



FOCUS FERRERS FOOTBALL CLUB

FA CHARTER COMMUNITY CLUB

CLUB CONSTITUTION

Date
18 July 2009

GOOD - BETTER - BEST

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1 OFFICERS OF THE CLUB 2009-2010

Chairman	Glen Ashley	(Tel No. 01245 425484 Mob: 07734055833)
Vice Chairman	David Graham	(Tel No. 01245224697 Mob: 07770867041)
Secretary	Steve Putt	(Tel No. 01245 324300 Mob: 07770747996)
Treasurer	Melanie Pritchard	(Tel No. 01245 323365 Mob: 07914039397)

1.1 COMMITTEE MEMBERS: -

Sponsorship Officer	Tony Burgess
Child Protection Officer	Kerry Cleary
Pitch Co-ordinator	Chris Goss
Complaints Officer	David Graham
Kit Officer	Glen Ashley
Grants Officer	Mike Warren
Committee Member	Cheryl Allen

2 CONSTITUTION AND RULES FOR FOCUS FERRERS FOOTBALL CLUB

2.1 NAME

The club shall be called Focus Ferrers F.C. (the Club)

2.2 OBJECTIVES

The objectives of the Club shall be to arrange association football matches and social activities for its members.

2.3 STATUS OF RULES

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

2.4 RULES AND REGULATIONS

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

No alteration to the Club Rules shall be effective without prior written approval by the parent Association. The Club will also abide by The Football Association's Child Protection Policies and Procedures, the Club's Codes of Conduct, the Club's Complaint Procedures and the Club's Equal Opportunities and Anti-Discrimination Policy.

2.5 CLUB MEMBERSHIP

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 Secretary.

Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientations, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

The Football Association and parent County Association shall be given access to the Membership Register on demand.

A parent or legal guardian of a playing and paying minor shall be deemed to be the proxy member for that child.

2.6 ANNUAL MEMBERSHIP

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

The Club Committee shall have the authority to request donations from the members as are reasonably necessary to help fulfil the objects of the Club.

The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

2.7 RESIGNATION AND EXPULSION

A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.

The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.

A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

2.8 CLUB COMPLAINTS PROCEDURES

In the event that any member feels that he or she has suffered discrimination in any way, or that the club Policies, Rules or Code of Conduct have been broken, then the following procedures should be followed.

1. They should report the matter to the club complaints officer (currently Mr David Graham) or another member in his absence.

Your report should include:

- a. Details of what, when and where the occurrence took place.
 - b. Any witness statements and names.
 - c. Names of any others who have been treated in a similar way.
 - d. Details of any former complaints made about the incident, date, when and to whom it was made.
 - e. A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
 3. The Club's Management Committee will have the power to:
 - a. Warn as to future conduct.
 - b. Suspend from membership.
 - c. Remove from membership.
...to any person found to have broken the Club's Policies or Code of Conduct.
 4. All such complaints will be dealt with in the strictness of confidence.

2.9 GUIDELINES FOR DEALING WITH AN INCIDENT OR ACCIDENT

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the first-aider who should take appropriate action for minor injuries.
4. In the event of an injury regarding specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency medics.
7. Contact the injured person's parent/guardian.
8. Complete an accident report form (see Appendix A)
9. Send a copy of the form to the club secretary.
10. Telephone the parents of the injured person 24 hrs after the accident to review the situation and pass on the clubs best wishes.

2.10 CLUB COMMITTEE

The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer

and Secretary, plus up to 5 other members, elected, nominated or co-opted at an Annual General Meeting. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Vice Chairman. The quorum for the transaction of business of the Club Committee shall be three.

Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee that 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.

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.

2.11 ANNUAL AND SPECIAL GENERAL MEETING

An Annual General Meeting (AGM) shall be held in each year to:

- receive a report of the activities of the Club over the previous year
- receive a report of the Club's finances over the previous year
- elect the members of the Club Committee
- consider any other business.

Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.

A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

The quorum for a General Meeting shall be 35% of members .

The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

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.

2.12 CLUB TEAMS

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

2.13 CLUB FINANCES

A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated

account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. No surpluses or assets will be distributed to members or third parties.

The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

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.

On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

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.

2.14 DISSOLUTION

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.

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.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

3 FOCUS FERRERS CODE'S OF CONDUCT

3.1 FOCUS FERRERS' CODE OF CONDUCT FOR FOOTBALL

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

3.1.1 Community

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

3.1.2 Equality

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

3.1.3 Participants

Focus Ferrers 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. Focus Ferrers is committed to appropriate consultation.

3.1.4 Young People

Focus Ferrers acknowledges the extent of footballs influence over young people and pledges to set a positive example.

3.1.5 Propriety

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

3.1.6 Trust and Respect

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

3.1.7 Violence

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

3.1.8 Fairness

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

3.1.9 Integrity and Fair Play

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

3.2 FOCUS FERRERS' CODE OF CONDUCT FOR COACHES

Coaches are key to the establishment of ethics in football. Their concepts of ethics are 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, safety, 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 F.A. Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) that forms the benchmark for all involved in coaching: Focus Ferrers propose to adopt this code of conduct for coaches as their own

- Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches must adhere to all guidelines laid down by governing bodies.
- Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Coaches should, 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.
- Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must not use or tolerate inappropriate language.

3.3 CODE OF CONDUCT FOR PLAYERS

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important. Focus Ferrers intend to implement this Code of Conduct for all their players.

3.3.1 Obligations towards the game, *a player should*

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time wasting.
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.

3.3.2 Obligations towards one's own team, *a player should*

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

3.3.3 Respect for the Laws of the Game and competition rules, *a player should*

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

3.3.4 Respect towards Opponents, *a player should*

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

3.3.5 Respect towards the Match Officials, *a player should*

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

3.3.6 Respect towards Team Officials, *a player should*

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

3.3.7 Obligations towards the Supporters, *a player should*

- Show due respect to the interests of supporters.

3.3.8 Obligations towards the Club, *a player should*

- Return all Club issued kit and any other Club owned items in the event that he/she leaves.

3.4 CODE OF CONDUCT FOR TEAM OFFICIALS

This Code applies to all team / club officials (although some items may not apply to all officials).

3.4.1 Obligations towards the Game, *The team official should*

- Set a positive example for others, particularly young players and supporters.
- Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
- 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.
- Avoid all forms of gamesmanship.
- Show due respect to Match Officials and others involved in the game.
- Always have regard for 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.
- Not use or tolerate inappropriate language.

3.4.2 Obligations towards the Team, *The team official should*

- Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
- Give priority to the interests of the team over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Show due respect for the interests of the players, coaches and officials, their own club/team and others.

3.4.3 Obligations towards the Supporters, *The team official should*

- Show due respect for the interests of supporters.

3.4.4 Respect towards the Match Officials, *The team should*

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

3.4.5 Obligations towards the Club, *The team official should*

- Complete league and Club paperwork on time and correctly.
- Update and maintain the Club website with the appropriate details of their team on a regular basis as well as entering fixtures, results, match reports and player statistics as soon as possible before or after the game where applicable.
- Attend Club meetings or have a representative from their team present.
- Obtain kit back from departing players as well any Club equipment they may have.

3.5 CODE OF CONDUCT FOR PARENTS / SPECTATORS

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

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

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

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

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.
- Avoid coaching the child during the game.
- 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 everyone 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.

4 EQUITY POLICIES

4.1 ANTI DISCRIMINATION POLICY FOR FOCUS FERRERS FOOTBALL CLUB

4.2 FOCUS FERRERS 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 sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

4.3 EQUALITY OF OPPORTUNITY AT FOCUS FERRERS FOOTBALL CLUB

In all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

4.3.1.1 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.
- Focus Ferrers 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.
- Focus Ferrers 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 within football as a whole.

4.4 EQUAL OPPORTUNITIES POLICY FOR FOCUS FERRERS FOOTBALL CLUB

- Focus Ferrers 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 by:
- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a 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, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

- Focus Ferrers 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.
- Focus Ferrers 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.

5 TOURNAMENT RULES

- You must arrive on time.
- Bring both football boots and training shoes with you.
- Club waterproof jacket and shin pads must be worn.
- Drinks during the tournament can be either still juice or isotonic drink or water. No fizzy drinks of any kind.
- Food during the tournament must be strictly controlled. Bananas and chocolate (in limited quantities) are suggested. Burgers, hot dogs, chips and the like are strictly forbidden until after the tournament. If you are in any doubt, ask your team coach on the day.
- When not playing, either between matches or if you are a substitute (either waiting to go on or just come off) you stay with your team and your team coach until told otherwise.
- If you are injured in any way during a game you must tell you manager immediately so that you can be treated before the next game.
- Enjoy Yourself.

6 FOCUS FERRERS F.C FIRST AID KITS

First Aid is a serious business, particularly when young children are involved. First Aid Kits should not be transferable. That is to say, the person assembling the kit should be responsible for its replenishment, it's safety and it's use. It is of no use to an injured person if the first aider has to spend the first moments attending to an injury by familiarising themselves with the contents of the First Aid Kit.

For this reason the kit should be tailored to the person administering the treatment providing it includes at least the essential products.

For your information and guidance the following are the contents of my kit.

- The bag is a Prostar Pitch Doctor Bag
- Medical bag contents will be provided by the Club. Individuals must not acquire/purchase their own medical items.

7 CLUB OFFICIALS AND MANAGERS COURSES

The Club will not fund any courses whereby the individual chooses to leave the Club within twelve months of attending the course.

8 THE FA RESPECT CAMPAIGN

Focus Ferrers Football Club are committed in supporting the FA's Respect Campaign. The following must be adhered to by all associated to the Club and are in addition to the Club's own policies.

8.1 MY ROLE

Respect affects the entire game, and needs your help, regardless of how you are involved in football.

- Player
- Coach
- Referee
- Parents and Spectators
- Club and League Officials
- Club Welfare Officers
- Youth League Welfare Officers
- County FA Welfare Officers

8.1.1 PLAYERS

Whether you're in the starting eleven or on the bench, your role as a player is crucial to the success of Respect.

On a matchday, you'll be expected to work with your coaches and your captain to allow the referee to manage the game without being subjected to abuse. With the game losing thousands of referees from the game every year, it's hugely important, because without the referees, the game isn't the same.

If the league you play in adopts the Respect programme, you will be asked to read, agree to, and sign, a Code of Conduct at your club. This will be your 'promise' to abide by a set of rules governing your behaviour as a player. Working together with your coach, your captain, and each referee that takes charge of your games during the season, you can play a major role in improving the game for everyone, through Respect.

8.1.2 COACHES

Coaches have a hugely important role to play in Respect, as they are not only responsible for their own behaviour, but they can also influence that of their players and spectators, too.

On a matchday, you'll be expected to work with your players, parents and other spectators to allow the referee to manage the game without being subjected to abuse.

8.1.3 REFEREES

The Respect programme aims to allow Referees to officiate matches without being subjected to abuse by players, coaches or spectators - and the referees themselves have a key part to play in the process.

Working in partnership with the clubs they officiate, referees can provide post-match feedback regarding the behaviour of players, parents, coaches and other spectators, to help the clubs enforce their Codes of Conduct.

8.1.4 PARENTS AND SPECTATORS

Parents have a big responsibility as part of the Respect programme.

Respect is working to eradicate touchline abuse in football, and parents can play their part by agreeing to, and signing, their club's Code of Conduct and abiding by them throughout the season.

Parents also have a responsibility for their children's behaviour. The players will also be asked to sign a Code of Conduct, and parents can encourage their children to adhere to the players' code.

8.1.5 CLUB AND LEAGUE OFFICIALS

The Respect programme relies on clubs and leagues to take active steps to ensure high standards of conduct throughout their club or league.

Leagues can champion the Respect programme, and communicate the importance of Respect to their

member clubs through meetings and bulletins. Click here to download the Respect Guide for Leagues.

Club officials can sign up to and enforce Codes of Conduct for their players, coaches, parents and spectators, which will set the standard for behaviour throughout their club.

8.2 THE CAPTAINS ROLE

Seven thousand referees are dropping out each season because of the abuse and intimidation they receive. It ruins games and can cause matches to be abandoned. Then we've all lost.

8.2.1 Captain taking responsibility

As a captain, you have no special status or privileges under the Laws of the Game, but you do have a degree of responsibility for the behaviour of your team.

To promote Respect, the referee will work with you, as the team captain, to manage the players and the game effectively.

Even if you are some way away from an incident when the referee feels he/she needs you involved in a discussion with a player, the referee will call you over. This will ensure that, as the team captain, you remain the point of contact for the referee.

8.2.2 How Captains can help to instil Respect:

Ensure you wear a Respect captain's armband - these will be provided by your league to your club
Together with your opposition captain, make yourself known to the referee before the game. He/she will ask if you are clear about your responsibilities

Ensure all your players understand what they can/cannot do in relation to the referee and what is meant by 'unwanted behaviour'. No-one's trying to curb enthusiasm - just instil more discipline. This can only benefit your match - and football as a whole

Ensure your vice-captain (appoint one if you haven't got one) is aware of these rules, in case you are unavailable for a game, or have to leave the field

Ensure every player in your team has signed the Respect Code of Conduct

8.3 CODE OF CONDUCT: SPECTATORS

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

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

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

I will:

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

In addition, when attending youth games I will:

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

I understand that breaches of the code may result in action being taken by my County FA and /or The FA.

Failure by any individual (player, manager, club official, parent, spectator or anyone else associated to Focus Ferrers Football Club) could result with that person being asked to leave the Club.

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APPENDIX A: INCIDENT/ACCIDENT FORM

Focus Ferrers Accident Form (to be completed in case of injury)

Incident/accident report form

1. Site where accident took place: _____
2. Name of person in charge of session/competition: _____
3. Name of injured person: _____
4. Address of injured person: _____
5. Date and time of incident/accident: _____
6. Nature of incident/accident: _____
7. Give details of how and precisely where the accident took place. Describe what activity was taking place e.g. training programme, getting changed, etc.

8. Give full details of the action taken including any first aid treatment and the name(s) of the first-aiders(s).

9. Were any of the following contacted:
Police: Yes No
Ambulance: Yes No
Parent/Guardian: Yes No
10. What happened to the injured person following the accident?
(e.g. went home, went to hospital, carried on with session)

11. All of the above facts are a true and accurate record of the incident/accident.

Signed _____ Date _____

Name (Print) _____

Please return to the Club Secretary

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