



**F.C Sutton Dynamo
Club Members Handbook**

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Approved & Signed by:

James Carney	Club Chairman	14/09/2010
Andy Ferrier	Vice Chair	14/09/2010
Tracy Sherrott	Club Secretary	14/09/2010

1. Club History

FC Sutton Dynamo was formed in 1979 following a successful season of football by a local cub scouts team. Inspired by the Brazilian team of the time we chose our colours of yellow and blue with a faint green strip and have embarked on a journey of over 30 years of mini, junior and youth football.

Today we have evolved into a Club with teams across many age groups ranging from 'soccatots' up to and including our Under 18 youth team. Our teams from U7 upwards compete in the Bexley & District Football Leagues.

FC Sutton Dynamo have recently set up football training sessions for boys and girls under the age of 5 through our 'soccatots' school. We believe this initiative is key to the Club's future success in getting children and their parents involved in the Club from a young age.

Our main facility at the Sutton Recreation Ground is located in Parsonage Lane, Sutton-at-Hone. We have the use of one full sized pitch which caters for our teams from U12 upwards. Parsonage Lane has the added advantage of a clubhouse, bar and changing facilities originally built and later extended by FC Sutton Dynamo parents.

We also have a second facility at Hawley Pavilion where we have two smaller pitches for our mini-soccer. At present our U7 and U10 teams play their matches here and we also hold our 'soccatots' training at this facility.

We enjoy the support of the local Parish Council and work hard in maintaining a good working relationship with them. Over the years they have demonstrated considerable commitment towards FC Sutton Dynamo enabling us to continue running a successful football club for local boys and girls.

2. Aims of Club and Club Values

We aim to:

- ensure that people of all ages and ability have the opportunity to play football
- promote healthy lifestyles and physical activity through football
- provide all age groups with competitive opportunities to play football
- provide a safe and friendly environment for players, their families and the community

Our Club values are:

- ***To be competitive but fair*** We aim to be competitive in any match we play but our approach is based on the principles of fair play and sportsmanship.
- ***Professionalism*** Our managers strive to provide the best team coaching they can and in doing so will undertake to complete FA approved training courses.
- ***Inclusion*** We will ensure that members of our Club and their families are fully included in the clubs activities, football or otherwise.
- ***To aim high*** We will encourage all players to set high expectations for themselves and help them work towards these goals.
- ***Show respect*** We will show respect to all players, team managers, coaches and match officials.

- **Team spirit ...** We believe in the value of teamwork, that by working together we can play better, that no one player makes a team.
- **Fun and flair ...** We will celebrate fun in every thing we do (fun is not just for winners) and our flair evolves from us being dynamic at our best and just being ourselves.

3. Club Rules

1.0 Title

- 1.1 The official name of the Club shall be F.C Sutton Dynamo
- 1.2 The Club shall be affiliated to the Kent Football Association.

2.0 Objectives

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3.0 Status of Rules

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

4.0 Rules & Regulations

4.1 The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

4.2 No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

4.3 The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

5.0 Club Membership

5.1 The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

5.2 Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

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

5.4 The FA and Parent County Association shall be given access to the Membership Register on demand.

6.0 Annual Membership Fees

6.1 An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually no later than 20th August by each member. Fees shall not be repayable.

6.2 The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

6.2.1 Match Fees - shall be payable on a match day and shall be of an amount determined at an AGM.

6.2.2 Players Registration Fees - fees must be collected by the respective managers and paid to F.C Sutton Dynamo no later than 20 August. At the start of the season a Club Membership Pack will be sent to all parents of boys/girls who have registered.

6.2.3 Difficulties in Payment of Registration Fees - Where there is genuine difficulty in paying the registration fee this should be brought to the attention of the committee at the earliest possible time.

6.2.4 Training Fees - Whenever possible training will take place at the Club facilities in accordance with the terms of our lease. Each manager will be responsible for covering the costs of training/training facilities/coaching/equipment for their respective teams separately from registration and match fees collected.

7.0 Resignation & Expulsion

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

7.2 The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

7.3 A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8.0 Club Committee

8.1 The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Club Welfare Officer/s, Parents Committee Chairperson, Parents Committee Secretary, Team Managers and Assistant Managers elected at an Annual General Meeting. Three members of the above committee (Chairperson/Vice Chairperson, Club Secretary & Club Treasurer) shall form a quorum for meetings.

8.2 Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Club Chairperson or in their absence the Club Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be three.

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

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

8.5 An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

8.6 Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

8.7 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.

8.8 A full committee meeting will be held on the second Tuesday of every month. All meetings shall commence at the Clubhouse at 7:30pm unless otherwise notified.

8.9 Attendance at Meetings - It is the duty of the Management Committee to attend Club meetings.

9.0 Annual & Extraordinary General Meetings (AGM & EGMs)

9.1 An AGM shall be held on or as near to the second Tuesday in May in each year to:

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

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

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

9.4 The Secretary shall email each member the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting. Alternatively, a letter will be sent if an email address is not registered.

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

9.6 The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10.0 Club Teams

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

10.2 The Club shall run as many teams in the respective age groups that can be controlled and financed. A second team to an existing age group can only be formed following agreement by the Club Committee.

10.3 Teams shall be eligible to represent the Club from Under 7 to Under 18s where possible.

10.4 Club membership shall be open to all members having attained their **sixth** birthday up until the oldest group that is permitted to play junior football as determined by the relevant league bodies.

10.5 Junior members shall be entered into playing competitive football as soon as the relevant bodies' age restrictions apply.

10.6 In competitive football junior players shall play for the respective age group permitted by the league rules, subject to team availability.

11.0 Club Finances

11.1 A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

11.2 The financial year for the purposes of the Club accounts shall end on the 01st August and a balance shall be presented at the next Committee meeting for approval. A running balance will also be presented at the AGM.

11.3 The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

11.3 The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

11.4 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

11.5 The Club may also in connection with the sports purposes of the Club:

11.5.1 sell and supply food, drink and related sports clothing and equipment.

11.5.2 employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present.

11.5.3 pay for reasonable hospitality for visiting teams and guests.

11.5.4 indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

11.5.5 The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

11.5.6 The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at General Meeting. A copy of any Financial statement shall, on demand, be forwarded to The FA.

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

11.5.8 The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

11.5.9 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. The Club shall, on request, make a copy of any Conveyance available to The FA. 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, an EGM shall be convened as soon as possible to appoint another Custodian.

11.5.10 The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

11.6 Expenses - Match fees, official fees are to accounted on monthly expense sheets taken from the match fees collected from each respective team. All other expenses must be authorised by the Club committee prior to purchase.

11.7 PCSD Fund Raising Account - The Parents Committee Sutton Dynamo (PCSD) will hold a float of £200.00. A separate bank account has been opened and funds will be released with the use of two signatories.

12.0 Dissolution

12.1 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.

12.2 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.

12.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

13.0 Team Management

13.1 Each Team Manager or Assistant manager/Coach is required to attend a FA Level 1 Coaching and other relevant Courses.

13.2 Each Team shall have a manager and assistant manager/coach where possible.

13.3 The club shall appoint team managers and assistant managers at the AGM. The club may at any point change the management of any team as it sees fit to throughout the season.

13.4 Each team manager and assistant is expected to follow FA Rules and F.C Sutton Dynamo Codes of Conduct.

13.5 Team Managers and assistants should remember that whenever they are representing the Club, their behaviour should not bring the Club into disrepute.

13.6 Any fines incurred by a team shall be liable to be settled by the Club; however the club may look to recover these costs from the Team Manager or individual concerned, depending upon the circumstances of any incident.

13.7 To take responsibility to ensure that all subscriptions are collected from the Manager's training group.

13.8 Training courses will be paid direct by the Club. In the event of an individual leaving the Club within the first 12 months of office, 50% of any training costs will be repayable to the Club by the individual.

14.0 Club Handbook

All F.C Sutton Dynamo committee members will receive a club handbook which includes rules and guidance on the running of the club. The Handbook is a binding agreement with each member; you will be required to sign to confirm you have received the book. Action might be taken if any rules or regulations are broken.

15.0 Awards

Awards presented to members at the Presentation event should be in recognition of that member's performance or achievements with the Club.

Trophies shall be awarded to each age group or squad as follows:-

Under 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18s.

- Managers Player
- Players Player
- All Players to receive Trophies

With the exception of the Player's Player of the year, all awards should be decided upon by the relevant team manager.

16.0 Kit & Equipment

16.1 All kit and equipment including sponsored is property of F.C Sutton Dynamo.

16.2 F.C Sutton Dynamo colours for the home strip are primary yellow shirts, blue shorts and yellow/blue socks with an embroidered or screen printed Club badge. The Club colours for the away strip are blue shirts, yellow shorts and blue socks with the design of the shirts being a reverse of the home strip. It is acceptable to wear blue shorts and yellow socks with the away shirt but all players kits are to match. **NO OTHER COLOURS MAY BE USED WITHOUT PRIOR AGREEMENT BY THE CLUB COMMITTEE.**

16.3 It shall be the responsibility of each squad manager to collate a squad member's declaration of acknowledgement of understanding and agreement document when kit is distributed and return the signed document to the Club Secretary.

16.4 It shall be the responsibility of each squad manager to return all kit to the Club following receipt of a replacement kit.

16.5 It shall be the responsibility of each squad manager to collect & return all kit & equipment to the Club following a squad's disbandment.

16.6 It shall be the initial responsibility of each squad manager to collect & return the kit to the Club of any squad individual leaving the Club. Failure to collect the kit will be referred to the Club Committee to action.

16.7 Team managers will be required to respond to inventory requests authorised by the Club Secretary.

16.8 Sponsorship - All teams are permitted to seek sponsorship. However, all kits and equipment purchased, via a sponsor, by individual fund raising and/or individuals connected to an individual team shall become the property of the Club.

16.9 Kit Replacement - It will be the responsibility of each parent of each registered player to pay for the replacement of any lost or damaged kit, other than general wear and tear during the season. The replacement kit will be purchased through our approved kit supplier to match exactly the team's current kit.

4. Respect Code of Conduct for Football

- **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.

5. Respect Code of Conduct for Coaches, Team Managers & Club Officials

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

In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over-competitive parents, spectators and coaches on the sideline.

Play your part and observe the Football Association's Respect Code of Conduct in everything you do.

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

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:

- Required to meet with the Club, league or County Welfare Officer
- Required to meet with the Club Committee
- Monitored by another club coach
- Required to attend a FA education course
- Suspended by the Club from attending matches
- Suspended or fined by the County FA
- FACA membership withdrawn
- Required to leave or be sacked by the Club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.

6. Respect Code of Conduct for Match Officials

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

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game - both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct for match officials at all time.

I will:

- Be honest and completely impartial at all times.
- Apply the Laws of the Game and competition rules fairly and consistently.
- Manage the game in a positive, calm and confident manner.
- Deal with all instances of violence, aggression, unsporting behaviour foul play and other misconduct.
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times.
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game.
- Communicate with the players and encourage fair play.
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains.
- Prepare physically and mentally for every match.
- Complete and submit, accurate and concise reports within the time limit.
required for games in which I officiate.

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

I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee
- Obligated to attend or re-attend The FA Respect training or other FA education course
- Issued with a written warning
- Fined by the County FA
- Offered less senior appointments
- Suspended from all appointments for a defined period
- Excluded from affiliating as a FA Referee.

7. Respect Code of Conduct for 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 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.

8. Respect Code of Conduct for Youth Players

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

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability.
- Play fairly - I won't cheat, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee.
- Shake hands with the other team and referee at the end of the game.
- Listen and respond to what my coach/team manager tells me.
- Talk to someone I trust or the Club Welfare Officer if I'm unhappy about anything at my Club.

I understand that if I do not follow the Code, any/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, County FA or The FA 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.

9. Club Programme Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that F.C Sutton Dynamo is equally accessible to them all.

F.C Sutton Dynamo 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.

Our 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.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

F.C Sutton Dynamo, 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. It means that F.C Sutton Dynamo 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.

F.C Sutton Dynamo 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.

F.C Sutton Dynamo Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

F.C Sutton Dynamo 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.

F.C Sutton Dynamo 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 and any new legislation.

F.C Sutton Dynamo 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 stop and sanctions are imposed as appropriate.

10. Safeguarding Children Policy & Procedures Template

1. F.C Sutton Dynamo 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 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, 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.

F.C Sutton Dynamo recognises that this is the responsibility of every adult involved in our club.

3. F.C Sutton Dynamo 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 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:
 - 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 F.C Sutton Dynamo members who are regularly caring for, supervising, training or being in sole charge of 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 F.C Sutton Dynamo 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 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.

5. F.C Sutton Dynamo 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 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA, or alternatively by going direct to the Police, Children's Services or the NSPCC. F.C Sutton Dynamo encourages everyone to know about it and utilise it if necessary.
6. F.C Sutton Dynamo has appointed a Club Welfare Officer (CWO) 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 CFA. The CWO is the first point of contact for all Club

Committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the 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 their Club members.

NB: The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act, 2006, due to come into effect in October 2009. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. 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 alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.
8. Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by F.C Sutton Dynamo. 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 which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.
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.

- If you are worried about a child then you need to report your concerns to the CWO.
- If the issue is one of poor practice they will either:
 - deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services.
- 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 CFA Welfare Officer know what action you have taken.
- If at any time you are not able to contact your CWO or the matter is serious then you can either:
 - contact your CFA Welfare Officer directly or
 - call The FA/NSPCC 24-hour Helpline for advice on 0808 800 5000 or
 - contact the Police or Children's Services.

NB: The FA's Safeguarding Children Policy and Procedures is available via www.TheFA.com/Footballsafes. Click on the 'downloads' under Policy and Procedures, it outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

10. Further advice on Safeguarding Children matters can be obtained from:
 - www.TheFA.com/Footballsafes
 - County Football Association's Welfare Officer
 - telephone no: 01622 792 140
 - email: Val.hajjalexandrou@kentfa.com
 - The FA Safeguarding Children enquiry line 0845 210 8080
 - Emailing - Footballsafes@TheFA.com

11. Player Recruitment Policy

It is essential to identify a Club's recruitment needs in order to select the appropriate group to target. Factors, which may affect target group selection in order to develop the club, i.e. junior, youth or senior players are as follows:

- Demand from the local community.
- Existing playing opportunities (e.g. Local Authority/Football in the Community schemes/other local Clubs).
- Existing league opportunities available (e.g. Mini-Soccer, Girls/Boys League, County League etc).
- Local Schools, Colleges or Universities who are able to provide new players.

If a group is targeted in order to attract new members, it is important that the appropriate structure and support of the whole Club is in place to cater for the needs of the players and that there should be a local opportunity where that new club can play games. It is also important to remember that every player joining your club will probably do so for very different reasons.

Benefits of targeting specific groups

Junior Youth Players

- a) Are the future of the sport and F.C Sutton Dynamo.
- b) Provide future players, coaches, officials and administrators for all teams.
- c) Help raise the profile of the Club in the local community.
- d) Provide an opportunity to identify parents who may have footballing or organisational skills; they may wish to assist with the administration or organisation of the Club.
- e) Assist in the development of existing coaches and can become potential coaches themselves.
- f) Generate income by increased membership and enhance the likelihood of grant aid (see Funding Handbook).
- g) Provide better access to local authority and school facilities and equipment.
- h) Are offered the chance to participate in meaningful activities which support a young person's health and social skills development.

Methods of Recruitment

There are numerous methods of attracting players to clubs. Activities to recruit new players can be organised in partnership with Local Authority, Sports Development Officers, Football in the Community Officers, County Schools' Associations, County Football Association, Football Development Officers.

Recruiting in partnership with existing football providers will ensure your club gains maximum promotion opportunities and that every potential player is aware that you are developing a new team.

Player Recruitment (Juniors)

- Come and Try It, Introductory Coaching Sessions
- Taster Days
- Kick Start Coaching Schemes
- Coaching Courses
- Top Sport Community Football Clubs
- Mini-Soccer Centres
- Coaching Weeks/Holiday Courses
- Festivals
- Club Open Day/Parents Meeting
- Taster Sessions in Schools
- Posters/Flyers/Adverts
- Press Releases
- Local Business/Sports Centre competition
- Youth Games
- Tournaments
- Club Information Leaflet (See FA Resources Leaflet)
- Recreational Games
- Veterans.

It is important to keep records of players once they have been recruited to F.C Sutton Dynamo in case of emergencies etc.

It is also essential that all newly recruited players are issued with your club's Code of Conduct - see "Respect Code of Conduct for Players"

Insurance

All football clubs are urged to obtain adequate insurance cover for their player's in case of injury or accident whilst playing or travelling to matches. This may even be mandatory for some competitions or County Football Associations. Clubs must also protect themselves by obtaining suitable public liability insurance and coaches' personal insurance. For further information please contact your County Football Association.

12. 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 have been broken, they should follow the procedures below:

1. They should report the matter 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 sit for any hearings that are requested.
 3. The Club's Management Committee will have the power to:
 - i. Warn as to future conduct
 - ii. Suspend from membership
 - iii. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

13. Club Contact Sheet

Football Club Committee

Chairman

James Carney 07940974027 james_carney26@hotmail.com

Vice Chairman

Andy Ferrier 07780831222 andyf70@googlemail.com

Secretary

Tracy Sherrott 07736691031 tsherrrott@yahoo.co.uk

Treasurer

Paul Yates 07738897304 p.yates@talktalk.net

Club Welfare Officers (CWO)

Tracy Skirth 07789933832 paulskirth@talktalk.net

Karen Ferrier 07545521320 kascfc1@btinternet.com

Parents Committee

Chairperson

Sue Rivers 07733 174975 sue.rivers1@btopenworld.com

Secretary

Louise Anderson 07719855606 brackens@hotmail.co.uk

This list is an abbreviated version of the full FC Sutton Dynamo contact sheet containing all the relevant contact details of the Club Committee Members. A full version is available upon request.