



Goole Town Tigers

Junior Football Club

Est 2000

AFFILIATED TO THE WEST RIDING COUNTY F.A
www.gooletowntigers.co.uk



Standard Club Rules/Constitution.

1. Name

The Club shall be called **Goole Town Tigers Junior Football Club** (the club)

2. Objects

A) The objectives of the club shall be to arrange Association Football matches and social activities for its members.

B) The club shall be regulated by the West Riding Football Association and meet the criteria to receive and maintain Chartered Standard status.

3. Status of Rules

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

4. Rules and Regulations

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

B) No alteration to the Club Rules shall be effective without prior written approval by the parent association.

C) The Club will also abide to the FA's Child Protection Policies and Procedures, Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy.

D) Any match kit, tracksuits or training wear remains property of the club, unless otherwise stated by a club official. These items are to be returned to the club if requested.

5. Club Membership

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

B) 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 the sole discretion of the Club Committee. Membership shall become effective upon the name being entered into the Membership Register.

C) In the event of resignation or expulsion, his/her name shall be removed from the Membership Register,

D) The FA and parent County FA shall be given access to the Membership Register on demand.

E) Membership is open to the whole community without discrimination and the club follows the FA's Equal Opportunities guidelines

6. Membership Fees

A) A subscription charge shall be made payable, once Membership to the Club has been gained.

B) The club committee has set a subscription charge of £100.00 per child per year. **Payment option 1:** £50 1st September and 1st January, **option 2:** £10 per month for 10 months, **option 3:** one payment of £100 on 1st September

C) The Club Committee shall have the Authority to levy further subscriptions from members as reasonably necessary to fulfil the objects of the Club.

7. Resignations and Expulsion

A) A member shall cease to be a member of the Club if, and from the date on which he/she gives notice to the Club Committee of their resignation. A member who has not attended training for a three-week period without notice to the team manager or a member of the Club Committee shall be deemed to resign.

B) The Club Committee shall have the power to expel a member when, in their opinion, it would be in the interest of the Club for them to remain a member. There shall be no appeal procedures.

C) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Clubs property.

8. Club Committee

A) The Club shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary plus other members selected at an Annual General Meeting (AGM).

B) Each Club Officer and Club Committee Members shall hold office from the date of appointment until the next AGM unless resolved at a Special General Meeting (SGM). One person may hold no more than two positions of Club Officer at one 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 shall have the casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the chairperson and in their absence the Vice-Chairperson. Club Committee meetings are held the first Thursday night of every month.

C) Decisions of the Club Committee shall be entered into the minute book and maintained by the Club Secretary.

D) Any member of the club Committee can call a Club Committee meeting by giving not less than seven days notice to all members of the Club Committee. The Club Committee shall hold no less than four meetings a year.

E) An outgoing Member of the Club Committee maybe re-elected. Any vacancy on the Club Committee which arises between the AGM shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a majority vote of the Club Committee.

F) Save as provided for in Rules and Regulations of the FA and the County FA to which the Club is affiliated too. The Club Committee shall have the power to decide on all questions and disputes arising in respect of any issue concerning the Club Rules.

9 Annual and Special General Meetings

A) An annual General Meeting shall be held once a year in July.

- (i) Receive a report of activities of the Club over the past year.
- (ii) Receive a report of the Clubs finances over the previous year.
- (iii) Elect the members of the Club Committee.
- (iv) Consider Any Other Business.

B) Nominations for the election of members as Club Officials or as members of the Club Committee shall be made in writing by the proposer and the seconder, both whom must be existing members of the Club to the Secretary not less than 21 days before an AGM. Notice of any resolution to be proposed at the AGM shall be given to the Club Secretary no less than 21 days before the AGM.

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

D) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with any resolutions to be proposed at least 14 days before the meeting.

E) The Club Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member shall have one vote and resolutions shall be passed by a simple majority. In the event of a tie the Chairperson of the meeting will have the casting vote.

F) The Club Secretary or in their absence a member of the Club Committee shall enter the minutes of the General meeting into the Minute Book of the Club.

10. Club Teams

At its first meeting following AGM the Club Committee shall appoint a Club member to be responsible for each of the Clubs football teams. The appointed members shall be responsible for managing team affairs. 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.

11. Club Finances

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

B) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

C) The Club Property, other than the Club Account shall be vested in no more than four custodians (the Custodians), one of whom shall be the Treasurer. The Custodians shall deal with Club Property as directed by decisions of the Club Committee and entry into the Clubs Minute Book.

D) The Custodians shall be appointed by the Club at a General Meeting and shall hold office till death or resignation unless removed by a resolution at a general meeting.

E) 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 existing Custodian as directed by the Club Committee. On death of a Custodian, any Club Property vested in them shall be vested automatically in the surviving Custodians. If there is only one Custodian surviving then a SGM shall be convened as soon as possible to appoint another Custodian.

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

G) Any/all profits made will be kept in the club account and will be strictly used to pay for club related equipment and activities.

12. Dissolution

A) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least $\frac{3}{4}$ of the members present.

B) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

C) if the club is to be dissolved, remaining funds and assets will be donated to a registered charity or a CASC registered Amateur Sports Club.

Club Committee Contacts

CHAIRPERSON & SECRETARY:

Paul Challenger, gooletowntigers@yahoo.co.uk TEL: 07976351209

V.CHAIR:

Gary Hoare, garyhoare@talktalk.net TEL: 07943699209

TREASURER

John Campbell, john.campbell7@talktalk.net TEL: 01405 761522

CLUB WELFARE OFFICER:

Lisa Huntington, lisa210kuk@hotmail.com TEL: 07980042155

WEBSITE CO-ORDINATOR

Steve Harlington, steveharlington@me.com

OTHER VOTING MEMBERS:

S.Hand

G.Hoare

C Sheppard

J.Gibbon

M.Stannard

D.Pollard

J.Siarek

S.Haytack

A.Edwards
P.Thompson
M.Rockett
P.Darley



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CODE OF CONDUCT

Managers/Coaches/Parent Volunteers

1. Manager/Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport
2. Manager/Coaches must place well being on safety of each player above considerations including development of performance.
3. Manager/Coaches must adhere to all guidelines laid down by the governing bodies.
4. Manager/Coaches must not exert undue influence to obtain personal benefit or reward.
5. Manager/Coaches must develop an appropriate working relationship working with each player based on mutual trust and respect.
6. Manager/Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Manager/Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the players.

8. Manager/Coaches should, at the outset, clarify with the players (and where appropriate, parent) exactly what is expected of them and what they are entitled to expect from their coach.

9. Manager/Coaches must cooperate fully with other specialists (e.g. other coaches, officials, doctors etc.) in the best interests of the player.

10. Manager/Coaches must always promote positive aspects of the sport and never condone violations of the Laws of the game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations.

11. Manager/Coaches must consistently display high standard of behaviour and appearance.

12. **NEVER** use or tolerate inappropriate language.

13. **DO NOT** use information technology to make or post inappropriate comments against players, clubs, club officials or the League which is discriminatory or offensive. Information technology includes **email, instant messaging, text messages, digital images, website postings including social media such as Facebook, Twitter, Instagram and blogs.**

14. **AGM/MANAGER MEETING:** Each age group **MUST** be represented at the annual general meeting and monthly manager meeting. Manager/Coaches must attend each meeting or send a representative to act on their behalf.

15. Managers/Coaches must ensure all required qualifications are completed at the appropriate times.

16. Anyone working in an eligible role, directly working with children and young people **MUST** hold an 'in-date', FA Accepted, CRC as part of responsible recruitment practice before they work or volunteer within football. **Managers, coaches and volunteer coaches must ensure all FA CRC checks are up to date before commencing any role within Goole Town Tigers Junior Football Club.**

SIGNED: _____ **DATE:** _____



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CODE OF CONDUCT

Players

Obligations towards the Game.

A Player should:

- Make every effort to develop their own sporting abilities in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best performance during training and on match days.
- Set examples to others in the Club.
- Avoid all forms of gamesmanship and time wasting.
- Never use inappropriate language.

Obligations towards One's Team

A Player should:

- Make every effort consistent with fair play and the laws of the game to help his/her own team
- Resist any influence which might be seen to question his/her commitment to the team

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/Competition.
- Accept success and failure, victory and defeat, equally.

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 Match Officials

A Player should:

- Accept the decision made without protest.
- Avoid words or actions, which may mislead an official.
- Show due respect at ALL times.

Obligations towards Supporters

A Player should:

- Show due respect at ALL times.

Respect towards Team Officials

A Player should:

- Abide by instructions given to them by Coach/Manager
- Show respect to the Coach/Manager at All times
- Show respect to all Club Officials.

DO NOT use information technology to make or post inappropriate comments against players, clubs, club officials or the League which is discriminatory or offensive. Information technology includes email, instant messaging, text messages, digital images and website postings including social media such as Facebook, Twitter, Instagram and blogs.

Breaking of these Rules will result on either a ban or expulsion from the Club.

A player will be banned for a period of one week. If a player breaks a rule again in a three-month period then a two-week ban will be incurred, if in a total of six months the rules are broken for a third time the player will be asked to leave the club.

Managers will keep a record with dates so that there can be no indiscretions.

Signed: _____ Date: _____



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CODE OF CONDUCT

Parents Guardians and Supporters

As parents, guardians and supporters you should:

Applaud the opposition as well as your own team.

AVOID coaching from the sidelines.

Refrain from shouting and screaming.

Respect the referee's decision at all times.

Give attention to each of the children involved and not just you own.

Give encouragement to everyone and DON'T be negative

Respect coaches/managers decisions if you don't agree speak to them afterwards. Never do this publicly.

Never use or tolerate bad language.

DO NOT use information technology to make or post inappropriate comments against players, clubs, club officials or the League which is discriminatory or offensive. Information technology includes email, instant messaging, text messages, digital images and website postings including social media such as Facebook, Twitter, Instagram and blogs.

SIGNATURE: _____ DATE: _____



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Anti Discrimination Policy (F.A Guidelines)

•Goole Town Tigers JFC is responsible for setting standards and values to apply throughout the organisation at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

• Equality of opportunity at Goole Town Tigers JFC means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for staff.
- The selection of candidates for staff.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Appointments to honorary positions.



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Anti-Bullying Policy

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. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member. This club is committed to playing its part to teach players to treat each other with respect.

What is Bullying?

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

Bullying can be:

- **Emotional** being unfriendly, excluding (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
- **Sexual** unwanted physical contact or sexually abusive comments
- **Discrimination** comments, jokes about disabled people, sexist comments,
- **Verbal** name-calling, sarcasm, spreading rumours, teasing.

Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone.

Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts – bullies no longer rely on being physically near to the young person.

Trolling

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

Our commitment

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

Why is it Important to Respond to Bullying?

Bullying hurts. 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.

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

Objectives of this Policy

- All club coaches, players, parents and officials should have an understanding of what bullying is.

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

Signs and Indicators

A child may indicate by signs or behaviour that he or she is being bullied.

Adults should be aware of these possible signs and that 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 confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’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.

Bullying as a result of any form of discrimination

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

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

- Verbal abuse – derogatory remarks about girls or women, suggesting girls and women are inferior to boys and men, or that black, Asian and ethnic minority people are not as capable as white people; spreading rumours that someone is gay, suggesting that something or someone is inferior and so they are “gay” – for example, “you’re such a gay boy!” or “those trainers are so gay!” Ridiculing someone because of a disability or mental health related issue, or because they have a physical, mental or emotional developmental delay. Referring to someone by the

colour of their skin, rather than their name; using nicknames that have racial connotations; isolating someone because they come from another country or social background etc.

- Physical abuse – including hitting, punching, kicking, sexual assault, and threatening behaviour.
- Cyberbullying – using online spaces to spread rumours about someone or exclude them. It can also include text messaging, including video and picture messaging.

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

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

Procedures

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

Recommended club action

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

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, secretary committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

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

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

1. The county welfare officer should always be informed and will advise on action to be taken where appropriate; this may include action by The FA Safeguarding Team.
2. It is anticipated that in most cases where the allegation FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or children's social care.

Prevention

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



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Equal Opportunities Policy (F.A Guidelines)

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

- Goole Town Tigers JFC is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

- All members are expected to abide by the requirements of the Equality Act 2010, Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited in:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientated or disability less favourably than others.

- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which is different to the requirements for others.

- Imposing on individual requirements, which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.

- Victimisation of an individual.

- Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).

- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters etc. – in other words all instances where those in control of members are required to make judgements between them – it is essential that merit, experience, skills and temperament are considered as objectively as possible.

- Goole Town Tigers JFC commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the policy, any members offending will be dealt with under the disciplinary procedure.

- Commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members, the difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.



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Safeguarding Children Policy

1. Goole Town Tigers Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Goole Town Tigers Football Club recognises that this is the responsibility of every adult involved in our club.

3. Goole Town Tigers Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- specify what the role is and what tasks it involves
- request identification documents
- as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- ask for and follow up with 2 references before appointing someone
- where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current Goole Town Tigers Football Club members working in eligible roles, with children and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice¹.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Goole Town Tigers Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. Goole Town Tigers Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.
6. Goole Town Tigers Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.
7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.
8. **Respect** codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Goole Town Tigers Football Club. In order to validate these **Respect** codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.
9. Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.**
 - i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
 - ii. If the issue is one of poor practice the Club Welfare Officer will either:
deal with the matter themselves or seek advice from the CFA Welfare Officer
 - iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.
 - iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.

v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
contact your CFA Welfare Officer directly
contact The FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com
contact the Police or Children's Social Care
call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

10. Further advice on Safeguarding Children matters can be obtained from:
- Club Welfare Officer
Lisa Huntington
07980042155
lisa210kuk@hotmail.com
County Football Association's Welfare Officer
Paul Ratcliffe
safeguarding@westridingfa.com

- www.TheFA.com/football-rules-governance/safeguarding
- Emailing – Safeguarding@TheFA.com
- The FA Safeguarding Children general enquiry line 0845 210 8080



Goole Town Tigers

Junior Football Club

Est 2000

AFFILIATED TO THE WEST RIDING COUNTY F.A

www.gooleowntigers.co.uk

Mark Robertson, 31 Butterbur Drive, Goole, East Yorkshire, DN14 6FE, 01405 752425, 07857885920



EMERGENCY CONTACT & CONSENT FORM

Childs Name: _____ DOB: _____

Address: _____

Postcode: _____ AGE GROUP: _____

Parents/Guardians Name: _____

Email Address: _____

Home Telephone: _____ Mobile: _____

EMERGENCY CONTACT 1: _____ Tel: _____

EMERGENCY CONTACT 2: _____ Tel: _____

Family Doctor: _____ Practice: _____

Address: _____

Has the player, at anytime, received an anti-tetanus injection? YES/NO
If yes, please give appropriate date: _____

Does the player have asthma YES/NO
If yes, please give details, including any medication requirements: _____

Does the player suffer from epilepsy YES/NO
If yes, please give details: _____

Please state any other medical details you consider relevant:

WRITTEN CONSENT FOR MEDICAL TREATMENT

If in the event that my child is injured or should require medical attention, I authorise Goole Town Tigers JFC to secure the necessary medical treatment. Confirmation of this treatment should be

made with me prior to treatment by calling the contact numbers above. In the case of an emergency and I cannot be reached, medical treatment is authorised as necessary.

Parent/Guardian:

Signature: _____ Date: _____

WRITTEN CONSENT FOR PHOTOS TO BE TAKEN

I DO/DO NOT give permission for my child's photo to be used in team photos and match reports in local newspaper publications.

I DO/DO NOT give permission for my child's photo to be used on the Goole Town Tigers website/ Newsletter/Goole Town Tigers JFC facebook group.

Parent/Guardian:

Signature: _____ Date: _____

DATA PROTECTION

In order to comply with the 1998 Data Protection Legislation, you are informed that the data supplied by you, or your child, in relation to your involvement with the Club, both now and in the future, will be processed in confidence. This information will be used for the purposes of maintaining accurate records with regard to registration and contact details.

SOCIAL NETWORKING

The FA has seen an increase in the number of complaints and referrals it has received in relation to postings on social networking sites such as Twitter & Facebook.

As a FA affiliated and Charter Standard Club, Goole Town Tigers remind all our participants of the following key points:

All comments on social networking sites may be considered public comment by The FA and County FA

Any comments which are improper, bring the game into disrepute or are threatening, abusive, indecent or insulting may lead to disciplinary action

Comments about match officials which imply bias, attack the officials' integrity or are overly personal in nature are considered improper

Comments which include a reference to a person's ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability may be considered aggravated and attract a higher disciplinary sanction

Re-tweeting or re-posting another person's post may lead to disciplinary action if the original comment was improper

Deleting or apologising publicly for an improper posting, whilst advisable, does not prevent disciplinary action being taken

An individual is **strictly** responsible for any posting on his/her account or page. Participants should take care to ensure that others do not access their account, as the fact that a posting or comment may have been by a third party will not prevent disciplinary action being taken against the account holder.

Participants are required to act in the best interest of the game at all times



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Data Protection Policy

Club Privacy Notice

Goole Town Tigers JFC takes your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able to honour or administer your membership.

Why we need your personal data

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Activity	
processing membership forms and payments/ subs	Performance of a contract
organising matches	Performance of a contract
sending out match or Club information and updates	Performance of a contract
sharing data with coaches, managers or officials to run training sessions or enter events	Performance of a contract
sharing data with leagues we are in membership of, county associations and other competition providers for entry in events	Performance of a contract
sharing data with committee members to provide information about club activities, membership renewals or invitation to social events	The Club has a legitimate interest to maintain member and participant correspondence for club community purposes.
sharing data with third party service or facility providers	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members.
sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members.
publishing match and league results	Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian
sending out marketing information such as newsletters and information about promotions and offers from sponsors	Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent.
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.

Who we share your personal data with

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club's data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

Protection of your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

How long we hold your personal data

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact Lisa Huntington, your club welfare officer.

This constitution was drawn up by the members of Goole Town Tigers Junior Football Club Committee and must be adhered too at all times by all who have connections relating to the CLUB.

SIGNED BY:

Paul Challenger

Goole Town Tigers JFC Chairman

Amended: September 2012

Amended: July 2014

Amended: June 2018



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Constitution Acceptance

I _____ (parent/guardian) of

_____ agree to abide by these rules and codes of conducts set out by Goole Town Tigers JFC. I have also explained these codes of conducts to the above mentioned member of Goole Town Tigers JFC.

Signed: _____ (parent/guardian) Date _____

Signed: _____ (Goole Town Tigers Member) Date _____

Please can this be signed by both parent/guardian and member and returned back to the manager of your age group.