



Colchester Villa Youth Football Club – Constitution

The Club is registered with the Colchester and District Youth Football League as Colchester Villa Youth Football Club and affiliated to Essex County Football Association.

Executive Committee

The Club Committee and any parents joining the Annual General Meeting will elect the following officers to the Executive Committee: Chairperson, Vice Chairperson, Secretary, Treasurer, Vice Treasurer, Child Welfare Officer, and any other officers considered necessary for the running of the club to a maximum of 3. All team Coaches/Managers will form part of the Management Committee.

The Executive Committee is responsible for the following:

1. Oversight and maintenance of the highest levels of child welfare:
2. Ensure that all managers and coaches have the appropriate level of qualifications.
3. Ensure that all adults involved in the club have completed a DBS check.
4. Ensuring consistently high levels of coaching and team management:
5. Provide guidance and support on coaching, training and managerial best practise.
6. Organise training courses via local and county FA.
7. Appoint and remove Team Managers and Coaches.
8. Managing The Club finances:
9. Produce financial monthly updates to the Club Committee, and an annual statement of accounts.
10. Review bank statements with the Management Committee quarterly.
11. Provide clear and transparent financial governance, ensuring that the club is financially sound.
12. Maintain appropriate controls and governance of The Club:
13. Define the strategic direction of the club and making recommendations to the Club Committee about changes to The Club constitution.
14. Represent the Club with external organisations including Leagues and the County FA.
15. Hear and resolve any disciplinary matters, including internal club disputes.
16. Engage with the local community, including schools, to encourage mutually beneficial relationships.
17. Define, embed and maintain moral standards of behaviour consistent with the FA Respect Campaign.
18. Refer decisions to the Club Committee where appropriate.
19. Decisions of the Executive Committee will be made by a majority of the Executive Committee; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Executive Committee will be three, including at least one of the Chairperson or Secretary. Where a decision has a financial impact the Treasurer must be present.



Club Committee

The Club Committee will consist of the Executive Committee, Team Managers and Coaches. Club Committee members are responsible for the following:

1. Ensuring that all required qualifications are completed at the appropriate time.
2. Attending monthly committee meetings, or sending a Representative.
3. Raising any concerns about their age group to the Executive Committee.
4. Collecting annual membership fees and registration forms promptly and passing to the Registrations Secretary/Treasurer.
5. Ensuring that all players attending training, or playing in their teams are registered with The Club.
6. Voting on any issues referred to them by the Executive Committee.
7. Ensuring that the Executive Committee ratifies all assistant coaches.
8. Following the FA Respect Code, and representing The Club in line with the expected standards of behaviour and moral values.
9. Supporting The Club in fund raising activities throughout the year.
10. Decisions of the Club Committee will be made by a majority of those attending the Committee meeting; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee will be three, including at least one of the Chairperson or Secretary.

Power of the Committee

1. The Committee shall have powers to suspend or expel any member or player deemed guilty of conduct prejudicial to the good name of the Club
2. The Committee shall have power to fill such vacancies that arise in its constitution between AGM's.
3. The Committee shall have powers to declare a seat vacant from the Committee should a member absent themselves from two consecutive meetings without an explanation deemed satisfactory.
4. The Club Welfare Officer shall have the powers to vet all Team Managers, existing and prospective, in accordance with the Clubs Guidelines, a record of which shall be kept.

Club Membership

1. The membership will consist of not more than sixteen playing members (squad) and six non-playing members per 11-a-side age group, eighteen playing members for 9-a-side and not more than fourteen playing members for mini soccer age groups.
2. Squad numbers may be increased at the request of the Team Manager, only subject to prior approval of the Committee
3. The Registrations Secretary shall keep a register of Club Members
4. Any playing member wishing to resign or transfer will give notice in writing to the Registrations Secretary, such notice to be accompanied by all Club dues outstanding at that time.
5. In the event that a playing member shall receive a formal caution, or be sent off, the Committee may at its discretion impose a fine or suspension, in addition to any penalty imposed by the Essex County Football Association



and in the event of a rare occurrence, it may at its discretion terminate the player's membership.

6. The membership of a playing member may be terminated at the discretion of the Committee in the event of misconduct of a Parent/Guardian or other adult representative of the playing member.
7. Guidelines For Acceptable Behaviour For Playing Members and Supporters are offered in Appendix ii and iii.

Annual General Meeting (AGM)

The AGM will take place in June each year to:

1. Receive a report on the activities of The Club over the previous year.
2. Receive a report of The Club's finances over the previous year.
3. Elect nominees for the positions of Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer and any other officers considered necessary for the effective running of the Club.
4. Introduce any new rules for the forthcoming season.
5. Consider any other business.
6. Executive Committee members, parents, players, Coaches and Team Managers are invited to attend the AGM.
7. The Club Secretary must receive nominations for the election of Executive Committee members, in writing by a proposer and seconder, at least 2 weeks before the AGM. Both proposer and seconder must be members of The Club.
8. An Agenda will be available upon request prior to the AGM; this will include a list of people seeking election to the Executive Committee roles. All persons attending the AGM will be entitled to vote on the issues, and resolutions will be made by a majority of those attending, the Chairperson will have a casting vote in the event of a tie.
9. AGM minutes will be taken and published to all members of the Club Committee within 2 weeks of the AGM; this will include details of all nominations and election of club officials.

Extraordinary General Meetings (EGM)

An EGM can be called by the Executive Committee to discuss issues arising during the year; the Secretary will send details to club members giving at least 2 weeks' notice of the agenda items.

Member of Leagues

The Club will play in League(s) appropriate for its teams and by doing so will affiliate to the Colchester and District Youth Football League. The Club will compete in Cup competitions organised by the League(s) and Area Association.

League and Area Association Rules

The Club is mindful of the Constitution and Rules of the Area Association and Leagues that its teams belong to, especially the rules pertaining to misconduct on/off the field of play, and the players selected to play League Representative Matches.

Players, Parents, Officers of the Club, Managers and Coaches, receiving a CAUTION or a SENDING OFF, should be aware that the Club incurs an



administration fee set by the Colchester and District Football League/Essex FA. The offending person/parent will be responsible to pay all such fees and fines, not Colchester Villa Youth Football Club.

Results of Matches

The Area Associations and Leagues have set procedures for clubs to notify them of results or cancelled games, plus the non-attendance of the opposing team; it is the responsibility of the Team Manager to ensure that these procedures are followed. The offending person must pay any fines incurred as a result of not following these procedures.

Club Finances

A bank account will be opened and maintained in the name of The Club. The Executive Committee will ensure adequate controls and governance around the receipt of funds and the payments out of the account as defined by the Finance Policy.

All expenditure should be incurred according to the aims and objectives of the club, any expenditure that is not aligned will be approved by the Committee.

The Club finances will be a standard agenda item on the monthly Club Committee meeting agenda to ensure consistent transparency. An independent party will audit the Club accounts annually.

The Chairman, Secretary and Treasurer shall authorise cheques to be signed by at least two of its members.

Child Protection Policy

The Club acknowledges its responsibility to safeguard the welfare of every child and young person (under 18 years of age) in Club football activity. The Club subscribes to the Football Association's child protection and best practice policy and procedures and will appoint a Club Welfare Officer (CWO). (Appendix i)

Equality Issues

The Club, in all its activities will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. This means the Club will treat people fairly and with respect, and that it will provide access and opportunities for all. The Club will not tolerate harassment, bullying, abuse or victimisation of an individual.

The Club commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. The Club's complaint procedure should be used in such instances.



Incidents and Accidents

All Incidents / Accidents whether they involve injury or not shall be reported to the Executive Committee and the incident be logged and investigated. In the event that an injury is sustained, the well-being of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of The Club. The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid. The responsible person or the Team Manager must notify the player's parents (if not present) of the nature of the Incident / Accident or injury at the earliest opportunity. The details of the Incident / Accident must be reported to the Club Secretary, within 24 hours on the Accident Report Form. The Team Manager, or a member of the Executive Committee should endeavour to contact the Player's Parents within 24 hours of an accident resulting in an injury to ascertain the well-being of the player.

Recruitment of Players

It is the policy of The Club that any player will be eligible to train with The Club, regardless of ability.

All players joining The Club must complete and sign a registration form which provides emergency contact details and any medical information which the parent deems necessary e.g. allergies, asthma.

Subscriptions/Fees

An annual subscription, will be payable each year. The level of subscriptions and method of collection will be determined by the Executive Committee and presented to the Club Committee for approval at the AGM – this will include a “training only” fee for players who are not eligible, or who choose not, to play in matches.

Managers who have players who are unable to pay full fees must discuss the individual circumstances with the Executive Committee who will confirm the amount of fees to be paid. If fees remain unpaid, the player will not be allowed to continue to play or train with the Club.

Team Kit and Equipment

Team Managers will complete a kit / equipment list at the beginning of each season and all children will be supplied a full match kit by the Club. When requested, players must return the kit to the Manager at the end of the season. The Club colours are royal blue and black; the shirt has vertical stripes and the shorts and socks are black (boys) or royal blue (girls).

All Football kits must adhere to The Club guidelines, they must be labelled with the Colchester Villa Youth Football Club logo, sponsors name and or logo and the relevant number. No individual names can be printed on shirts.

The Treasurer must approve all purchases, and the kit and equipment remains the property of Colchester Villa Youth Football Club and must be returned if requested.



Sponsors

Individuals and / or companies wishing to sponsor the Club should contact the Club Secretary. Club sponsors will be kept informed by the Executive Committee of significant events such as Cup Finals, Club Presentation Day, one-off functions and so forth to ensure that they are invited.

Complaints Procedure

If any Club member feels that they have a grievance, or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below: Report the matter to the Club Secretary or another member of the Executive Committee. The report should include:

- Details of what, when and where the occurrence took place.
- Any witness statement and names.
- Details of any former complaints made about the incident.
- A preference for a solution to the incident.
- The Club's Executive Committee will sit for any hearings that are required, to facilitate arbitration and conflict resolution.
- The Club's Executive Committee will have the power to:
 - Warn as to future conduct.
 - Suspend from membership
 - Remove from membership any person found to have broken the Club's Policies or Code of Conduct.

Disciplinary Procedure

The Club will adopt and adhere to the FA Codes of Conduct for Managers, Coaches, Players, Team Officials, Parents and Spectators. These Codes are issued to the respective people as required. See appendixes for codes of conduct for parents, players and coaches.

The disciplinary procedure is in place to ensure that members of The Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of breaches of any Code of Conduct the following will apply:

Players Failing to Meet the Agreed Expectations

The age group manager will raise individual issues with the Club Secretary.

The age group manager will speak to the player and his/her parents/guardian regarding their behaviour.

If the player's behaviour continues to be in breach of The Club standards, an interview with the player and the parents / guardian will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from The Club.

If a Player is sent off for violent conduct or swearing, in addition to any penalty set by the Essex FA, the Executive Committee will review the case and may impose an additional sanction.



Officials Failing to Meet Agreed Expectations

In the case of a Club Official breaching the Code of Conduct an interview will take place with the Executive Committee, who has the authority to revoke membership of the Club.

Parents / Spectators and Carers Failing to Meet Expectations

In the case of a parent, spectator or carer breaching the Code of Conduct, a meeting will take place with the Executive Committee, who has the authority to take the appropriate action.

Dissolution

1. 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.
2. The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.
3. Any surplus assets remaining after the discharge of the debts and liabilities of The Club shall be transferred to another Club, the Essex Football Association or The FA, for use by them for similar community sports.

General

1. The Committee shall deal with any matter not governed by these rules, the decisions of which body shall be final and binding.
2. The Club shall not be run as a commercial or profit making enterprise other than for the benefit of the members of the Club
3. No fee or other consideration shall be charged for the storing of clothing, personal effects, or vehicles in connection with any activity undertaken by the Club.
4. The Club shall not employ any professional or semi-professional players other than in an advisory capacity.
5. All monies, kit and equipment raised and/or used by a team remains the property of the Club at all times.

Committee Meetings/Voting

1. Committee Meetings, including Team Managers, shall be held at least once a month throughout the football season. The meeting will consist of a minimum of eight Committee members, which must include at least three of the Executive Committee for a decision to be binding.
2. The Chairman will preside at all meetings held through his term of Office, and may call upon the Vice-Chairman or any other Committee member to officiate in his absence.
3. In the event of a vote being equal on any matter the Chairman will have the casting vote
4. The Minutes Secretary shall keep proper books in which shall be entered the minutes of each meeting and the names and addresses of each club member.



The minutes will be kept up to date at each meeting, and be made readily available for inspection by authoritative organisations (e.g. Football Association, Essex County FA and the Leagues to which the Club is affiliated, and interested parties of the Club, i.e. parents).

5. The Minutes Secretary, or other delegated member, shall record the minutes and proceedings of each meeting and conduct the Club correspondence.
6. The Treasurer shall receive, and be responsible for all monies paid into the Club accounts, and settle by means of petty cash or cheque (which shall bear the signature of any two of the following – Chairman, Secretary, Treasurer) all debts, liabilities incurred on the Clubs behalf, and shall present an audited balance sheet at the AGM.

Members Voting Rights

1. Each non-playing member shall be entitled to one vote at the AGM.
2. Each playing member shall be entitled to one vote at any such meeting and for that purpose his Parent/Guardian or other adult representative may cast his vote.

Liability Insurance

1. The Club shall take out and maintain in force Public Liability Insurance to cover any Legal Liabilities of its Committee and members, incurred in connection with Club activities.
2. Any activity, which differs from those previously notified to and accepted by the Club Liability Insurers, shall not be undertaken until such time that written approval has been obtained by the Insurers



Colchester Villa Youth Football Club – Code of Conduct

General

1. Our aim at Colchester Villa Youth Football Club is to provide association football for all children and arrange such social and recreational events as may be deemed desirable.
2. We will play football within the laws of the game and any competition rules. We will know and abide by any rules, respecting these rules and the spirit of the game. We will accept success and failure, victory and defeat equally.

Players

1. Players should make every effort to attend training sessions. Failure to do so could affect team selections.
2. On training days, all players must report to the training venue no later than 5 minutes before the start of the session.
3. Player's football boots and trainers should be clean for every match.
4. Shin pads must be worn at all times during both training and matches.
5. On match days, all players must present themselves in smart, appropriate kit and arrive at the venue at the time given by the manager.
6. If you are unavailable for selection, due to other commitments that coincide with any match arranged, you must advise your manager with as much advanced notice as possible.
7. Players will show due respect towards match officials and accept their decisions without protest.
8. Swearing, spitting and/or insulting behaviour directed at own players, opponents, team officials, match officials and supporters, whilst at training or matches will be actively discouraged by Colchester Villa Youth Football Club and will not be tolerated. Any contravention may result in an individual fine, a team fine and/or possible individual or club suspension.
9. To avoid the possibility of personal injury and/or loss of property, jewellery must not be worn at training or matches.
10. To avoid the possible dangers of choking, chewing gum or eating while training or during matches is not permitted.
11. Players will resist any temptation to take banned substances or use banned techniques.
12. Every player will give maximum effort and strive for the best possible performance during a game, even if his/her team is in a position where the desired result has already been achieved. They will set a positive example for others and will avoid all forms of gamesmanship, and time wasting.



Parents/Carers

1. Parents, family, friends and all supporters of the team are welcome at every match. They should conduct themselves and remind others, to behave in a sporting manner at all times, before, during and after each match. The Club could be fined for inappropriate behaviour.
2. Players/parents shall be responsible for the team kit provided. Shirts, shorts, socks and tracksuits etc. must be looked after appropriately and washed carefully. Team kit items are only to be worn when the player is representing Colchester Villa Youth Football Club. Any damage or loss not occasioned during a match will result in repair or replacement costs.
3. If any player/parent or supporter involved with Colchester Villa Youth Football Club experiences a problem with the referee, other players, officials or supporters from the opposition, they must at the first opportunity, advise the manager of the team or another Club Official. They should allow this club representative to deal with the situation and not get involved themselves.
4. Injuries should always be reported to the manager. The manager, parent and player will discuss the injury and the player will only compete if the manager is satisfied that the player is fit enough to participate. The long-term welfare and well-being of the player will always take priority.
5. Any yellow or red cards received and/or any fines imposed on any player by the League or County FA will be the responsibility of the player/parent involved.
6. In accordance with League Rules only the manager and/or coach is able to coach from the side-lines during a match. Positive support and encouragement from all supporters is always welcomed, but please refrain from coaching.

Wherever possible please help and support with any fundraising activities arranged for the benefit of your team or Colchester Villa Youth Football Club.

Coaches/Managers

1. Coaches/Managers must respect the rights' dignity and worth of each and every person and treat each equally within the context of the sport
2. Coaches/Managers must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches/Managers must adhere to all guidelines laid down within the Constitution and the Rules of The Football Association.
4. Coaches/Managers must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches/Managers must not exert undue influence to obtain personal benefit or reward.



6. Coaches/Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches/Managers must ensure that the activities they direct or advocate is appropriate for the age, maturity, experience and ability of players.
8. Coaches/Managers should, at the outset, clarify with the player (and, where appropriate, their parents) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches/Managers must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches/Managers must always promote the positive aspects of the sport (e.g. fair play) to players, parents and spectators alike. Never condone violations of the Laws of the Game, violence of any kind or behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches/Managers must consistently display high standards of behaviour and experience and be a role model for players, parents and spectators.

This Code of Conduct was ratified by the

Colchester Villa Football Club Management Committee

Dated: 30 June 2014



Appendix i **Child Protection Policy**

Colchester Villa YFC 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 of its members. A child or young person is anyone under the age 18 engaged in any club football activity. We subscribe to the Football Association's Child Protection and Best Practice Policy and Procedures, Safeguarding Children and Young People in football (revised edition 2006) and endorse and adopt the Policy Statement contained in that document.

They key principles of the FA Child Protection Policy are:

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/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. Colchester Villa YFC recognises that this is the responsibility of every adult involved in our club.

Colchester Villa YFC 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 Regulations 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, coach, and 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 DBS Enhanced Disclosure where appropriate in line with FA Guidelines.

All current Colchester Villa YFC members with direct access to children and young people will be required to complete a DBS Enhanced Disclosure via the FA DBS Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who approached us to become part of Colchester Villa YFC 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 DBS Unit 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 or young people and to minimise the risk of 'grooming' within football.

Colchester Villa YFC 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 Team on 0207 747 4771 or by writing to the FA Case Manager, The Football Association, 25 Soho Square, London, W1D 4FA or by going direct to the Police, Social Services or the NSPCC. Colchester Villa YFC encourages everyone to know about it and utilise it if necessary.

Colchester Villa YFC has appointed a Club Welfare Officer (CWO) inline with the FA's role profile and completion of the Child Protection and Best Practice workshop. The post holder will be involved with designated persons training provided by The FA. The CWO's the first point of contact for all club members and parents/carers regarding concerns for the welfare of any child or young person. They liaise directly with the CFA 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. Bulling 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 CWO or members of the committee or alternatively in cases of serious bullying contact the CFA CPO.

Colchester Villa YFC has implemented codes of conduct for coaches, players, officials, parents/carers, officials and coaches. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at the club level and acknowledges the possibility of potential sanctions, which may be implemented by leagues of the CFA in more serious circumstances. All prospective members will be informed of these codes.

Further advice of Child Protection matters can be obtained from:

The Essex County Football Association's Child Protection Officer, whose details can be found in the County Handbook

The FA/NSPCC Child Protection 24-hour Helpline 0808 800 5000

www.TheFA.com/Goal

The FA Child Protection Team



Appendix ii

Code of Conduct for Playing Members of Colchester Villa Youth Football Club

Players are the most important people in the sport. Playing for the team and for the team to win is the most fundamental part of the game, but not winning at any cost. Fair play and respect for all others in the game is fundamentally important. This code focuses on players involved in top class football. Nevertheless, the key concepts in the code are valid for players at all levels.

Obligations towards the game

A player should:

- Make every effort to develop their own sporting abilities in terms of skills 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 an example for others, particularly young players and supporters
- Avoid all forms of gamesmanship and time wasting
- Always have regard to the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game
- Not using inappropriate language

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.

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

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.



Respect towards the match officials

A player should:

- Accept the decision of the match official without protest
- Avoid words or actions that may mislead a match official
- Show due respect towards match officials

Respect towards team officials

A player should:

- Abide by the instructions of their team coach and team officials, provided they do not contradict the spirit of this code
- Show due respect towards the team officials of the opposition

Obligations towards the supporters

A player should:

- Show due respect to the interest of supporters



Appendix iii

Code of Conduct for Supporters of Colchester Villa Youth Football Club

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 our 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
- Improvement in the child's skills and techniques

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

- Other players
- Officials
- Managers
- Spectators

Ensure that parents/spectators within our 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

ANY BREACH OF THE ABOVE RULES IN APPENDIX III WILL RESULT IN A MINIMUM OF £100.00 FINE AND POSSIBLE SUSPENSION FROM THE CLUB



Appendix iv Code of Conduct for Team Officials of Colchester Villa Youth Football Club

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

Obligations towards the game

The team official should

- Set a positive example for others, particularly young players and supporters
- Promote and develop 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 interest
- Avoid all forms of gamesmanship
- Show due respect to match officials and others involved in the game
- Always have regard to the best interests of the game including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game
- Not use or tolerate inappropriate language

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 by the team, using all permitted means
- Give priority to the interests of the team over individual interest
- Resist all illegal or unsporting influences, including banned substances and techniques
- Promote ethical principals
- Show due respect to the interest of players, coaches and other officials, at their own club/team and others

Obligations towards the supporters

The team official should:

- Show due respect to the interests of the supporters

Respect towards the match officials

A 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



Appendix v

Colchester Villa Youth Football Club Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Colchester Villa YFC is equally accessible to them all.

Colchester Villa YFC 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.

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

Colchester Villa YFC, in all of its activities, will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Colchester Villa YFC will ensure that 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.

Colchester Villa YFC 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 discriminatory behaviour, whether physical or verbal.

Colchester Villa YFC will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

We are committed to the development of a programme of on-going training and awareness raising events and activities within the club and within football.

Colchester Villa YFC 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 relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts.

Colchester Villa YFC commits itself to the immediate investigation of any claims when it is brought to their attention of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanction imposed as appropriate.



Appendix vi **Anti Bullying Policy for Colchester Villa YFC**

Statement of Intent

We are 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, which means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any Committee member.

What is Bullying?

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

Bullying can be:

Emotional – being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting (e.g. hiding football boots/shin guards, threatening gestures)

Physical pushing, kicking, hitting, punching or any use of violence

Racist – racial taunts, graffiti, gestures

Sexual – unwanted physical contact or sexually abusive comments

Homophobic – because of, or focusing on the issue of sexuality

Verbal – name calling, sarcasm, spreading rumours, teasing

Why is it important to respond to bullying?

Bullying hurts – No one 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. The impact upon a child or young person can be devastating and in some cases all aspect of their life, in extreme circumstances it can lead to suicide threats or even attempts.

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

Objectives of this policy

All club members, coaches, officials and parents/carers should have an understanding of what bullying is

All club members, official and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported

All players and parents/carers 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/carers should be assured that they would be supported when bullying is reported

Bullying will not be tolerated



Signs and indicators

A child may not indicate that they are being subjected to bullying but signs or behaviour may show that he/she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn, anxious or lacking in self-confidence
- Feels ill before training sessions
- Come home with clothes torn or training equipment damaged
- Have possessions go missing
- Asks for money or starts stealing money
- Has unexplained cuts or bruises
- Is frightened to say what's 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 behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

Report bullying incidents to the CWO, a member of the club committee or contact the CFA CPO.

In cases of serious bullying, the incidents will be referred to the CFA CPO for advice and possibly to the FA Case Management System.

Parents should be informed and will be asked to come in to a meeting to discuss the problem. If necessary and appropriate, the police will be consulted. The bullying behaviours or threats of bullying must be investigated and the bullying stopped quickly. An attempt will be made to help the bully (bullies) change their behaviours. 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 procedures outlined below.



Getting parties could achieve reconciliation together. It may be that a genuine apology solves the problem. If this fails/is not appropriate a small panel (made up from the Chairman, CWO, Secretary, Committee Members) should meet with the parent/carer and the child alleging bullying too get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

The same three members should meet with the alleged bully and parent/carer and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed by all as a true account.

If bullying has in their view taken place, the individual should be warned and put on notice of further action such as 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.

If 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. 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 the CFA CPO should always be informed and will advise on action to be taken where appropriate. It is anticipated that in most cases where the allegation is made regarding a team manager official or coach the FA's Child Protection and Best Practice awareness training may be recommended. More serious cases may be referred to the Police and/or Social Services.

Prevention

The club will have a written constitution, which includes what is acceptable and proper for all members of which the anti-bullying is one part. All club members and parents will sign to accept the constitution upon joining the club. The CWO 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.

This policy is based on guidance provided to schools by Kidscape. Kidscape is a voluntary organisation committed to help prevent bullying and contactable on 0207 730 3300 or www.kidscape.org.uk

You may also wish to access www.bullying.co.uk which is an alternative website designed to give advice and guidance to parents and children who are faced with this issue.



Appendix vii

Complaints Procedure for Colchester Villa YFC

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 The issue should be reported to the club secretary or another member of the committee

The report should include:

- i. Details of what, when and where the occurrence took place
- ii. Any witness statement and names
- iii. Names of any others who have been treated in a similar way
- iv. Details of any former complaints made about the incident, date, when and to whom made
- v. A preference for a solution to the incident

2 The club's management committee will have the power to:

- i. Warn as to future conduct
- ii. Suspend from membership
- iii. Remove from membership
- iv. Fine as appropriate any person found to have broken the Club's policies or code of conduct

If the complaint is with regard to the club's management committee the member has the right to report the discrimination direct to the relevant County Football Association. As the governing body of the game, the FA is responsible for setting standards and values to apply throughout the game at every level.

Football belongs to and should be enjoyed by everyone equally. Our commitment is to promoting equality of access and opportunity by recognising that inequalities exist and taking practical steps to address them.

The FA is committed to eliminating discrimination and harassment. This includes whether by gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability.

The ethics and sports equity policy should be at the heart of the club's activities.



Appendix viii

Website and Social Media Policy for Colchester Villa YFC

Colchester Villa Youth Football Club has decided an effective way of communicating information to its members is via social networking with the use of Facebook, an account has been set up in the name of the club. The account is set up for the following purposes: To spread important messages, informally and quickly (e.g. event postponement) To engage with parents and carers to share celebration and success.

The club committee understands that it is responsible for ensuring all content hosted on their website and social network areas and any associated message boards or blogs abide by the Rules & Regulations of The Football Association. The club will ensure that all forms of communication on social networking sites adhere to The FA's "Celebrating Football Through Photographs & Video Policy".

The club will not use social networking sites as the primary way of communicating with its members; official communications will still be conducted through the club Secretary/Chairman.

Colchester Villa Youth Football Club is conscious of the need to act responsibly in its use of the website and social media and complies with the rules set out below:

Named club officials will be nominated to have access to, and monitor the club social networking page(s) and any individual team pages set up under the Colchester Villa YFC name. The nominated club officials will regularly check the sites and remove access for anyone behaving inappropriately. These officials will have undertaken The FA's Safeguarding Children Workshop and will be nominated in accordance to Club procedures.

The Club Welfare Officer should be informed if club officials receive inappropriate communications online, keeping a record of any inappropriate, threatening or offensive material as this may be needed as evidence.

- Unless a child/young person is a direct relation, to a member of the club committee they will not: Accept a friend, players or referees U18 on social networking sites they are a member of or share their own personal social networking sites with children or young people involved in youth football.
- Make contact with children or young people known through football outside of the football context on social networking sites. Use internet or web based communications to send personal messages of a non-football nature to a child or young person Engage in any personal communications, "banter" or comments.



- The Club is keen to highlight the achievements of its members and is aware that part of the enjoyment of a good performance involves reading about it. Colchester Villa Youth Football Club therefore encourages members to post relevant material, subject to this policy.
- The Club requires those accessing its social media forums (including Facebook and Twitter) to be above the minimum age required by the respective social media.
- Photographs of U18s should only be taken and will only be used in accordance with the Club's photographic policy (available on the Club's website). Photographs that are in anyway inappropriate will not be permitted to appear.
- At no time will a reference be made to an U18's address or any other personal information, unless prior express written permission has been given by the parent.
- Material involving U18s will be subject to review and editing by the team manager and those responsible for maintaining the website / social media sites and will be subject to this policy, and other related Club policies.
- Any links to third party sites are subject to this policy. The Club, when it becomes aware of inappropriate content, will remove content and/or these sites, however it cannot be held responsible for material appearing on third party sites.

When using social media sites, members should consider the following:

- Changing the privacy settings on your profile so that only people you have accepted as friends can see your content.
- Reviewing who is on your 'friends list' on your personal profile. In most situations you should not accept friend requests on your personal profile from people you don't know.
- Ensuring personal blogs have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of Colchester Villa YFC.
- Make your writing clear that you are speaking for yourself and not on behalf of Colchester Villa YFC.
- Ensuring information published on the Internet complies with Colchester Villa YFC confidentiality and data protection policies. Breach of confidentiality can result in disciplinary action via the club procedure and may result in termination of your association with the club.
- Ensuring you are always respectful towards: players, parents, managers and committee members of Colchester Villa YFC, Members should be aware that any disrespectful comments to the above might be seen as libellous and could result in disciplinary action or termination of your association with the club.
- Colchester Villa YFC name and logos may not be used without written consent of the Club Committee.
- At all times, while you are a member of Colchester Villa YFC, you are an ambassador for the club - please be aware that your actions captured via



images, posts or comments online can reflect on the reputation of Colchester Villa YFC.

Use of Official Accounts

Colchester Villa YFC operates its own accounts on social media websites for the promotion of activities and events, and as a communication method. The following outlines the limits of their use.

- An official account on any social media website may only be set-up with written consent from the Club Committee.
- Only authorised members may use these accounts to post official club notices online.
- All information published on the Internet must comply with Colchester Villa YFC Privacy and inclusive Data Protection Policies.
- Parents or children should not be referenced online without their express consent. This includes all photos, videos and other media.
- Copyright laws must be respected, with references or sources cited appropriately.
- Any member who becomes aware of social networking activity that would be deemed distasteful should make their manager aware as soon as possible. All members using official accounts must adhere to the above guidelines; accounts will be monitored periodically and breach of this policy may result in disciplinary action or termination of your association with the club.

Concerns

- Any parent (or child) who has a concern about a reference to, or photographs of their child appearing on the Club's website is asked to make their feelings known to the team manager in the first instance, who will discuss the issue with the CWO.
- On receipt of a complaint about content, the content will be removed as soon as possible, and reinstated only once the complaint has been resolved.
- The complaint will be discussed and investigated by the person maintaining the website/ social media site, the relevant team manager, and CWO. Decisions will be made on a case-by-case basis and discussed with the relevant parent.

A copy of this policy can be found on the Club's website and will be circulated to all teams and to those responsible for the website and social media sites.



The club will ensure that all the privacy settings are locked so that the page(s) are used explicitly for club matters and not as a place to meet, share personal details or have private conversations.