



Club Rules/Constitution

1. **Name**

The Club shall be called Euxton Girls FC (the Club)

2. **Objectives**

The objectives of Euxton Girls FC shall be to arrange Association Football matches and social activities for its members. The Club will encourage the introduction of more young girls to Association Football and give them the opportunity to develop playing standards through participation and competition. The Club will establish and develop Club/School links and links with other Football Clubs and Organisations.

3. **Status of Rules**

These rules (the Club Rules) form a binding agreement between each member of Euxton Girls FC

4. **Rules & Regulations**

- a) Euxton Girls FC shall have the status of an affiliated member Club of The Football Association by virtue of its affiliation to The Football Associations. The Rules and Regulations of The Football Association, Lancashire FA and any league or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the rules.
- b) No alteration to the Club rules shall be effected without prior written approval by the Lancashire FA
- c) Euxton Girls FC will also abide The FA's Safeguarding Children Policies and Procedures, Respect Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy. (copies of which are incorporated as appendices to this document)

5. **Club Membership**

- a) Associate Members. By virtue of registration with the Club, all players will become Associate Members of the Club. For players under 18 years of age, a parent or legal guardian must countersign registration forms. Associate Members carry neither voting rights nor entitlement to any rights of ownerships of the Club.



- b) Full Members. By virtue of their daughters' registration with the Club, all parents or legal guardians will become Full Members of the Club, subject to paragraph (d). By virtue of their post all Managers, Coaches and Assistants will become Full Members of the Club. The Club Committee may appoint honorary Full Members, provided there is just reason for doing so. Full Members will have voting rights at the Club's AGM and will share ownership of the Club.
- c) The members of the Club shall be those persons listed in the register of members; this shall be maintained by the Club Secretary.
- d) Any person who wishes to be a member must apply on a membership application form and submit it to the Club Secretary. Election to membership shall be at the sole discretion of the Club committee. Membership shall be effective upon an applicant's name being entered in the membership register.
- e) In the event of a member's resignation or expulsion, his or her name shall be removed from the membership register.
- f) The FA and Lancashire FA shall be given access to the membership register on request.

6. **Annual Membership Fee**

- a) 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.
- b) The Club committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

7. **Resignation and Expulsion**

- a) A member shall cease to be a member of Euxton Girls FC if, and on the date of 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.
- b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.



- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club's property.

8. **Club Committee**

- a) The Club Committee shall consist of the following Club officers: - Chairperson, Vice Chairperson, Treasurer, Secretary, Minutes Secretary and Club Welfare Officer.
- b) Each Club Officer and 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 not hold any more than two positions of Club officer at any one time. The Club Committee shall be responsible for the management of all the Club affairs. 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 the casting vote in the event of a tie. Meetings of the Club committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club committee shall be three.
- c) Decisions of the Club Committee of meetings shall be entered into the Clubs minute book, which will be maintained by the Minutes Secretary.
- d) Any Member of the Club Committee may call a meeting of the Club Committee by giving no less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold no less than four meetings per year.
- e) An out-going member of the Club Committee may be re-elected. A member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.
- f) Save as provided for in the Rules & Regulations of The Football Association and the Lancashire FA to which Euxton Girls FC is affiliated; the Club Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club rules
- g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any Football activity relating to the administration or management of a Football Club.



- h) The Club Welfare Officer will sit upon the committee as a standing member

9. **Annual and Special General Meeting**

- a) An Annual General Meeting (AGM) shall be held in each year to:
 - 1. Receive a report of the activities of the Club over the previous year.
 - 2. Receive a report of the Clubs finances over the previous year.
 - 3. Elect the members of the Club Committee.
 - 4. Agree the level of annual membership fees
 - 5. Agree any changes to the Club Rules, Constitution, Policies and Procedures
 - 6. Consider any other business.
- b) Nominations for elections of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both whom must be existing members of the Club, to the Club Secretary no 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 no less than 21 days before the meeting.
- c) 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 no 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 transacted at an AGM.
- d) The Minutes Secretary shall send to each member written notice of the date of an Annual General Meeting or Special General Meeting together with resolutions to be proposed at least 14 days before the meeting.
- e) The quorum for an AGM or SGM shall be not less than 5% of the membership.
- f) 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 a simple majority shall pass resolutions. In the event of an equality of votes, the Chairperson of the meeting shall have the casting vote.
- g) The Minutes Secretary, or in their absence a member of the Committee, shall enter minutes of each AGM or SGM into the minute book of the Club.



10. Club Teams

At its first meeting following each AGM the Club committee shall appoint a Club member to be responsible for each of the Clubs Football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present a written report of the activities of the team at Club meetings.

11. Club Finances

- a) A bank account shall be opened and maintained in the name of Euxton Girls FC. Designated account signatories shall be the Chairperson, the Vice Chair Person and the Club Treasurer. No sum shall be drawn from the Club account except by cheque signed by two of the signatories. All monies payable to Euxton Girls FC shall be received by the Treasurer and deposited into the Club account.
- b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- d) The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.
- e) The Club Property, other than the Club account shall be vested in no 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 decision.
- f) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by resolution passed at a General Meeting.
- g) On their removal or resignation a custodian shall execute a conveyance in such form as is published by the FA 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.



- h) The custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them carrying out their duties.

12. **Dissolution**

- a) A resolution to dissolve the Club shall only be proposed at an AGM or SGM and shall be carried by a majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the Lancashire Girls Football League 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 Full Members of the Club shall determine.

The above constitution, Policies and Procedures were formally adopted on behalf of Euxton Girls FC on 27th May 2004

Signed: _____ Date: _____

Print Name: _____

UPDATED APRIL 2019



APPENDIX 1

Duties of Club Committee Members

Chairperson

The role of a chairperson is to oversee the running of the Club/league and ensure that it is run efficiently and managed appropriately. They will lead Club/league meetings and provide leadership in all areas such as Club tournaments, etc

Vice Chairperson

To deputise for the Chairperson in his/her absence, undertaking duties as outlined above

Treasurer

The treasurer's role will be to ensure that the Club stays financially sustainable, pay all expenses, and collect any monies owed to the Club.

Secretary

The Secretary is one of the most important roles in a Club or league. The main point of contact for Lancashire FA, team managers and Clubs/leagues, the Secretary will look after the administrative duties for the Club/league.

Welfare Officer

The Club welfare officer ensures that the Club operates a safe, child friendly environment and promotes good practice in line with the Club's Child Protection Policy.

Minutes Secretary

To record and produce agendas and minutes within the agreed timescales.

Manager and Assistants

A manager is required for each team to organise the team for fixtures, lead the team on match days, and organise training (further details in appendix 2). In many cases, this will also include coaching the team as well to develop their ability. The Club Committee will be responsible for the selection and appointment of all Managers and their assistants



APPENDIX 2

Duties of Team Managers/Coaches/Assistants

1. To ensure the welfare of all players is of paramount importance.
2. To ensure compliance with the following policies as stipulated by the Football Association and/or Club:
 - Safeguarding Children Policy (Appendix 3)
 - Players Code of Conduct (Appendix 4)
 - Coaches, Team Managers and Club Officials (Appendix 5)
 - Spectators and Parents/Carers (Appendix 6)
 - Equality Policy (Appendix 7)
 - Anti-Bullying Policy (Appendix 8)
 - Complaints Procedure (Appendix 9)
 - Plus any other policies that the Club may introduce from time to time
3. To ensure that all players are registered with the Club at the earliest opportunity including the completion of the Medical History Form
4. To ensure the attendance of an Emergency Aid training person at each match and training session.
5. To ensure compliance with any rules set by the League or Competition
6. To ensure all monies are collected and deposited with the Treasurer and hold receipts for such monies.
7. To report any player who have not paid playing/training fees and/or annual membership fees within the prescribed timescales, without good reason to the Club Committee who will decide on the appropriate course of action.
8. To report any player who persistently attracts disciplinary problems within the Club to the Club committee who will decide on the appropriate course of action
9. To be responsible for any League Administration fines they may occur
10. To effectively manage and safeguard all kit and equipment
11. To ensure all expenditure and collection of monies has been authorised by the Club Committee
12. To ensure all additional activities have been authorised by the Club Committee
13. To actively seek support for all Football and Club Social events



APPENDIX 3

Euxton Girls Football Club Safeguarding Children Policy

1. Euxton Girls Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club Football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Safeguarding Children Policy are that:
 - the child's welfare is, and must always be, the paramount consideration
 - all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
 - 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 an enjoyable and safe environment and be protected from poor practice and abuse. Euxton Girls Football Club recognises that this is the responsibility of every adult involved in our Club.

3. Euxton Girls Football Club 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 Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in Football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on Club tours, Football coach, Club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - specify what the role is and what tasks it involves
 - request identification documents
 - as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
 - where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.



All current Euxton Girls Football Club members working in eligible roles, with children and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Euxton Girls Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC 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 minimise the risk of 'grooming' within Football.

5. Euxton Girls Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about an adult in a position of trust with 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. Euxton Girls Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.
6. Euxton Girls Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer Training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all Club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst Club members.
7. 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 or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.



8. Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Euxton Girls Football Club. In order to validate these Respect 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 that may be implemented by the County FA in more serious circumstances.
9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.
 - i). If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
 - ii). If the issue is one of poor practice the Club Welfare Officer will either:
 - deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
 - iii). If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.
 - iv). If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
 - v). If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - contact your CFA Welfare Officer directly
 - contact The FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com
 - contact the Police or Children's Social Care
 - call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

NB – The FA's Safeguarding Children Policy and Procedures are available via – www.TheFA.com/Footballrules-governance/safeguarding – click on 'Raising Awareness – Best Practice Downloads', the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams that describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop, contact your County Welfare Officer.



10. Further advice on Safeguarding Children matters can be obtained from:

Steph Hayes – Euxton Girls Child Welfare Officer

- T: 07815 973456
- E: steph_pne@outlook.com

County Football Association's Welfare Officer

- T: Neil Yates / Chris Doherty
- E: safeguarding@lancashirefa.com

www.TheFA.com/Football-rules-governance/safeguarding

Emailing – Safeguarding@TheFA.com

The FA Safeguarding Children general enquiry line - 0845 210 8080



APPENDIX 4

Players' code of conduct

When playing football, I will:

- Always play to the best of my ability and for the benefit of the team
- Play fairly and be friendly; I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee & my coach/manager
- Play by the rules, as directed by the referee, and show the referee respect
- Be gracious in victory and defeat – I will shake hands with the other team and referee before or at the end of the game
- Listen carefully and respond to what my coach/team manager tells me
- Understand that a coach has to do what is best for the team and not one individual player
- Talk to someone I trust or the Club Welfare Officer if I am unhappy about anything at my club
- Respect the facilities, both home and away

I understand that if I do not follow the Code of Conduct, that any or all of the following actions may be taken by my club, County FA or The FA:

I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club

In addition:

- My club may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club



APPENDIX 5

Coaches, Team Managers and Club Officials

Team Managers and Coaches should set the standard for a great game

Use your position to set a positive example for the people you are responsible for and lead a better game for everyone

Play your part and support The FA's 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
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

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

- Required to meet with the Club or League Welfare Officer or your CFA Designated Safeguarding Officer (DSO)
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn



APPENDIX 6

Spectators and parents/carers

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times.

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you do not agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area (where provided)
- Let the coaches do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively. When players make a mistake offer them encouragement not criticism
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour

I understand that if I do not follow the Code, any or all of the following actions may be taken by my Club, County FA or The FA:

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents

In addition:

The FA/County FA could impose a fine and/or suspension on the club



APPENDIX 7

THE FA CHARTER STANDARD EQUALITY POLICY

The aim of this Policy is to ensure that everyone is treated fairly and with respect and that our club is equally accessible to all.

Euxton Girls FC is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

Euxton Girls FC's commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

Euxton Girls FC in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The Club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.

Euxton Girls FC will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination.

This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

THIS POLICY IS FULLY SUPPORTED BY THE CLUB COMMITTEE WHO ARE RESPONSIBLE FOR THE IMPLEMENTATION OF THIS POLICY.

Euxton Girls FC is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Euxton Girls FC is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010, Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts.

Euxton Girls FC commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stops and sanctions are imposed as appropriate.



APPENDIX 8

Anti-Bullying Policy - Statement of Intent

Euxton Girls Football Club is committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a telling club. This means that anyone who knows that bullying is happening is expected to tell the club Welfare Officer or any committee member. The club is committed to playing its part to teach players to treat each other with respect.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim

Bullying can be:

- Emotional - being unfriendly, excluding people, sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Sexual - unwanted physical contact or sexually abusive comments
- Discrimination - racial taunts, graffiti, gestures, homophobic comments, jokes about disabled people, sexist comments
- Verbal - name-calling, sarcasm, spreading rumours, teasing

Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts – bullies no longer rely on being physically near to the young person.

Trolling

This is the name given to posting deliberately offensive comments on people's social media pages aimed at causing upset and distress. This type of behaviour could result in legal action.



Our Commitment

Euxton Girls FC commits to ensure our website and/ or social networking pages are being used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

Why is it Important to Respond to Bullying?

Bullying hurts. Nobody deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All club members, coaches, officials and parents should have an understanding of what bullying is.
- All club members, officials and coaches staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club, we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Indicators

A child may indicate by signs or behaviour that she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn anxious, or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or training equipment damaged
- Has possessions go “missing”
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above



In more extreme cases:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviour may indicate other problems, but bullying should be considered a possibility and should be investigated.

Bullying as a result of any form of discrimination

Bullying because of discrimination occurs when bullying is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability.

Generally, these forms of bullying look like other sorts of bullying, but in particular it can include:

- Verbal abuse – derogatory remarks about girls or women, suggesting girls and women are inferior to boys and men, or that black, Asian and ethnic minority people are not as capable as white people are. Spreading rumours that someone is gay, suggesting that something or someone is inferior and so they are “gay” – for example, “you’re such a gay boy!” or “those trainers are so gay!” Ridiculing someone because of a disability or mental health related issue, or because they have a physical, mental or emotional developmental delay. Referring to someone by the colour of their skin, rather than their name; using nicknames that have racial connotations; isolating someone because they come from another country or social background etc.
- Physical abuse – including hitting, punching, kicking, sexual assault, and threatening behaviour.
- Cyberbullying – using online spaces to spread rumours about someone or exclude them. It can also include text messaging, including video and picture messaging.

Discrimination is often driven by a lack of understanding, which only serves to strengthen stereotypes, and can potentially lead to actions that may cause women, ethnic minorities, disabled people, lesbian, gay, bisexual or transgender people, or people who follow specific religions or beliefs, to feel excluded, isolated or undervalued. Ensure that club members know that discriminatory language and behaviour will not be tolerated in this club.



- If an incident occurs, members should be informed that discriminatory language is offensive and will not be tolerated. If a member continues to make discriminatory remarks, explain in details the effects that discrimination and bullying has on people. If it is a young person making the remarks their parents should be informed just as in any breach of the clubs Code of Conduct and this Anti-Bullying policy.
- If a member makes persistent remarks, they should be removed from the training setting in line with managing challenging behaviour and the Club Welfare Officer or club officials should ask them to talk in more detail about why their comments are unacceptable
- If the problem persists, the member should be made to understand the sanctions that will apply if they continue to use discriminatory language or behaviour.
- Consider inviting the parents/carers to the club to discuss the attitudes of the youth member in line with the procedures detailed in this policy

Procedures

1. Report bullying incidents to the Club Welfare Officer or a member of the clubs committee
2. In cases of serious bullying, the incidents will be referred The County FA Welfare Officer for advice and possibly the FA Case Management Team
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, the police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.



2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer Secretary committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same three persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases, the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying anyone within the club under 18

1. The County Welfare Officer should always be informed and will advise on action to be taken where appropriate; this may include action by The FA Safeguarding Team.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Social Care.

Prevention:

- The club has a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
- All club members and parents will sign to accept the constitution upon joining the club.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.



APPENDIX 9

Complaints Procedure

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

In the first instance, attempts should be made to resolve the matter informally by approaching the person involved and/or the coach if appropriate. If this method should prove unsuccessful, they should then:

1. Report the matter to a member of the Club Committee.
Their report should include:
 - Details of what, when and where the occurrence took place
 - Any witness statement and names
 - Names of any other who have been treated in a similar way
 - Details of any former complaints made about the incident, date, when and to whom made
 - A preference for a solution to the incident
2. The Club committee will sit for any hearings that are requested and will endeavor to deal with all matters expeditiously
3. The Club Committee will have the power to:
 - Warn as to future conduct
 - Suspend from membership
 - Remove from membership

Any person found to have broken the Club's Policies and Procedures, or Code of Conduct