies of statements from any team bank accounts. Details of the signatures on team bank accounts should also submitted to the Club Treasurer.

To assist the Club Treasurer in formulating the Club accounts, income and expenditure should be listed under headings listed on a template supplied by the Treasurer. Receipts must be provided where possible.

The individual team funds, incorporating the Player Subscriptions, should be used by the respective Manager to pay that team's running costs including referees, playing kit, equipment and tournament fees.

4. EXPENDITURE

Membership fees are paid directly into the Club's account to be spent at the discretion of the Committee. Any expenditure of up to £300 from the Club's bank account must be approved by the Chairperson, the Secretary and the Treasurer. Any expenditure over £300 from the club's account must be approved by the Club Committee.

5. OFFICALS PAYMENTS

The following officials shall receive the listed sums in respect of their expenses in carrying out that duty. All expenses are annual unless specified and will be paid from the Club's central funds.

- Club Chair
- Club General Secretary
- Charter Standard & Club Coordinator
- Club Adult Secretary
- Club Treasurer
- Club Welfare Officer
- Club Football Development Officer
- Club Procurement Officer
- Club Website Officer
- Club Publicity Officer
- Clubs Schools Development Officer
- Minutes Secretary £10 per meeting
- Fund Raising & Special Events -10% of any profits
- Feeder Squad £50 plus £10 per week coaching.
- Clubs League Representatives
 - o R.D.Y.F.L. / C.M.Y.F.L. / S.D.J.S.L. / K.Y.L / Wragg / M.R.R.
 - £15 per meeting

6. PLAYING KIT

Playing kit for all home matches, all cup finals and all representative matches (i.e. Tournaments) shall be – except for where there is a potential colour clash;

Shirts: Plain White. No markings other than the Sponsor's Logo / Name, Manufacturer's Branding, Numbers and Club Badge.

Shorts: Plain Black. No markings other than numbers / club badge (optional) and the Manufacturer's Branding.

Socks: Plain Black.

The Away Kit: Royal Blue shirts, shorts & socks for colour clashes – Alternative away kits colours subject to approval by Committee.

All shirts to contain the club badge and be of 'Nike' make

Tracksuits and training kit can be worn at any time.

All kit remains property of the Club irrespective of who it was purchased by.

7. FINES

Should any individuals i.e. adult players, managers and spectators incur fines from the Football Association then those individuals shall be responsible for the payment of such fines. Should any of the Club's teams incur fines from their respective leagues then payment of such fines shall come from the individual funds of that team.

A fine cannot be imposed on a child therefore, should a child be subjected to a fine the associated team will pay the relevant fine and make a polite request to the player's parents for re-imbursement.

8. MANAGER & COACH QUALIFICATIONS

All team Managers / Coaches should by the end of their first season with Chesterfield Town have obtained as a minimum a FA Level 1 Award in Coaching Football. Managers/Coaches, who fail to obtain the Level 1 award or cannot provide proof that a Level 1 course has been booked, will not be able to manage/coach their team the following season.

9. MANAGER & COACH REQUIREMENTS

All Managers / Coaches must have

- 1) Valid CRB Certificate
- 2) Valid FA Safeguarding Certificate
- 3) FA Emergency First Aid Certificate.

Managers / Coaches who fail to provide either of these certificates or proof that the FA's Safeguarding and Emergency First Aid courses have been booked, will not be able to manage / coach.

A CODE OF CONDUCT FOR FOOTBALL

This code applies to all those involved in football under the auspices of The Football Association and **Chesterfield Town Football Club**.

A 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 accordingly, 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 and **Chesterfield Town Football Club.**

Community

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

Equality

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

Participants

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

Young People

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

Propriety

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

Trust and Respect

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

Violence

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

Fairness

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

Integrity and Fair Play

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

CODE OF CONDUCT FOR COACHES

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a 'win-at-all-costs' attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safely, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

A coach must:

- 1. Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- 2. Place the well-being and safety of each player above all other considerations, including the development of performance.
- 3. Adhere to all guidelines laid down by governing bodies.
- 4. Develop an appropriate working relationship with each player based on mutual trust and respect.
- 5. Not exert undue influence to obtain personal benefit or reward.
- 6. Encourage and guide players to accept responsibility for their own behaviour and performance.
- 7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 8. At the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- 9. Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- 10. 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.

- 11. Consistently display high standards or behaviour and appearance.
- 12. Not use or tolerate inappropriate language.

CODE OF CONDUCT FOR PLAYERS

Fair Play and respect for all others in the game is fundamentally important.

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:

- 1. 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.
- 3. Set a positive example for others, particularly young players and supporters.
- 4. Avoid all forms of gamesmanship, and time-wasting.
- 5. Always have regard to 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.
- 6. Not use inappropriate language.

Obligations towards one's own team - A player should:

- 1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
- 2. 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:

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

Respect towards Opponents - A player should:

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

Respect towards the Match Officials - A player should:

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

Respect towards Team Officials - A player should:

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

Obligations towards the Supporters - A player should:

1. Show due respect to the interests of Supporters.

CODE OF CONDUCT FOR TEAM OFFICIALS

Set a positive example for others, particularly young players and supporters.

This Code applies to all Team / Club Officials (although some items may not apply to all Officials).

Obligations towards the Game - The Team Official should:

- 1. Set a positive example for others, particularly young players and supporters.
- 2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the National game.
- 3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
- 4. Avoid all forms of gamesmanship.
- 5. Show due respect to Match Officials and others involved in the game.
- 6. Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
- 7. Not use or tolerate inappropriate language.

Obligations towards the Team - The Team Official should:

- 1. Make every effort to develop the sporting, technical and tactical levels of the club / team, and to obtain the best results by the team, using all permitted means.
- 2. Give priority to the interests of the team over individual interests.
- 3. Resist all illegal or unsporting influences, including banned substances and techniques.
- 4. Promote ethical principles.
- 5. Show due respect to the interests of Players, Coaches and other Officials, at their own Club / Team and others.

Obligations towards the Supporters - The Team Official should:

1. Show due respect to the interests of Supporters.

Respect to the Match Officials - A Team Official should:

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

CODE OF CONDUCT FOR PARENTS / SPECTATORS

Ensure that Parents / Spectators within your Club are always positive and encouraging towards all of the children not just their own.

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 - its 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.
- Assist to improve the child's skills and techniques.

Parents / Spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

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

Ensure that Parents / Spectators within your Club are always positive and encouraging towards all of the children not just their own.

Encourage Parents / Spectators to:

- Applaud the opposition as well as your own team.
- Not to shout and scream.
- Respect the Referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to participate in football.

Ensure that Parents / Spectators within your Club agree and adhere to your Club's Code of Conduct and Child Protection Policy.

What we expect Parents / Carers to do:

- Make sure their child has all the necessary equipment required, including arriving in the full kit provided on match days
- Arrive at the venue no less than 30 minutes before the designated kick off time.
- Let your Manager know seven days in advance when your child is unavailable to attend matches or training sessions.
- Complete the Player Information form including informing the Club of any ailment or medical conditions that your child may have.

- Training sessions will be held over a 10 month period on various types of pitch conditions and weather conditions; suitable clothing and footwear will be required. Shin pads must be worn at all times.
- Listen and take onboard the Managers and Coaching staffs advice and directions during training and matches.
- Pay all fines accrued by your child within the timescale set by the local Football Association.
- Help in setting up and taking down equipment before and after matches including clearing away any mess from the pitch side and changing rooms.
- On occasions run the line (not knowing the off-side rule is not an acceptable excuse)
- Return all kit / equipment at the end of each season & will reimburse the club for any lost or kit that is not return.

ANTI DISCRIMINATION POLICY

Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, religion or disability and to encourage equal opportunities.

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to, and should be enjoyed by everyone equally. The following policies should be at the heart of your club's activities.

Chesterfield Town Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, race, religion or disability.

Equality of opportunity at **Chesterfield Town Football Club** means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- · Selection for teams.
- Appointments to honorary positions.

Chesterfield Town Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Chesterfield Town Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.

EQUAL OPPORTUNITIES POLICY

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

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited in:

- Treating any individual on grounds of gender, sexual orientation, race, or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirements(s) for any reason whatsoever related to their membership, which are different to the requirements for others.
- Imposing on individuals requirements which are in effect more onerous on that
 individual than they are on others. For example this would include applying a
 condition (which is not warranted by the requirements of the position) which makes it
 more difficult for members of a particular race or gender to comply than others not of
 that race or gender.
- Victimisation of an individual.
- Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
- Any other act or omission of an act, which has as its effect the disadvantaging of one
 member against another, or others, purely on the above grounds. Thus, in all the
 Club's recruitment, selection, promotion and training processes, as well as
 disciplinary matters etc. in other words all instances where those in control of
 members are required to make judgements between them it is essential that merit,
 experience, skills and temperament are considered as objectively as possible.

Chesterfield Town Football 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 cease 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 the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football 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 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 made to such members who request it.

CLUB COMPLAINTS PROCEDURE

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

- **1.** They should report the matter to the Club's Welfare Officer. Your report should provide:
 - 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 who they were made.
 - A preference for a solution to the incident.
- 2. The Club's Committee will sit for any hearings that are requested.
- 3. The Club's Committee will have the power to:
 - · 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.

MANAGER'S ROLES AND RESPONSIBILITIES

Club Governance

All Chesterfield Town Managers will be required to in respect of the club;

- 1. Attend at least 75% of all Club meetings throughout the year (June to May).
- 2. If the Manager is unable to attend, he / she will
 - a. Send apologies to the Club Secretary
 - b. Send a representative.
- 3. Attend the relevant League meetings where required by the Club Secretary.
- 4. Commit to the organisation of Club events (End of Season Presentations, Tournaments, Charity Day, etc.)
- 5. Keep the Club Co-Coordinator and Club Welfare Officer updated with any changes in Officials personal details.
- 6. Hold a copy of the Club's Constitution, Rules and Child Protection Documents and be aware of their contents.
- 7. Ensure they and their coaches / assistants have the necessary FA CRB Checks & other relevant FA Qualifications.
- 8. Provide a Team Income & Expenditure balance to the Club Treasurer quarterly & submit annual accounts by the 30th June every year.
- 9. Carry out any necessary tasks associated with the post, setting an example to all and always positively promote the Club.
- 10. Be aware they are responsible for the actions and conduct of all their supporters, officials and players.
- 11. Notify the Club Secretary about all friendly fixtures & any oversea's tournaments / trips.

Team Governance

All Chesterfield Town Managers will be required to in respect of the team;

- 12. Recruit players and play matches in accordance with the Football Association's Rules
- 13. Adhere to the guidelines set out in the F.A. Youth Review for the relevant age group.
- 14. Hold regular training sessions to develop players.
- 15. Ensure that all parents of players under the age of 18 years-old have signed to say they have seen
 - Club's Child Protection Policy
 - Club's Codes of Conduct
 - o FA Respect Code of Conduct
 - o Consent to give emergency treatment & first aid
 - Social Networking Policy
 - Consent to photography / video
- 16. Ensure any breaches to the Code of Conduct are reported to the Welfare Officer.
- 17. Ensure they and their coaches / assistants have, or are working towards the FA Level 1 Coaching qualification
- 18. Ensure that the playing kit is in the Club colours of White Shirts, Black Shorts and Socks for home matches and an alternative Royal Blue Shirts, Shorts & Socks for colour clashes when playing away; all Shirts to contain the club badge and be of 'Nike' branding.

- 19. Ensure that in Youth and Junior Football the player's names or initials are not visible on any item of kit, including tracksuits
- 20. Take responsibility for managing team expenses by;
 - a. Recording all financial transactions in the form an Income and Expenditure log, including the retention of all receipts.
 - b. Collect annual player memberships and forward them to the Club Treasurer.
 - c. Collect weekly player subscriptions, organise raffles and fundraising as necessary.
 - d. Pay training ground hire on-time
 - e. Pay the referee expenses for home matches.
 - f. Ensure that all team and player fines are paid promptly to the Club Treasurer.
- 21. Have a copy of and be fully aware of the League Rules.
- 22. Ensure that all fully completed player registration forms are with the relevant League Registrars in accordance with the League Rules.
- 23. Ensure all training sessions;
 - a. Are notified to players (and parents for junior soccer)
 - b. Are pre-planned with the appropriate equipment
 - c. Conducted In a suitable and safe environment
 - d. All players and coaching stuff are suitably dressed
 - e. Have a qualified first aider and a well-stocked first aid kit available at all times.
- 24. Ensure that their team does not play 11-a-side games in the month of June.
- 25. Ensure that any trophies are returned as requested in accordance with League rules.
- 26. Provide the Website / Publicity Officer with a team photo, team profile, season's fixtures (when known) and dates of any re-arranged matches.

Player Governance

All Chesterfield Town Managers will be required to in respect of the players;

- 27. Keep an up to date record of all players registered, including full name, address, telephone number, email address and/or parent's email address if under 18 and date of birth. A copy of the same record including any changes should be deposited with the Club Secretary.
- 28. Be aware of any illness or medical conditions that a player might have.
- 29. Always establish that registered players are in the correct age group and that they are not currently registered with another club in the same league.
- 30. Do not encourage players registered with other teams in the same League to join until the end of the playing season on the 31st May.
- 31. Be aware of player's holiday arrangements and the League rules on match postponements due to insufficient player availability.
- 32. Ensure each player receives the following
 - a. Minimum 30% of pitch time for every match
 - b. Average 50% of pitch time over the course of the season.

Match-day Responsibilities

All Chesterfield Town Managers will be required to;

- 33. Ensure opponents and the referee are notified in accordance with League Rules when
 - a. Playing at home.
 - b. Postponing a fixture.
- 34. Ensure all players (parents for junior soccer) are aware of match kick-off times and venue's if playing an away fixture
- 35. Ensure that the following is always available;
 - a. First aid kit
 - b. League handbook
 - c. Player and officials registration cards
- 36. When playing a home fixture;
 - a. Ensure playing equipment (portable goals (where used), goal nets, corner flags and respect barriers) are used correctly
 - b. Ensure all playing equipment is locked away after the match in a tidy and responsible manner.
 - c. Clean and lock the changing rooms / premises where required.
 - d. Referee expenses are paid.
- 37. Ensure the match result is;
 - Notified to the relevant League in accordance with their rules and ensure match cards (if required) are fully completed and sent to meet League deadlines
 - b. Emailed or Text to Website / Publicity Officer on the day of the match (by 18:00 for Sunday fixtures). Include goal-scorers and player of the match accolades if appropriate.

Social Networking Policy

- 1. Chesterfield Town Football Club is committed to the safety and wellbeing of every child and young person under the age of 18, by providing 'Best Practice' guidance whilst entrusted in its care.
- 2. Chesterfield Town Football Club acknowledges that officials, players and parents/carers may choose to communicate information that provides a messaging service through Social Networking sites. However, the use of 'Facebook', 'Twitter', 'YouTube' or other Social Networking sites, must be managed appropriately. It is against FA and Club rules to post comments that are or may be conceived as: offensive, insulting, abusive, threatening, racist, harassment, homophobic or any other reference that may cause offence or harm to other members of Chesterfield Town Football Club, players officials and parents of any other club or comments that bring the Club into disrepute as a result. Any evidence of this will be brought before the Committee and dealt with accordingly.
- **3.** Coaches, Managers, First Aiders, Referees or Officials are not recommended to use Social Networking sites as a source of communicating messages to team players under the age of 18, unless that member is a close relative. Club Officials, Referees, Managers, Coaches should NOT accept players under the age of 18 as 'friends'. *This not only safeguards the young person, but also the adult.*

PLEASE NOTE: Only those aged 13 or above should be registered on 'Facebook'.

4. No Parent/Carer, Official, Manager, Coach, Medic or Referee should use any web based communication to contact children or young people involved in youth football or send personal messages (which could be misinterpreted). Any correspondence that might be entered into should only contain information relative to football activities, i.e.:

Cancellation of a match, amended times etc. All communication should be factual and non-derogatory and must only be sent to the parent/guardian.

5. Children and young people should be advised that any inappropriate communication from other club members (whether manager/coach, referee, parents/guardians or another young person) or members of other clubs, should be reported to their parent/guardian or Club Welfare Officer in the first instance and a record MUST be kept as evidence, should the matter be taken further. Evidence may be a print out, saved web page or similar in order for the inappropriate communication to be verified. Inappropriate behaviour via Social Networking Sites, texts etc. will be dealt with by the Club who may deem it necessary to report the matter to the internet service provider as routine.

General Tips for Best Practice

- 1. Remember, items posted on social media sites can potentially be seen by thousands of people, not everyone will agree with what you write. It is also worth thinking about the impression you're creating, could the things you write or the comments you make post cause embarrassment to anyone? Anything you communicate online is there forever, even if it's deleted. Therefore what is said privately may, at some point, become public.
- 2. Ensure your privacy settings are set to the appropriate level. Usually found on your home page of your social media site. These can be set to restrict who can see your account and what information they can see.
- **3.** Always save evidence of any cyber bullying you encounter, report it to your Internet Service Provider.
- **4.** Be respectful Set the tone for online messages and conversation by being polite, open and respectful. You must ensure that you respect people's confidentiality and do not disclose any information or the personal information of others.
- **5.** Never disclose any personal information, for example phone numbers email addresses postal addresses. Always use the social media provider's inbox service.

Photography & Video Policy

Celebrating Football through Photographs and Video

F.A. Recommended Guidelines

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

Potential risks

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

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

It's important to remember the majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety

Do:

- **1.** Share the FA's guidance on taking images with all parents, carers and members when they join the club
- 2. Ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below
- 3. Ensure that any child in your club, who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents / carers can identify whether this applies to children in their care
- **4.** Focus on the activity rather than the individual

- Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts)
- **6.** Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Don't:

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

Filming as a coaching aid

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

If you are concerned about the inappropriate use of images please report this to the Clubs Welfare Officer

Remember

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

Commissioning professional photographers and the local media

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

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales
- Issue the professional photographer with identification, which must be worn at all times Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken remember this can be done by using a Consent Form at the start of the season.

CHILD PROTECTION POLICY

CHILD PROTECTION POLICY STATEMENT

Chesterfield Town Football Club is committed to creating and preserving the safest possible environment for children to play football.

It is the duty of all of the Club Committee, Club Officials, Team Managers, Coaches, Parents and any other individuals directly or indirectly involved with the Club's players to be aware of and help prevent the neglect, physical, sexual and emotional abuse that children can suffer.

Chesterfield Town Football Club accepts children's welfare is paramount and all children whatever their age, culture, disability, gender or religious belief, have the right to protection from abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

INTERNAL PROCEDURES

In accordance with the Football Association's Child Protection Policy, Chesterfield Town Football Club has a designated Welfare Officer. All Club Committee members and Team Managers have been made aware of the Welfare Officer's role, the responsibilities of which are listed in this document.

RESPONSIBILITIES OF CLUB OFFICIALS, PARENTS AND PLAYERS

In the event of any Club Official, Parent or Player having a child protection concern about a player they should immediately inform the Club's Welfare Officer and record accurately the event(s) giving rise to concern. Should the Welfare Officer feel that any act, statement, conduct or other matter has harmed a child or may pose a risk of harm to a child then they will notify the Police and the Football Association immediately.

LISTENING TO CHILDREN

The Club Officials and Parents recognise the importance of listening attentively to children at all times, and are particularly concerned to ensure that any child who wishes to disclose abuse should be assisted in doing so. The Club Officials and Parents should be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings. Therefore, any early discussions with the child in which Club Officials are likely to be involved should, so far as possible, adhere to the following guidelines.

- Listen to the child rather than directly question him or her.
- Never stop a child who is freely recalling significant events.
- Make a note of the discussion, taking care to record the timing, setting and personnel present, as well as what was said.
- Record all subsequent events up to the time of any later interview.

It is important that this work should not be undertaken at a time when it may impact on any legal proceedings in which the child may be involved.

INFORMATION AND RECORDS

As recommended by the Football Association, all records and statements relating to child protection concerns will be kept by the Welfare Officer. Club Officials and Players will be given as much information as the Welfare Officer sees necessary for them to help the child concerned.

Whatever information is given care will be taken to indicate its sensitivity and the confidentiality required. However, Club Officials and Parents will bear in mind that children who are not known to be the subject of concerns may be experiencing neglect or abuse and are aware for the need for sensitivity when dealing with all players at all times.

When a player leaves the Club, the Club will endeavour to pass on immediately to the receiving club the full contents of any record including any on-going concerns, they will also inform the Football Association of the player's movements.

PARENTS

All Parents of prospective players are informed of Chesterfield Town Football Club's policy towards child protection through their Child Protection Statement.

TRAINING

The Club recognises the importance of training for the Welfare Officer, therefore in accordance with the Football Association's Rules the Welfare Officer will be required to attend meetings organised by the above.

The Welfare Officer will then report to the Club's Committee on what is necessary for them to be aware of.

Anyone joining the Committee will be informed and updated of Chesterfield Town Football Club's Child Protection Policy.

RESPONSIBILITIES OF THE WELFARE OFFICER

The Welfare Officer will ensure the effective communication and liaison between the Police and Football Association in the event of a Club Official or Parent having a child protection concern with regard to a member of this Club.

To: Support and give advice to the Club Committee and Parents in child protection work.

To: Maintain their own knowledge and awareness of these issues.

To: Inform the Football Association if any player on the Club's Child Protection Register leaves for another Club.

CHILD PROTECTION POLICY

Reporting allegations or suspicions of abuse:

The person detailed below is the Welfare Officer for Chesterfield Town Football Club.

Name:

Lindsay Siddall

Address:

7 Pennine Way, Grassmoor, Chesterfield, S42 5BN.

Telephone:

01246 - 857026

Mobile:

07800 - 861855

E-mail:

sophiejane1@hotmail.co.uk

CHESTERFIELD TOWN FOOTBALL CLUB

Child Protection Policy: Report Form

Reporters Name
Position in Club
Welfare Officer: Lindsay Siddall
The following has come to my attention:
Name
Address
D.O.B
Statement:
Action taken:

Signed:
Date:
On behalf of Chesterfield Town Football Club

MANAGERS CONTACT DETAILS 2016/17

Age Group & League	<u>Name</u>	Contact Number
Feeder Squad	Chris Clarke	07921 – 662010
U7's (Kick Start Youth League)	Malcolm Siddall	07890 – 651066
U8's (Kick Start Youth League)	Jamie Wajs	07970 – 411501
U9's (Kick Start Youth League)	Robbie Yearl	07469 – 241530
U10's (Rowsley & District Youth League)	Simon Bannister	07999 – 688222
U11's (Sheffield & District Youth League)	Nigel Brown	07990 – 952466
U12's (Sheffield & District Youth League)	Ashley Walker	07516 – 647535
U13's (Chad Mansfield Youth League)	Malcolm Siddall	07890 – 651066
U14's (Chad Mansfield Youth League)	Mark Timmons	07837 – 844452
U14's Juniors (Chad Mansfield Youth League)	Craig Shaw	07534 – 096538
U14's (Sheffield & District Youth League)	Mark Timmons	07837 – 844452
U14's Whites (Sheffield & District Youth League)	Lee Forester	07887 – 358424
U15's (Chad Mansfield Youth League)	Chris Topham	07968 – 998757
U15's Juniors (Chad Mansfield Youth League)	Darren Cotterill	07775 – 458137
U15's (Sheffield & District Youth League)	Chris Topham	07968 – 998757
U15's (Rowsley & District Youth League)	Darren Cotterill	07775 – 458137
U16's (Sheffield & District Youth League)	Peter Reilly	07412 – 239151
U16's Whites (Sheffield & District Youth League)	Richard Kershaw	07970 – 140036
U17's (Rowsley & District Youth League)	Chris Clarke	07921 – 662010
U18's (Chad Mansfield Youth League)	Barry Tomlinson	07748 – 771770
Adults (Midland Regional Alliance)	Simon Dixon	07973 – 553841
Over 35's (Wragg League)	Chris Hamilton	07780 – 976319
Over 45's (Wragg League)	Chris Hamilton	07780 – 976319