

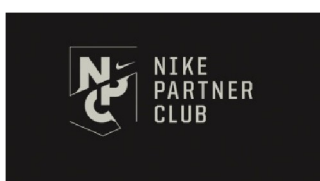


Established 2004

Hand Book

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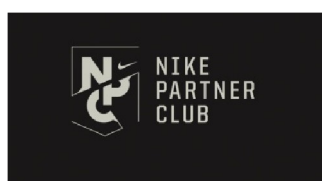


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1. - About Derwent Football Club

Derwent FC is a Grassroots football club that is based in the Derwent ward of



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Chaddesden. The club was founded in 2004, starting with just two teams, a senior team and an under 15's team.

Since then, Derwent FC have continued to expand and progress, every year adding new teams at various ages so that the club now have teams running from under 8's up to a First Team Adults men's team, along with two all-girls teams, all managed and coached by local volunteers who have been able to gain FA football coaching qualifications through the club.

There has also been much success for Derwent FC on the pitch over the past years. Winning a number of trophies at various different age groups.

Some of the major outcomes and success stories have been off the field though. Derwent FC has placed more than 20 different volunteers through their FA coaching badges and they now manage and coach the various teams. We are also one of the very few clubs to have female coaches involved and we are hoping this will encourage more females to get involved in the game, on and off the pitch.

Derwent FC has many dedicated volunteers that have helped raise lots of money for the club. We have held fundraising auctions, bag packing at Morrison's/Asda, sponsored runs/walks, fashion shows and nights out at the Greyhound track! All of these events have provided vital funds for the club and helped purchase new equipment, pay for league fee's and all in all keep costs at a minimum for the players of Derwent FC. This sponsorship and fundraising is vital to the success of Derwent Football Club as our main philosophy is to keep players membership fees to a minimum in order to make football accessible to all.

2. - Club Officials

Chairman - John Vernon - 07479532498

Secretary's - Jamie Vernon – 07825577917

Treasurer - Emma Vernon - 07463792730

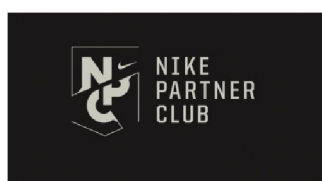
Child Welfare Officer - Katie Hind- 07368530880

Equipment - Jamie Vernon – 07825577917/John Vernon - 07479532498

Public Relations - Lyndsey Jinks - 07541710320

Club Catalogue - John Vernon – 07479532498

Fundraising Officers - Paul Jinks – 07481819545



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TEAMS MANAGERS/COACHES

U9 Allstars – John Vernon – 07479532498

U10 Bulls – Jamie Vernon - 07825577917

U12 Gunners – James Dean – 07707908955

U13 Spartans – **Richard Cooper** - 07891000196

Under 14 Lions - Adam Cooper – 07725252463

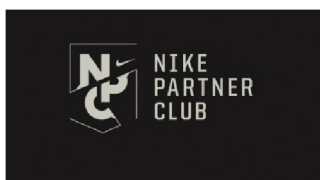
Under 14 Phoenix – Dean Clarke - 0340972735

Under 15 Rams – John Vernon - 07479532498

Under 17 Warriors – Paul Jinks - 07481819545

Ladies – Sonia Wolley - 07470235198

First Team (Men's) – Jamie Vernon – 07825577917



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3. Derwent FC Club Philosophy

At Derwent FC our goal is to be a club where young people come and enjoy playing football. We have some of the best coaches in Derby and very talented players. As a club we believe in developing players to play the game with passion and style. We want the Derwent brand of football to become synonymous with youth football in Derby. Our Philosophy is quite simple, it is our belief that Fun + development = Success, We feel that development is achieved if both the player and the coach work hard to achieve the same goal. To achieve the aim we have set out, it is important that ALL teams progress year on year. This is done in a number of ways. The club regularly provide coaching courses for all of our coaches. We also encourage our coaches to undertake training on their own. This ensures that all of our coaches are both knowledgeable and up to date with the latest methods and ideas. Following the end of the season it is also our philosophy, to encourage continuous development, to hold trials for every team. This is an open and fair way of allowing interested players to come and attend training sessions and also for players whose memberships have just lapsed to show what they can bring to the team the following season.

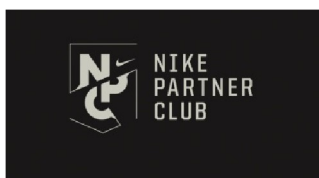
Any player that does not make it through the trials will be aided by the club to find a team, as we want to make sure that as many children as possible are involved in youth football.

4.- Annual General Meeting

Each year we hold our Annual General Meeting (AGM) which is usually June/July time. All parents are encouraged to attend, and all contribution received. All future events are discussed and new ideas welcomed for fundraising etc.

5.- Training/Match Day

All players are expected to attend both training and match days, unless they have a legitimate reason. Weekly training sessions are held Wednesday or Thursday between 4pm and 8 pm. All training session take place on the Derby racecourse unless stated elsewhere by the manager. Derwent FC play in the Derby Junior Football league, Derby City League and Derby Girls and



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Ladies League. Games take place across the weekend Saturdays and Sundays but could also be midweek towards the end of season.

6. - Football kits

All kit handed out by the club/manager, **BELONGS** to the club. It is the responsibility of **BOTH** player and parent/guardian to look after it. All kit is to be used for Derwent fc purposes only i.e.; training, match days, tournaments etc, and not for personal use i.e.; school etc. Any kit that is damaged or lost then becomes the full responsibility of the player, parent/guardian and they are to replace these items at their own cost. Please see the added form to sign and hand back to the Manager/Coach.

7. - Health and Safety

It is important that during training and matches that the players have plenty of fluids - especially in warmer weather. We expect all players to bring their own drink. Suitable footwear and shin pads must be worn during matches and training. No earrings, watches, jewellery etc is allowed. Please advise manager/coach if your child has been suffering with any types of aches and pains before or after the game.

8. - Opportunities

The Club is always looking to encourage parents to be a part of the Club. Parent helpers are vital to the success of the Club. Any parent wishing to become a part of the club ie; coach/manager, respect marshals etc, will be supported by the Clubs committee. An FA Level 1 coaching course is a minimum requirement to coach and will be funded by the club. You will require an FA CRC check if you wish to volunteer. This will all be provided by the club.

9. - Presentation Evening

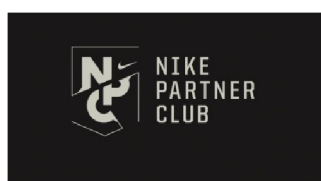
Every year at the end of the football season we hold our annual presentation evening. Our presentation evening is a fantastic event where parents and players can socialise and celebrate the Clubs success. This is where you get to see the smiles on the player's faces as they collect their trophies. All players are included and every child receives a trophy for the hard work they have put in during the season. There are also individual awards up for grabs such as Players Player, Managers Player, Spectators Player etc.

10.- Fund Raising

Each year we intend to hold as many fund-raising events as possible, i.e. greyhound trips, fashion shows etc. We try and encourage as many people as possible to get involved in these events. We also welcome any body with fund raising ideas to share them with the club. It compulsory for every team/age group to complete a minimum of at least one sort of fundraising event per season.

12. – Sponsorship

Any form of sponsorship is greatly appreciated by our teams. Often sponsorships come from companies where the players' parents are either employed or own. It is also a great way to advertise and shows support for young people in sport. If you would like to be a sponsor for the Club please contact us for details.



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Advertising and Sponsorship With Derwent FC

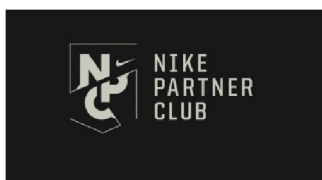
Sponsorship is vital for any amateur sports team. At Derwent we rely heavily on local companies getting involved and sponsoring our teams. This is initiated usually by friends and families of our players. Should you or anybody you know be interested in getting involved and advertising with or fully sponsoring one of our teams then there are a number of different options available, at a variety of costs. They are as follows:

Pitch side Banner: £300 – This is a large banner that will be displayed on the side of the pitch for every home game of the team you have chosen to sponsor. Your company will also be advertised on our Club App and website.

Home Kit Sponsor: £600 – This option allows you to put your company logo across the chest of the home shirt of the team you have chosen to sponsor. This is a great way to advertise your company not just on the pitch but also through photographs in the Derby Evening Telegraph and also at a number of Derby County home matches due to our great relationships with both. Your company will also be advertised on our Club App and website.

Away Kit Sponsor: £600 – This option allows you to put your company logo across the chest of the away shirt of the team you have chosen to sponsor. This is a great way to advertise your company not just on the pitch but also through photographs in the Derby Evening Telegraph and also at a number of Derby County home matches due to our great relationships with both. Your company will also be advertised on our Club App and website.

Full Team Sponsor: £1400 – This option gives you all of the above options. We will also advertise you on any club letters and flyers. Giving you exposure to all of our teams. This option also provides Goal Nets, Corner Flags and Training Balls for the team you sponsor.



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Derwent football Clubs Rules and Regulations

All players, team managers, assistants, coaches, volunteers and the management committee are required to abide by the following rules and regulations of **Derwent Football Club**. These rules govern: the payment of player's membership fees; the attendance and behaviour of players, managers, assistants and coaches at matches and training; the high standard of conduct expected by everyone connected with the Club; management committee rules.

1.0 Players' Membership

Membership of the club starts at under 8's upwards.

To become a playing member of the club you must:

1. Complete a Club registration form and all associated forms and paperwork in the handbook to the satisfaction of the Club Secretary.
2. Complete a regional governing body player's registration form to the satisfaction of the League secretary.
3. Pay the Club membership fee

Membership Fee is £30.00 per month to be paid by the first of each month, the fee will be collected for 12 months, it can be paid in full at the start of the season, in one £360 payment or in monthly instalments.

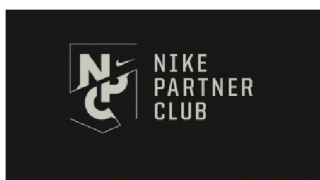
If a membership fee remains unpaid for more than 1 month (unless by prior arrangement with the Treasurer or Secretary), the Management Committee will suspend the players membership with immediate effect. THE SUSPENSION WILL LAST UNTILL THE OUTSTANDING AMOUNT IS PAID AND THE FOLLOWING MONTH.

3.0 Players Code of Conduct

As a player you should:

Matches

1. Always play to the best of your ability and within the spirit and laws of the game.
2. Avoid all forms of gamesmanship and time wasting.
3. Avoid all violent and dangerous play.
4. Never use inappropriate, foul or abusive language whether it is directed at match officials; opposition players or management; your team-mates or manager, assistant and coach; spectators; anyone in particular.



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5. Always accept the referee's/officials' decisions without any adverse comment and without showing any form of dissent.
6. Treat everyone with respect at all times including: officials; your own team-mates and manager, assistant and coach; the opposition players and management; and supporters.
7. Always abide by the instructions of your team manager, assistant and coach provided they do not contradict the spirit of this code.
8. Abide by the team playing policy.

In addition you should:

9. Inform your team manager as far as possible in advance that you are unavailable for selection for a match.
10. Arrive at match venues no later than 45 minutes before the start (unless by arrangement with your team manager).
11. Be appropriately dressed for a match in the team kit.

Training

12. Attend all training sessions unless you have advised your team manager in advance that you are unable to do so.
13. Turn up appropriately dressed and in good time for the start of a training session.
14. Pay attention to the coach/manager and never talk whilst they are giving instructions.
15. Be prepared to learn and to concentrate fully during training.
16. Treat your team-mates, manager, assistant manager and coach with respect.

Any player who persistently breaches any of the above rules shall be liable to suspension from future matches/training by the Management Committee.

4.0 Managers, Assistants and Coaches Code of Conduct

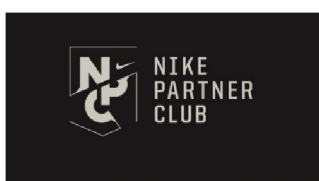
Team managers shall be appointed each season by the Management Committee of **Derwent Football Club**. They are bound by the Club Rules, Regulations and codes of conduct. In the event that the manager leaves the club during the season, a replacement will be appointed by the Committee at an Extraordinary General Meeting.

As a team manager you should:

1. Agree a team playing policy/philosophy with the Club at the start of each season.
2. Always have a contact number with you at a match or training event for all your players.
3. Inform all players of their selection or non-selection for a match. As much notice as is practicable should be given.
4. Inform players of the precise address where a match or training event is taking place and what time it starts and finishes

All team managers, assistants and coaches shall endorse the following rules. They should:

1. Ensure the well-being and safety of every player above all other considerations.



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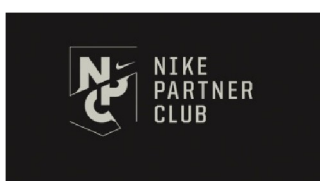
2. Respect the rights, dignity, worth and opinions of all players as well as officials and the opposition.
3. Develop an appropriate working relationship with each player based on mutual trust and respect.
4. At the outset of the season clarify with each player exactly what is expected of them and also what they are entitled to expect from you.
5. Encourage and guide players to accept responsibility for their own behaviour and performance.
6. Ensure that the activities you direct or advocate are appropriate for the age, maturity, experience and ability of the player.
7. Always display high standards of behaviour, appearance, punctuality and instruction.
8. Be a positive role model for players.
9. By your own example encourage players and spectators to, at all times, accept match official's decisions without comment and without showing any form of dissent.
10. Always promote the positive aspects of football and never condone: violations of the laws or spirit of the game; any form of violent or dangerous play; any form of gamesmanship or time wasting.
11. Make every effort to promote harmonious relations with opposition players, management and spectators.
12. Help the players to recognise good performance and not just good results.
13. Co-operate fully with other people/specialists in the best interests of the player (e.g. Club officials, other coaches, doctors, physiotherapists etc).
14. Advise the Club if any approach is made to you by another club who wish to offer one of your players a trial or transfer.
15. Advise the Secretary within 24 hours of any sending off or caution in your match.

As a coach you should never:

16. Use inappropriate, foul or abusive language, or tolerate such language from players or spectators.
17. Discriminate against any player or spectator (including from opposition teams) by reason of gender, sexual orientation, racial origin, nationality, religious beliefs, ability, disability or economic status.
18. Permit the harassment or bullying of a player by any assistant, coach, or fellow player.
19. Show unacceptable favouritism to any individual player.
20. Punish or belittle a player for losing a match or making mistakes.

Team managers, assistants and coaches who fail to abide by this code of conduct may be suspended from their position and instructed to appear before the Management Committee who shall have the ultimate sanction to remove that party from their post and permanently exclude them from the club if necessary.

5.0 Internal Discipline Procedure



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Players

1. The Club fully expects all players to set and maintain a high level of good conduct and behaviour, both on and off the field of play. The Club will run its own internal disciplinary procedure, in addition to those set by relevant regional governing bodies.
2. On receipt of notification of any caution or sending off, either reported by the manager to the secretary or by the relevant county association, the Management Committee will discuss any caution or sending off at the earliest opportunity, and will then decide whether or not to implement the Club's Internal Disciplinary Procedure. They will take into account; the referee's report, the version of the events reported by the player and manager, and also the manager's desired response regarding a formal appeal.
3. If the manager or player, wish to appeal against a caution or sending off they must notify the Club Secretary within 5 days of the offence taking place. Then, provided the Management Committee support their request, the Club Secretary will lodge an appeal on behalf of the player. Any resulting personal hearing will take place in front of a Regional Disciplinary Committee.
4. The club's own disciplinary policy is to impose the following sanctions, which at the Management Committees discretion, can be imposed to run concurrently or in addition to any Regional impositions:

Player Cautions (Strikes)

- 1st Strike– Player is warned about his future conduct
- 2nd Strike - 1 match and training suspension
- 3rd Strike - Player will be suspended until he appears before the Management committee and could possibly have their club membership terminated.

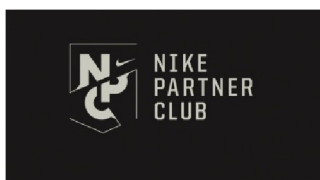
Parents Cautions (Strikes)

- 1st Strike- 1 Match/Training Ban
- 2nd Strike- 2 Match/Training Ban + Fine (to be decided by the committee)
- 3rd Strike- Permanent Ban, and could result in your child being removed from the club.

Please note a ban means you are banned from attending both matches and training, this includes watching matches/training. You may drop your child off at the venue but that is all. Also please note, if you have been fined, you will remain banned until the full balance has been paid.

5. The Management Committee will discuss any caution/strike at the earliest opportunity, and will then decide whether or not to implement the Club's Internal Disciplinary Procedure, taking into account the player's intention regarding formal appeal. The player and manager will be required to make a statement of their version of events and send this in to the Club Secretary for review by the management committee.

Manager, assistant, coach, volunteer



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6. Failure by any manager, assistant, coach or volunteer to respond, within 7 days, to a request or an instruction of the Committee, will leave that party liable to automatic suspension by the club, until such time as the instruction or request is complied with or the Committee has met with that party to resolve the issue. The Committee reserves the right to suspend any player, manager, assistant, coach or volunteer who fail to comply with the instructions of the committee, in so far as they relate to a breach of Club rules, regulations or codes of conduct, or the Regional League or National Governing Body rules and guidelines.

7. The Committee reserves the ultimate sanction of permanently removing from the club any player or manager, assistant, coach or volunteer who consistently breaches the club's rules, regulations and codes of conduct.

6.0 Management Committee

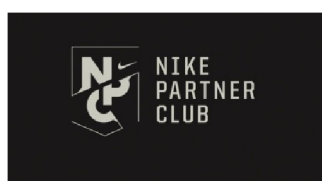
Managers and Committee members

1. The Management Committee will be made up of the following: Chairman, Secretary, Treasurer, Welfare Officer, Chief Fund Raiser, Equipment Officer, Coaches Training Co-ordinator, Association Representative, Sponsorship and Marketing Officer.
2. One person can hold a maximum of two positions.
3. A maximum of 10 people may be on the Management Committee at one time
4. Persons wishing to join the Management Committee must first ask the permission of the Chairman in writing. If he/she is in acceptance then the committee and managers/coaches must vote at the next meeting on whether to allow the new person to join.
5. The Managers and Committee will meet the first Wednesday of every month to discuss club matters, hand in subs etc.
 - a. Minutes are to be taken at every meeting by the club Secretary.
 - b. Minutes are to be retained by the Club and forwarded to the Derbyshire Football Association if at any time they may request them.
 - c. A meeting cannot take place if either the Chairman or Secretary are not in attendance, or less than 50 percent of the members of the Management Committee are present.
 - d. In the event of the Chairman missing the meeting, the Secretary must take the minutes and issue a copy to the Chairman within 7 days.
 - e. Every member of the Management Committee is required to vote at meetings, if there is a tie in voting, the Chairman has the ruling vote.

Resignation

1. Any member of the Management Committee wishing to resign must do so in writing to the Chairman.
2. If the Chairman wishes to resign he/she must arrange an extraordinary meeting of the Management Committee at which another member of the Committee will be elected as Chairman.

7.0 Accounts



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1. The Accounts shall be correctly audited and each Committee member presented with a copy.
2. The Accounts will be made available for inspection by the Regional Governing body and the National Governing Body at any point if required.

8.0 Rules - No alteration to these Rules shall be made except at the AGM.

ANTI BULLING POLICY

Derwent Football Club is committed to providing players a fun, positive, and secure environment in which to learn and enjoy the game of soccer. We do not tolerate bullying at any practice, game or other DFC sanctioned event. We will promote a TELLING atmosphere. This means that anyone who knows that bullying is taking place is expected to report the incident. Players and parents should be assured that they will be supported when bullying is reported.

Definition of Bullying

Bullying is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to a player, group of players and/or teammates, and which create a hostile or intimidating environment, or which negatively affects a player's physical and/or emotional well-being. Bullying is any written, verbal or physical act, or any electronic communication, whether it is a single incident or a series of incidents that results in intentional pain and distress to the victim.

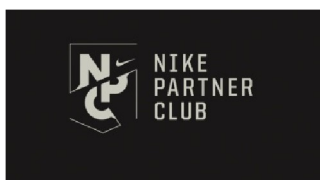
Signs and Symptoms

A child may indicate he or she is being bullied through various signs and symptoms. While some children are prone to report bullying to their parents, coaches or adults, others will not, due to fear, intimidation or other factors. Coaches and parents should be aware of possible signs indicating that bullying may be taking place. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures for Parents, Coaches.

1. Parents should report bullying incidents to the team coach or manager. If the problem persists, reach out to the DFC Welfare Officer or Chairman. If necessary and appropriate, police may be consulted.
2. In all cases of reported bullying, parents of the player who was bullied shall be informed immediately and may be asked to meet with the respective team coach and/or coaching director to discuss the incident. In all cases, strict confidentiality shall be maintained. It is not our goal to make a public example of reported incidents.
3. The negative behaviour must be investigated and the bullying stopped immediately. The parents of any player who is reported to be bullying will be contacted immediately by the respective team coach/ manager or welfare officer or Chairman, and asked to meet to discuss the incident to help the bully or bullies change their behaviour. **Consequences of Bullying**

1. In a first offense situation involving bullying, an attempt will be made to encourage the bully (or bullies) to modify their behaviour for their benefit, for the benefit of the person



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bullied, and for the team. An attempt will be made by the coach, manager, or parent(s) to reconcile the situation between players (age and level of maturity and or severity of offense must be considered).

2. If the bullying persists, disciplinary action against a player may be taken by the team coach and/or DFC committee which may include, but is not limited to, immediate suspension from participation in practices or game(s) for a period of time.
3. After the incident/incidents have been investigated and addressed, the situation will continue to be monitored by the respective team coach, team manager, and players' parents to ensure the problem is resolved.

FA Respect Programme

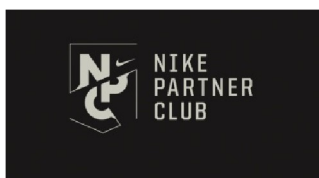
Derwent FC is committed to supporting and promoting **The FA Respect Programme**, ensuring football is played in a safe, positive and enjoyable environment for everyone.

We expect all players, coaches, parents, carers, officials and spectators to treat one another with respect, fairness and good sportsmanship at all times.

Derwent FC has a zero-tolerance approach to abusive, threatening, discriminatory or intimidating behaviour. We encourage positive communication, respect for match officials, and support for players regardless of ability or background.

We are committed to leading by example, promoting positive touchline behaviour, tackling bullying and discrimination, and ensuring that football remains enjoyable for all.

Derwent FC believes respect starts with us all. Together, we can create a positive football environment where everyone feels welcome, valued and safe.



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DERWENT FOOTBALL CLUB SAFEGUARDING POLICY

1. Derwent FC acknowledges its responsibility to safeguard the welfare of every child and young person and is committed to providing a safe environment for all. We recognise that a child is anyone under the age of 18 and subscribe to The FA's Safeguarding Children's Policy and Procedures.

Derwent FC endorses and adopts the following key safeguarding principles:

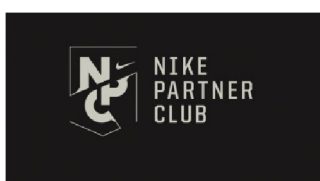
The child's welfare is, and must always be, the paramount consideration;

All children and young people have a right to be protected from abuse regardless of their; **AGE, GENDER, REASSIGNMENT, SEXUAL ORIENTATION, MARITAL STATUS or CIVIL PARTNERSHIP, RACE, NATIONALITY, ETHNIC ORIGIN, COLOUR, RELIGION or BELIEF, ABILITY or DISABILITY, PREGNANCY AND MATERNITY;**

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;

Working in partnership with other organisations, children and young people and their parents/carers is essential. We acknowledge that every child or young person who plays or participates in football should be able to take part in enjoyable and safe environment and be protected from poor practice and abuse. Derwent FC recognises that this is the responsibility of every adult involved in our club.

2. Derwent FC has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the FA's Safeguarding Children Regulations



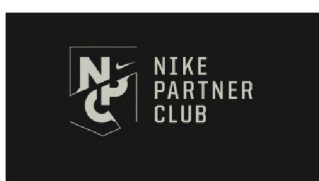
(see the FA Handbook TheFA.com/football-rules-governance/lawsandrules/fa-handbook) apply to everyone in football whether in a paid or voluntary capacity, including coaches/managers, volunteers, match officials, helpers on club tours, medical staff or other club officials/helpers.

3. We endorse and adopt the FA's Safer Recruitment guidelines and we will:
Specify what the role is and what it tasks it involves;
Request identification documents;
As a minimum meet and chat with applicant(s) and where possible interview people before appointing them;
Ask for and follow up with 2 references before appointing someone;
Where eligible require an FA-accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children policy and Regulations.
All current Derwent FC members working in eligible roles with children and young people, such as coaches/managers are required to hold a in-date FA accepted DBS.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Derwent FC, guidance will be sought from the County Football Association (CFA). It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the DBS process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimize the risk of 'grooming' within football.

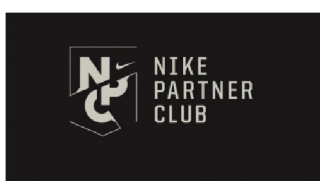
4. Derwent FC supports The FA's Whistle Blowing policy (as described in this paragraph) which requires any adult or young person with concerns about an adult in a position of trust within football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Derwent FC encourages everyone to know about The FA's Whistle Blowing Policy and to utilize it if n Derwent FC has appointed a Club Welfare Officer (Youth Teams) ("CWO") in line with The FA's role profile who has completed the Safeguarding Children and Welfare Officers Workshop by the CWO. The post holder will be involved with ongoing Welfare Officer training provided by The FA and/or CFA. The CWO is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. The CWO will also play a proactive role in increasing awareness of respect, poor practice and abuse amongst club members.
5. Derwent FC has appointed a Club Welfare Officer (Youth Teams) ("CWO") in line with The FA's role profile who has completed the Safeguarding Children and Welfare Officers Workshop by the CWO. The post holder will be involved with ongoing Welfare Officer training provided by The FA and/or CFA. The CWO is the first point of contact for



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all club members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. The CWO will also play a proactive role in increasing awareness of respect, poor practice and abuse amongst club members.

6. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players and parents/carers should be able to access our anti-bullying policy and know that incidents will be dealt with appropriately. Incidents need to be reported to the CWO and in cases of serious bullying the CFA Designated Safeguarding Officer may be contacted.
7. Codes of conduct for Players, Parents/ Spectators, Officials and Coaches (as required by the CPSU Safeguarding Standards) have been implemented by Derwent FC. In order to police these codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances.
8. In this Club, safeguarding is everyone's responsibility, and we know that inaction is not an option. If anyone is worried about a child, it is important that they report their concerns to the CWO, who will deal with reported concerns as follows:
 - i. Our CWO will manage poor practice and where necessary seek advice from the CFA Designated Safeguarding Officer (CFA DSO).
 - ii. Our CWO will make referrals about more serious concerns to the CFA DSO, or in an emergency contact the Police or Children's Social Care.
 - iii. We will ensure that if the child needs immediate medical treatment that we take them to a hospital or call an ambulance and tell them it is a child protection concern.
 - iv. Our CWO will keep records of the actions taken and keep the CFA DSO informed.
 - v. If at any time our Club Welfare Officer is not available, or the matter is clearly serious, all our members should be aware that they can:
 - Contact the CFA DSO directly;
 - Contact The FA's Safeguarding Team on **0800 169 1863** or **Safeguarding@TheFA.com**;
 - Contact the Police or Children's Social Care; and/orCall the NSPCC 24-hour Helpline for advice on **0808 800 5000** or text **88858** or email **help@nspcc.org.uk**.



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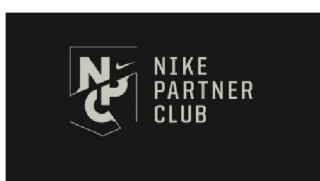
Derwent FC Committee understands and accepts our collective responsibility to adhere to our safeguarding children policy and procedures.

We commit to ensuring our members are aware of and have access to our policies.

Signed:

Role	Name	Signature	Date
Chairperson	John Vernon		
Secretary	Jamie Vernon		
Club Welfare Officer (Youth)	Kathrine Carr		
Assistant Club Welfare Officer (Youth)	Sonia Woolley		
Treasurer	Emma Vernon		

- The FA's Safeguarding Children Policy and Procedures (including the anti-bullying policy) are available via: **[TheFA.com/football-rules-governance/safeguarding/section-1- footballs-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework)**
- The FA's Safer Recruitment guidance is available via: **[TheFA.com/footballrules-governance/safeguarding/section-3-safer-recruitment-and-dbschecks](https://www.thefa.com/footballrules-governance/safeguarding/section-3-safer-recruitment-and-dbschecks)**



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HOW TO REPORT SAFEGUARDING CONCERNS

If you are worried about a child, it's vital you report your concerns. Doing nothing is not an option. It's also important you stay calm, and if any child is present, reassure them they are not to blame. But don't make promises of confidentiality or outcome.

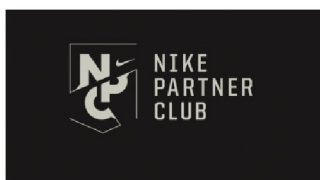
There are five ways to report a concern:

- To your club or league Designated Safeguarding Officer – please find out from your club who these people are;
- To your County FA Designated Safeguarding Officer.
 - By emailing The FA Case Management Safeguarding Team at **Safeguarding@TheFA.com**;
- If urgent and you cannot contact your club, league or County FA Designated Safeguarding Officer, you should call the NSPCC 24 hour helpline on 0808 800 5000;
- If it is an emergency because a child or children are at immediate risk, then call the Police or Children's Social Care in your area.

CASE-HANDLING: After I've reported a concern, then what happens? If reported to a club, league or County FA Designated Safeguarding Officer, they will make an assessment based on their training. The assessment will classify the case as:

- High and immediate-risk;
- Medium-risk; • Lower-risk or poor practice.

If high and immediate-risk: the statutory authorities will be informed and within 24 hours a standard referral form outlining the case will be sent to The FA Safeguarding Case Management Team. If medium-risk: a referral form will be sent to The FA Safeguarding Case Management Team within 24 hours and handled on a case by case basis. This means it may be referred to the statutory authorities or handled by The FA and relevant County FA in the case of grassroots football, or the DSO if the incident has occurred at a professional club. If lower-risk or poor practice: it will be handled by the County FA in the case of grassroots football, or the club DSO if the incident occurs at a professional club. Thereafter, just as in a legal case, there are various risk management actions which can be taken by The FA to safeguard children. These include education, mentoring, supervision and, where appropriate, suspensions. See Guidance Notes 2.2: Safeguarding Referral Form – Affiliated Football



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WHAT IS ABUSE? Concerns identified as child abuse will fall within the following five categories:

- Physical Abuse: A child is physically hurt or injured by an adult, or an adult gives alcohol or drugs to a child or young person;
- Neglect: A child's basic physical needs are consistently not met or they are regularly left alone or unsupervised;
- Sexual Abuse: An adult or peer uses a child or young person to meet their own sexual needs;
- Emotional Abuse: Persistent criticism, denigrating or putting unrealistic expectations on a child or young person;
- Bullying: Persistent or repeated hostile and intimidating behavior towards a child or young person.

WHAT IS HAZING? Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or emotional wellbeing of a child or young person. Hazing is not tolerated in affiliated football.

WITHIN FOOTBALL POOR PRACTICE IS DEFINED AS: • When insufficient care is taken to avoid injuries (e.g. by excessive training or inappropriate training for the age, maturity, experience and ability of players);

- Allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticizes players who make a mistake during a match); • Allowing hazing practices to go unreported;
- Placing children or young people in potentially compromising and uncomfortable situations with adults (e.g. inappropriate use by a coach of social media with a young player(s); • Ignoring health and safety guidelines (e.g. allowing young players to set up goal posts unsupervised by adults);
- Failing to adhere to the club's codes of practice (e.g. openly verbally abusing the referee);
- Giving continued and unnecessary preferential treatment to individuals. Please note – this list is not exhaustive. Incidents of poor practice occur when the needs of children and young people are not afforded the necessary priority, so their welfare is compromised.

WHISTLE-BLOWING

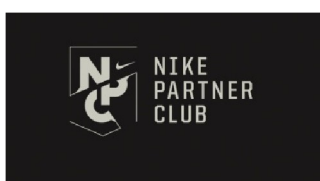
Whistle-blowing in a safeguarding context means revealing and raising concerns over misconduct or malpractice within an organisation, or within an independent structure associated with it.

It can be used as an early-warning system or when it's recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life. Any adult or young person with concerns about a colleague's conduct towards a child or young person can also use whistle-blowing by emailing:

Safeguarding@TheFA.com

Alternatively, concerns can be reported:

- Direct to the local Police or Children's Social Care services, or
- The Child Protection in Sport Unit at **cpsu@nspcc.org.uk**, or The NSPCC Helpline on 0800 800 5000 or email: **help@nspcc.org.uk**



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Safeguarding Risk Assessment

Activity: Football training, matches and club events

Persons at risk: Children, young people, adults at risk, players and volunteers

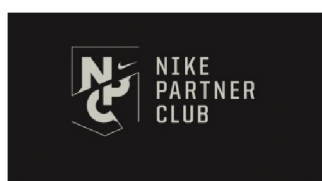
Assessment date: [01/09/26]

Review date: [Insert 01/09/27]

Responsible person: Club Welfare Officer

Risk Assessment

Risk identified	Control measures
Inappropriate behaviour by coaches or volunteers	Complete safer recruitment checks, including FA DBS checks where required, and ensure relevant safeguarding training is completed.
Bullying, abuse or discrimination	Promote respect, challenge inappropriate behaviour and follow the club's safeguarding and anti-bullying policies.
Children being left unsupervised	Ensure appropriate adult supervision and clear arrangements for arrival, collection and late collection.
One-to-one contact with children	Avoid isolated situations and follow FA guidance on appropriate communication and supervision.
Changing rooms and toilet facilities	Provide suitable supervision arrangements, respect privacy and avoid adults being alone with children in changing areas.
Photography and social media	Obtain appropriate consent, follow club photography rules and use approved communication channels.
Injuries or medical emergencies	Ensure first-aid arrangements are in place, emergency contacts are available and incidents are recorded.
Missing child	Follow a clear missing-child procedure and contact parents/carers and emergency services where appropriate.
Transport to matches and events	Obtain parental consent, use appropriate drivers and vehicles, and follow club transport guidance.
Unsafe or unsuitable playing environment	Check facilities before activities and report hazards, unsafe equipment or unsuitable conditions.



Reporting Safeguarding Concerns

Any safeguarding concern must be reported promptly to the Club Welfare Officer or appropriate safeguarding lead. Concerns must be taken seriously, recorded appropriately and referred to the relevant authorities where necessary.

If a child or adult is in immediate danger, contact the emergency services.

Monitoring and Review

The Club Welfare Officer and committee will review this assessment regularly and following any safeguarding incident, significant change or identified risk. All control measures should be checked to ensure they are being followed.

Club Welfare Officer: Katherine Hind

Contact details: 07368530880

Approved by: John Vernon

Signature: _____

Date: 01/09/26

WELFARE OFFICERS' ROLES AND RESPONSIBILITIES

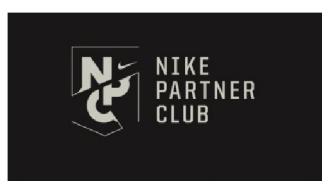
There are resources available to assist you and a Welfare Officer network for you to gain advice. Your County FA Designated Safeguarding Officer (CFA DSO) will be able to offer further advice and guidance.

The headings and bullet points below outline your role and responsibilities.

THE START POINTS:

Ensure:

- There is a safeguarding children policy, anti-bullying policy and equality policy in place;
 - Those who hold official roles eligible for an FA DBS check have one that is in-date;
- Officials, players and parents know who their club Welfare Officer is and what the role of the Welfare Officer is;



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- There are responsible recruitment processes which include the taking up of references. Safeguarding is everyone's responsibility. But as a Welfare Officer you are key, along with the committee, to ensure safeguards are in place at your club/league.

THE COMMITMENT:

You should always:

- Work collaboratively with your CFA DSO;
- Attend committee meetings, ensuring safeguarding is a regular agenda item;
- Work proactively with your local welfare officer network(s) and attend network meetings;
- Give children and young people a voice.

When reporting safeguarding concerns, always:

- Ensure everyone has access to your safeguarding policy and reporting procedures;
- Ensure concerns are dealt with swiftly and in line with The FA's safeguarding policy;
- Seek advice from your CFA DSO when necessary;
- Use The FA's Referral Form to report safeguarding concerns (see Guidance Notes 2.2 Safeguarding Referral Form – Affiliated Football).
- Promote The FA's Safeguarding training among coaches/managers, first-aiders, referees and parents/carers;
- Ensure committee members complete the free online FA 'Safeguarding for Committee Members' course;
- Encourage young leaders to complete The FA's 'Safeguarding For All' online course. To create a positive and safe environment:
- Familiarise yourself with and make use of The FA's safeguarding children best practice guidance. See 'The Complete Directory' of TheFA.com's safeguarding section for all relevant guidance notes;
 - Sign up to The FA Charter Standard programme;
 - Sign up to The FA's Respect Programme and its Codes of Conduct;
 - Hold parent/carer information sessions;
 - Develop a club welcome pack for new starters;
 - Have a clear and accessible complaints process;
- Ensure you consistently deal with poor practice concerns in line with club policy and procedures.

Note: The above are suggestions, not an exhaustive list.

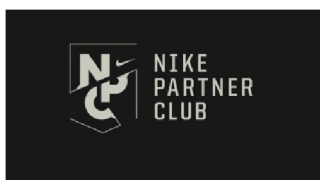
When monitoring and reviewing, always:

- Ensure compliance with Enhanced DBS checks via The FAs online 'Whole Game System';
- Track repeated incidents of poor behavior and liaise with your committee and where necessary your league and/or County FA.

THE 'WELFARE OFFICER CODE OF CONDUCT':

It's critical you are familiar with the Code of Conduct and ensure you adhere to it.

To remind yourself of the Code, see Guidance Notes 5.2: Welfare Officers' Code of Conduct.



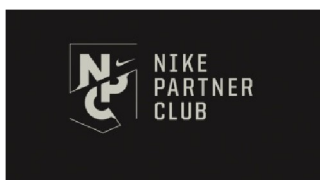
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PLAYERS/PARENT CONSENT **FORMS**

THE FOLLOWING FORMS **MUST** BE COMPLETED AND RETURNED TO THE TEAM COACH/MANAGER BEFORE MEMBERSHIP CAN COMMENCE.

RESPONSIBILITY OF DERWENT FC KIT



derwentfootballclub@yahoo.co.uk

All kit handed out by the club/manager, **BELONGS** to the club. It is the responsibility of **BOTH** player and parent/guardian to look after it. All kit is to be used for Derwent fc purposes only i.e.; training, match days, tournaments etc, and not for personal use i.e. school etc. Any kit that is damaged or lost then becomes the full responsibility of the player, parent/guardian to replace these items at their own cost.

If for any reason a player leaves the club **ALL KIT MUST** be returned within 7 days, and again if any loss or damage is found it is the player, parents/guardian responsibility to replace these. The FA/Leagues will not allow any player to sign for any other club/team if they outstanding kit.
Please note the items the players are given below.

Please both players and parent/guardian sign to say they agree to the rules and kit given above and had back to the manager/coach.

Players name.....

Signed.....

Dated.....

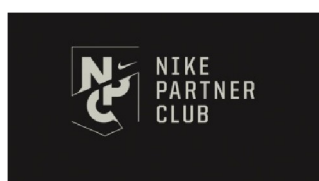
Parent's name.....

Signed.....

Dated.....



Derwent FC Players Consent Form For:



derwentfootballclub@yahoo.co.uk

Name of young person.....

D.O.B.....

Address

.....

Postcode..... School.....

Parent/Carer Name.....

Home phone number..... Mobile.....

Emergency Contact Details;

Name..... Number.....

Relationship to Young

Person.....

Medical Information: Are there any medical issues we should be aware of – **Yes / No** If yes, please give details.....

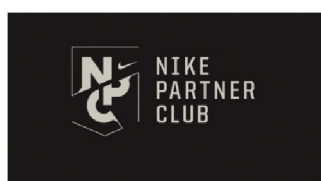
I give my permission for my young person to take part in football/club activities and I also authorise the organisers of the activity to take necessary decisions about the emergency medical treatment in the event that I cannot be contacted

Signed by Parent / Carer..... **Date**..... To promote club activities we sometimes take photographs and videos of our activities and use them in publicity material. This could include social Networks such as Facebook. Please sign below if you give permission for your young person's picture to be taken and used.

Signed by Parent / Carer..... **Date**.....



Respect Code of Conduct Consent Form
PARENTS/SPECTATORS



derwentfootballclub@yahoo.co.uk

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

Derwent FC is supporting The FA's **Respect** programme to ensure football can be enjoyed by everyone in a safe and positive environment.

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

I understand that breaches of the code may result in action being taken by Derwent FC or The FA.

Signed _____

Date _____

Please return to your Childs Manager/Coach

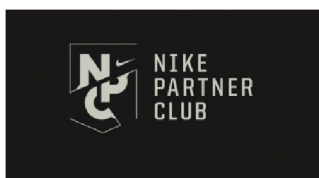


Respect Code of Conduct Consent Form

DERWENT PLAYERS

It is important everyone behaves themselves when playing football. As a player, you have a big part to play. That's why Derwent FC and The FA is asking every player to follow a **Respect** code of Conduct. After reading the Respect Code of Conduct,

I understand that if I do not follow the code, action may taken by Derwent FC or The FA.



derwentfootballclub@yahoo.co.uk

Signed _____

Date _____

Please return to your Manager/Coach

Membership Terms

Membership of Derwent Football Club is offered following a successful trial period. Membership runs for 8 months from September – April. Once membership lapses players will need to complete another successful trial period.

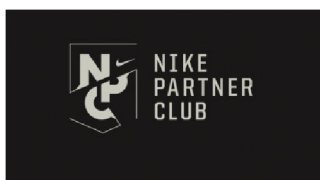
Membership charges are £20 per month. This can be paid at the commencement of membership as a lump sum of £160.00 if you wish. Membership **MUST** be paid by the first training session of the month. This then enables you to play that month. Should fees not be paid by the first session of the month then membership will be suspended for the whole of the following month. The suspension will continue until 1 full calendar month after all outstanding fees are paid in full.

Membership is also subject to **ALL** players and parents / carers signing and complying with the club's code of conduct and other rules and procedures. Any breeches to the club's rules and procedures by players or parents / carers could result in membership being suspended.

By signing this document, you are agreeing to Derwent Football Clubs terms of membership.

Player

Sign.....Print.....



derwentfootballclub@yahoo.co.uk

Date.....

Parent / Carer

Sign..... Print.....

Date.....

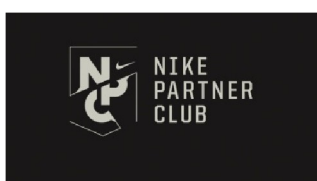
Coaches, Team Managers and Club Officials
Play your part and support The FAs Code of Respect

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything



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- Never tolerate any form of bullying
- Ensure all activities are suited for the player's ability and age
- Work with others for each player's best interests

I understand that if I do not follow the code, I may:

- Required to meet with the club or league welfare officer or your CFA
- Suspended by the club from attending matches
- Suspended or fined by the county FA
- Required to leave, lose my position and/or have my licence withdrawn

Young Players

When playing Football, I will:

- Always play my best for the benefit of the team
 - Play fairly and be friendly
 - Play by the rules and respect the referee
 - Shake hands with the other team- win or lose
 - Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
 -
 -
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
 - Encourage my team mates
 - Respect the facilities home and away

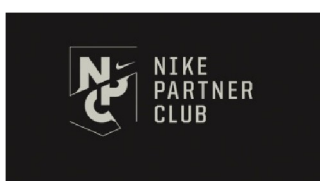
I understand that if I do not follow the code, I may

- Be asked to apologise to whoever I've upset
 - Receive a formal warning
- Be dropped, substituted or suspended from training

Adult Club code of conduct

On and off the pitch, I will:

- Always play the game fairly and in the right spirit.
- Be aware of the impact of bad language; keep spectators and members of the public - including children - in mind.
- Avoid criticizing match officials. Accept that they make honest decisions and confronting them will not change it.

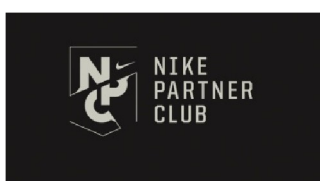


- Never verbally abuse a match official, player or spectator based their appearance, race, religion, gender or sexuality. Doing so could lead to dismissal from the field, suspension and possible police action.
- Never physically assault a match official, player or spectator. Doing so could lead to dismissal from the field, suspension and possible police action.
- Always win, lose or draw with dignity, and be prepared to shake hands with match officials, opposition players and manager at full-time.' **I understand:**
'If I do not follow the Code, I may expect to:
 - Be cautioned, sin binned or sent off by the match officials, depending on the nature of the offence.
 - Be asked to apologize to whoever I have offended or abused.
- Be disciplined by my club, including being substituted, dropped, given a formal warning or suspended from training or matches depending on the nature of the offence.
- Be disciplined by the County Football Association, including being fined or suspended for a number of matches depending on the nature of the offence.
- Be handed a permanent exclusion by the FA or County Football Association, if the offence is deemed serious enough.'

Spectators and Parents/Carers

Play your part and support The FA's Code of Respect

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour



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I understand that if I do not follow the Code, I may be:

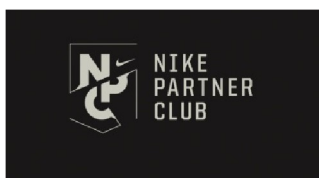
- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare officer
 - Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine.

Complaints Policy

1. Our Commitment

Derwent FC is committed to providing a safe, fair and enjoyable football environment for all players, parents, coaches, volunteers and spectators. We take all complaints seriously and aim to resolve concerns fairly and respectfully.

2. Raising a Complaint



derwentfootballclub@yahoo.co.uk

Where possible, concerns should initially be raised calmly with the relevant coach or team manager.

If the issue cannot be resolved informally, a formal complaint should be sent in writing to the club secretary or designated complaints officer at derwentfootballclub@yahoo.co.uk.

Complaints should include details of the issue, who is involved and any relevant information.

3. Handling Complaints

Derwent FC will:

- Acknowledge formal complaints within five working days where possible.
- Investigate complaints fairly and impartially.
- Aim to provide an outcome within 15 working days.
- Keep information confidential wherever possible.

If more time is needed, the complainant will be kept informed.

4. Safeguarding Concerns

Any concerns involving child safety, abuse, bullying or discrimination must be reported promptly to the club Welfare Officer or appropriate safeguarding lead. Serious concerns may be referred to the County FA, The FA or relevant authorities.

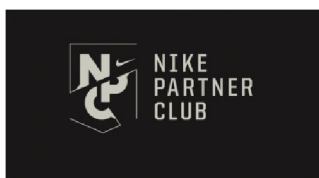
5. Behaviour and Respect

Everyone involved with Derwent FC is expected to behave respectfully. Abuse, intimidation, discrimination and retaliation against anyone raising a genuine concern will not be tolerated.

6. Appeals

If someone is unhappy with the outcome, they may request a review in writing within 10 working days. Where possible, this will be handled by someone not involved in the original investigation.

7. Club Commitment

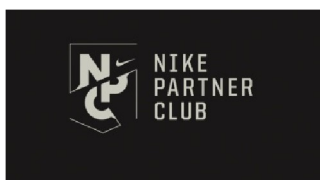


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Derwent FC will treat all complaints fairly, learn from concerns raised and work to maintain a positive environment for everyone involved in grassroots football.

Approved by: Derwent FC Committee

Date: [01/08/26]



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