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FA Charter Standard Club

Respect

# CLIFTON RANGERS CLUB POLICY BOOKLET



Website: [www.cliftonrangers.co.uk](http://www.cliftonrangers.co.uk)

Email: [cliftonrangers@gmail.com](mailto:cliftonrangers@gmail.com)



CLIFTON RANGERS YFC



Welcome to:

## CLIFTON RANGERS FOOTBALL CLUB

On behalf of Clifton Rangers FC, I am pleased to welcome you to our football club.

The club has been established over 30 years and is proud to have supported thousands of players develop over that time period.

We have a large number of dedicated football coaches and volunteers who ensure that you make the most of your time with Clifton Rangers.

Our aim as a football club is to ensure that every player reaches their potential, whilst playing attractive football.

I hope you enjoy your time representing Clifton Rangers, and please remember *'the club badge on the front of the shirt is more important than any players name on the back, play with pride for Clifton Rangers!'*

Chris Smith  
Club Chairman



### Club Complaints Procedure

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

1. They should report the matter to the Club Secretary or another member of the Committee. Your report should include:
  - Details of what, when and where the occurrence took place
  - Any witness statement and names
  - Names of any others who have been treated in a similar way
  - Details of any former complaints about the incident, date, when and to whom made
  - A preference for a solution to the incident
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
  1. Warn as to future conduct
  2. Suspend from membership
  3. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct



# CLIFTON RANGERS YFC



## Equal Opportunities Policy

Clifton Rangers 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 issue 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:

1. 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.
2. 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.
3. 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.
4. Victimisation of an individual.
5. Harassment of an individual, by virtue of discrimination.
6. 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.

Clifton Rangers 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.

Clifton Rangers 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 gaining access. Appropriate training will be made to such members who request it.

## Club Contacts:

Name	Role	Mobile	Email
Chris Smith	Chairman	07730 487114	<a href="mailto:cliftonrangers@gmail.com">cliftonrangers@gmail.com</a>
Ken Gray	Director of Finance/Events	07789 882836	<a href="mailto:kengray3@sky.com">kengray3@sky.com</a>
Marcus Haigh	Director of Operations	07585 772909	<a href="mailto:marcushaigh@live.co.uk">marcushaigh@live.co.uk</a>
Chris Reid	Director of Football	07950 522162	<a href="mailto:cjreidmehall@hotmail.com">cjreidmehall@hotmail.com</a>
Rachael Gray	Treasurer	07546 944709	<a href="mailto:rachael.gray@sky.com">rachael.gray@sky.com</a>
Allan Pryor	Facilities Development Officer	07917 420081	<a href="mailto:ajpryor_2000@yahoo.co.uk">ajpryor_2000@yahoo.co.uk</a>
Laura Horsfield	Website & Registrations Officer	07883 946136	<a href="mailto:purr010@hotmail.com">purr010@hotmail.com</a>
Kat Asquith	Press & Social Manager	07979 478981	<a href="mailto:katrinaasquith@aol.com">katrinaasquith@aol.com</a>
John Chapman	Facilities Manager	07931 960106	<a href="mailto:j.chapman14@sky.com">j.chapman14@sky.com</a>
Derwayne Mitchell	Football Development Officer	07902 798104	<a href="mailto:derwaynemitchell@yahoo.co.uk">derwaynemitchell@yahoo.co.uk</a>
Lee Horsfield	Goalkeeper Development Coach	07825 776440	<a href="mailto:leehorsfield050301@hotmail.co.uk">leehorsfield050301@hotmail.co.uk</a>
Angela Clark	U7's Contact	01274 861914	<a href="mailto:sac2@sky.com">sac2@sky.com</a>
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Clare Watson	U11's Contact	07714 261385	<a href="mailto:ethan@wedal.wanadoo.co.uk">ethan@wedal.wanadoo.co.uk</a>
Marcus Haigh	U12's Contact	07585 772909	<a href="mailto:marcushaigh@live.co.uk">marcushaigh@live.co.uk</a>
Lee Horsfield	U13's Contact	07825 776440	<a href="mailto:leehorsfield050301@hotmail.co.uk">leehorsfield050301@hotmail.co.uk</a>
Mark Halliman	U14's Contact	07910 391388	
Lindsay Wilkie	U16's Contact	07854 115222	<a href="mailto:lindsay.wilkie@googlemail.com">lindsay.wilkie@googlemail.com</a>
Chris Reid	U17's Contact	07950 522162	<a href="mailto:cjreidmehall@hotmail.com">cjreidmehall@hotmail.com</a>
Marcus Haigh	Open Age Contact	07585 772909	<a href="mailto:marcushaigh@live.co.uk">marcushaigh@live.co.uk</a>

### Useful websites:

Huddersfield Football League = [www.huddersfieldjfl.co.uk](http://www.huddersfieldjfl.co.uk)

West Riding FA = [www.westridingfa.com](http://www.westridingfa.com)

West Riding Girls League = [wrgfl.intheteam.com](http://wrgfl.intheteam.com)



# CLIFTON RANGERS YFC



## Respect Code of Conduct

### Spectators and Parents/Carers

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 in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

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

#### I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach 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
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league 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 County FA 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.



## Anti Discrimination Policy

Clifton Rangers 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.

Equality of opportunity at Clifton Rangers means that 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.

#### This includes:

1. The advertisement for volunteers
2. The selection of candidates for volunteers
3. Courses
4. External coaching and education activities and awards
5. Football development activities
6. Selection for teams
7. Appointments to honorary positions

Clifton Rangers 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.

Clifton Rangers 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.



## Coaches Code of Conduct

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

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

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves for 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 Football Association Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. 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.
9. Coaches must co-operate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (eg Fair Play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of Game or relevant rules and regulations, or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.



## Players Code of Conduct

This code focuses on players of football at all levels.

Obligations towards the game

A player should:

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Always have regard 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.
6. Not use inappropriate language.

Obligations towards one's own team

A player should:

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

Respect for the Laws of the Game and competition rules

A player should:

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

Respect toward Opponents

A player should:

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

Respect towards the Match Officials

A player should:

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





## General Code of Conduct

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 at Clifton Rangers under the auspices of The Football Association.

### COMMUNITY

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

### EQUALITY

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

### PARTICIPANTS

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

### YOUNG PEOPLE

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

### PROPRIETY

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

### TRUST AND RESPECT

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

### VIOLENCE

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

### FAIRNESS

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

### INTEGRITY AND FAIR PLAY

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



## Parents/Spectators Code of Conduct

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 is important to remember that however good a child becomes at football, it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

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

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

1. Other players
2. Officials
3. Managers
4. Spectators

Ensure that parents / spectators are always positive and encouraging towards all of the children not just their own.

Encourage parents / spectators to:

1. Applaud the opposition as well as your own team
2. Avoid coaching the child during the game
3. Not to shout and scream
4. Respect the referee's decision
5. Give attention to each of the children involved in football not just the most talented
6. Give encouragement to everyone to participate in football

Ensure that parents / spectators agree and adhere to your club's Code of Conduct and Child Protection Policy.





## Officials Code of Conduct

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

### Obligations towards the Game

The team official should:

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

### Obligations towards the Team

The team official should:

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

### Obligations towards the Supporters

The team official should:

1. Show due respect for the interests of supports.



# CLIFTON RANGERS YFC



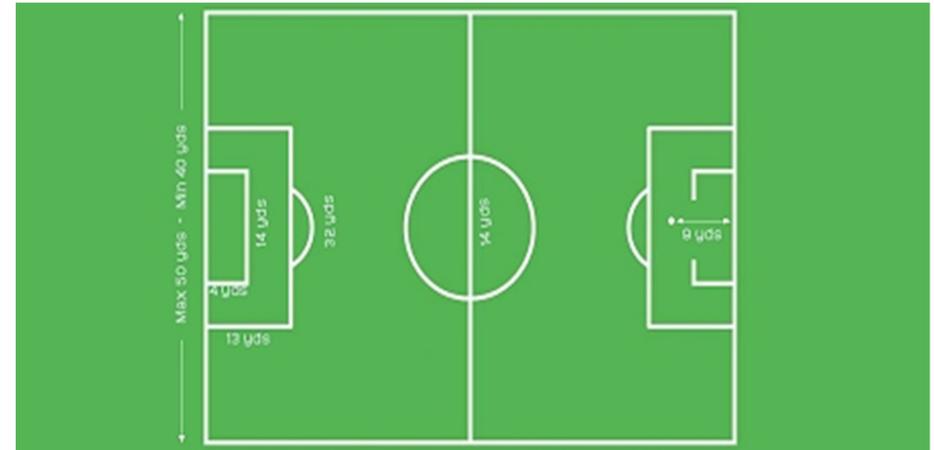
## Match Day Procedure:

We would like all parents, carers and spectators who attend our home facilities to enjoy their childrens game of football safely, and in accordance with the FA Respect Code of Conduct.

Additionally, we require parents to help our coaches on match days. Parents are asked to assemble to pack away the goals and respect barriers for every match, meaning our coaches can focus on just coaching and warming up the players correctly, we appreciate your support.

The guidelines below set out our football pitch and where the designated areas are for managers and coaches to give instruction, and also where all spectators should view the game from.

One side of the pitch will be occupied by managers/coaches only and the players will receive their instructions from this side of the pitch. Team substitutes will also wait in this area for game play, and the coaching teams may also take any substitution players to a convenient nearby area for warm-up exercise.



The opposite side of the pitch will be marked by the appropriate Respect barriers along the full length of the pitch and ALL spectators, home and away, should stand behind and along this to watch the game. Under no circumstances, should any spectators/parents enter the field of play, stand in front of the barrier, or on any other side of the pitch, nor behind the goal areas.

Any spectators/parents who refuse to comply with any request to meet with the above may be asked to leave the match venue.



## Child Protection Policy

Clifton Rangers Youth 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 child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

The key principles of The FA Child Protection 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, culture, language, racial origin, religious beliefs or sexual orientation
- 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 or 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. Clifton Rangers Youth Football Club recognises that this is the responsibility of every adult involved in our club.

Clifton Rangers Youth 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 child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper, football coach, club official or medical staff.

We endorse and adopt The FA's Child Protection and Best Practice Guidelines for Recruiting Volunteers and will:

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing
- Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of our 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. The FA Charter Standard Club Programme Child Protection Policy obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made 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.

Clifton Rangers Youth Football Club supports The FA's 'whistle blowing' policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC. The Club encourages everyone to know about it and utilise it if necessary.

Clifton Rangers Youth Football Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the WRFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

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, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the committee or, in cases of serious bullying contact the WRFA CPO.

Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Clifton Rangers Youth Football Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the WRFA in more serious circumstances. All prospective members will be informed of these codes.

Further advice on child protection matters can be obtained from:

- The West Riding Football Association's Child Protection Officer, whose details can be found in the County Handbook
- The Football Association/NSPCC Child Protection
- 24-Hour Helpline 0808 800 5000
- [www.TheFA.com/Goal](http://www.TheFA.com/Goal)
- The FA child protection team on 0207 745 4649.

Chris Smith  
Club Chairman  
Clifton Rangers