

**HUMBLEDON & PLAINS FARM**

**YOUTH FOOTBALL**

**ESTABLISHED 1980**



**CODES OF CONDUCT**





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HUMBLEDON & PLAINS FARM YOUTH FOOTBALL  
FA CHARTER STANDARD COMMUNITY CLUB

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## **CODES OF CONDUCT, DISCIPLINARY GUIDELINES & RULES**

The following literature, as set out by Humbledon & Plains Farm Youth Football Club, informs parents/guardians of rules and guidelines that need to be followed within the Club.

1. **Membership Form**
2. **Emergency Information Form**
3. **Parents Charter**
4. **Players Code of Conduct**
5. **Code of Conduct for Officials and Coaches**
6. **Code of Conduct for Attendance at Club Meetings**
7. **Social Media Code of Conduct**
8. **Equal Opportunity Policy**
9. **Anti Discrimination Policy**
10. **Club Complaints Procedure**
11. **Disciplinary Procedure**
12. **Fund Raising: Merits and Conditions**
13. **The One is not Greater than the All Rule**
14. **Players moving between Teams within this Club**
15. **FA Respect Programme & Club Policies**
16. **Attendance at Matches**



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**1. MEMBERSHIP FORM - TO BE RETURNED TO COACH**

Player's Name (Block Capitals Please): .....

Player's Date of Birth: ..... Address: .....

.....

Telephone Number: ..... Mobile: .....

I have read, and understood, all the handouts given to me and agree to abide by the rules and guidelines set out.

I agree to my son / daughter joining Humbledon & Plains Farm Youth Football Club. I agree to pay the sum of £5.00 per week to cover membership and any expenses during the season. Rather than pay cash weekly, some teams within the club make electronic payments of between £25 - £30 per month payable on the 2<sup>nd</sup> of each month as instructed by your team manager. Any players training only must pay £5.00 per week (or £20 per month) as instructed by the team manager / coach. Any changes in the level of subscriptions will be notified to parents with 14 days notice being given.

I understand that the Club may not be held responsible for any injuries or accidents that may occur. The Club is, however, fully insured according to FA guidelines.

I agree to my child being photographed or appearing in a video and that such photographs and videos may be used to promote the activities of the Club only.

If you do not wish your child to be photographed or appear in a video please cross this box:

**Parent/Guardian's Full Name:**.....

**Parent/Guardian's Date of Birth:** .....

**Parent/Guardian's Email Address:** .....

**Parent/Guardian's Signature:** ..... **Date:** .....



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**2. EMERGENCY INFORMATION FORM - TO BE RETURNED TO COACH**

Player's Name: ..... Date of Birth: .....

Address: .....

.....

**CONTACT IN AN EMERGENCY**

Name: .....

Telephone Number: ..... Mobile No: .....

**INFORMATION**

Date of Last Tetanus Injection: .....

Does your child suffer from any illness? (e.g. Diabetes, Asthma, Epilepsy):

No  Yes  Please Specify: .....

Any Regular Medication (Please Specify): .....

Any Allergies Please Specify: .....

**Signature of Parent /Guardian: ..... Date: .....**



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### **3. PARENTS CHARTER**

Children develop at different rates, both mentally and physically. In certain situations they react in individual ways. We at Humbledon & Plains Farm YFC are committed to try to give every player that attends training or takes part in games under our name an enjoyable and worthwhile experience. This can only be achieved by supporting adults showing maturity and a sporting example.

**In training sessions or any game that you attend please remember:**

- Young players are not playing to satisfy your ambitions. Young player's enjoyment of the game is more important to us than yours.
- You have a responsibility to encourage young players to play fairly and by the rules.
- Teamwork and effort are as important as winning. Please recognise the efforts and contribution of all the players concerned in the game. We, as Coaches, are more concerned with the development and well being of young players than the short term result of winning a game.
- Always accept defeat without being over the top in your disappointment. Do not take the result of a game or your team's performance personally.
- Never shout at or ridicule any young player from either side for making a mistake or losing a game. Any comments made to any player must be positive or encouraging. If you cannot manage this, please just keep quiet. Coaches or Managers will be within their rights to ask you to leave the touchline if this rule is ignored.
- Do not openly criticise or try to influence any decisions the Manager or any member of the coaching team may make. Please try to remember that the best interests of the team as opposed to any individual team member are what are being considered.
- No persons to shout at or criticise any player on or off the pitch.  
**ENCOURAGEMENT IS NEEDED; EVERYTHING ELSE SHOULD BE LEFT TO THE MANAGER.**
- Recognise skill, talent and good football by both teams. Recognise the value and importance of coaching staff that freely give their time and effort to help young players. Sometimes decisions will be made that you do not agree with. Please try to understand that the Coach is trying to develop a squad of players, not just your child.
- **NEVER QUESTION A MATCH OFFICIALS DECISION OR HONESTY. PLEASE DO NOT INVOLVE YOURSELF WITH THAT SIDE OF THE GAME.**



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#### **4. PLAYERS CODE OF CONDUCT**

Football is a game that, above all else, we play for fun and recreation. However it is expected and required that all players at Humbledon & Plains Farm Youth Football Club will follow the Club Code of Conduct set out below. We hope that this Code of Conduct will ensure that everyone at the Club gets a fair and pleasing experience of the game. Following this Code of Conduct will promote the good name of the Club.

- Play within the laws of the game
- Refrain from gamesmanship and time wasting
- Never use foul or abusive language
- Show respect to your opponents and avoid dirty and over physical play
- Accept victory and defeat in the same dignified professional manner
- Give your best effort at all times, whether in training or games, winning or losing.
- Make every effort to develop your own abilities in terms of skill, stamina, technique and the understanding of tactical play.
- Follow instructions from Officials and Coaches of the Club. The Coach will give you instructions that are both reasonable and within the spirit of this Code of Conduct. In a game, your parents or friends should never give you instructions that are not the same as your Coach. Your Coach is giving instruction that will benefit the team as opposed to the individual.
- Be courteous to Officials, players and supporters of the opposition.
- Always set a good example to others, particularly younger players and supporters.
- Accept the decision of the referee without protest at all times.



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### **5. CODE OF CONDUCT FOR OFFICIALS AND COACHES**

**As a Coach/Official of Humbledon and Plains Farm Youth Football Club I have a duty not to:**

- Shout negative instructions or comments at any young player.
- Attempt to influence or intimidate any referee or match official.
- Highlight any individual player's mistakes.
- Take away any young persons freedom of mind.
- Openly criticise any decisions taken by a match official
- Ignore any player that needs help and support.
- Take defeat personally.
- Adopt a win at all costs approach.
- Shout football jargon that young players do not understand
- Use my position to verbally abuse any young player.
- Put any young player under undue or unfair pressure.

**I do however, have a duty to:**

- Prepare young players for a game in a sensible manner, making sure that young players are adequately warmed up and physically fit for the game.
- Recognise and show appreciation of good play from young players from both sides.
- Arrange for the treatment of minor injuries and deal quickly with more serious accidents and injuries.
- Be fair and honest with every player within the squad.
- Accept every result, win, lose or draw with maturity.
- Treat every opponent that I meet in the same warm and courteous manner.



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## **6. CODE OF CONDUCT FOR ATTENDANCE AT CLUB MEETINGS**

Meetings are a very important part of running the Club successfully. They are a chance for members of a Team Committee to attend the monthly Committee Meetings of the Club and to listen to the ideas and suggestions of other Team Committee members as well as Management Committee members about aspects of running the Club, and your team, and to take part in any discussions on the points raised. It is also important however that behaviour at Meetings should be acceptable. The following should be adhered to at all times:

- Each team should be represented at the Club Monthly Meetings
- Each person should make sure they attend the meeting on time
- Management and Team Committee members should be treated with respect
- Listen to other Committee members and respect their views
- Discuss issues, not people and attend to goals and objectives
- Do not use hostile or abusive language
- Observe basic conversational courtesies and avoid side conversations whilst other Committee members are speaking
- Avoid use of mobile phones to take calls or check emails whilst attending meeting
- Respect any decisions taken at meetings
- Respect the confidentiality of the meeting and any decisions taken at the Meeting and do not talk about them with any other person unless that person attended the same meeting





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## **7. SOCIAL MEDIA CODE OF CONDUCT**

### **Background**

Social media has become an integral part of day to day communication for individuals as well as businesses. Social media is defined as the social interaction among people in which they create, share or exchange information and ideas in virtual communities and networks. Social media may include, but is not limited to, magazines, Internet forums, social blogs, Twitter, Facebook, wikis, social networks, podcasts, photographs or pictures, video, social bookmarking. Technologies include blogging, picture-sharing, vlogs, wall-posting and music-sharing.

Its ability to capture community sentiment and shape opinions is driven by its dynamic and immediate nature. What constitutes ethical behaviour can be somewhat ambiguous when engaging in social forums, however Humbledon & Plains Farm Youth Football Club believes its members should uphold the highest ethical standards displaying respect, honesty and integrity.

This Social Media Code of Conduct aims to provide guidelines on best practice behaviour when using social media.

### **Guidelines**

Abide by Humbledon & Plains Farm Youth Football Club's Constitution, Codes of Conduct and Club Procedures at all times.

Be reasonable and respectful—do not post malicious, misleading or unfair content in relation to Club Officials, Coaches, Managers, Secretaries or Treasurers and, in particular any players and their family members. In addition, do not post malicious, misleading or unfair content in relation to Officials, players and family members from other Youth Football Clubs or Officials involved with either the County Durham Football Association Limited or the Russell Forster Youth League.

Be accurate—any comment posted as fact should be able to be substantiated.



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Act in a manner that is consistent with good community expectations. The same values that apply in the real world also apply in the virtual world and in social media exchanges. Despite the seemingly unregulated nature of social media, the law is applicable to online content. Postings online (and similarly in email or text messages) are subject to the law in areas such as defamation, racial discrimination, intimidation and bullying.

### **Breach of the Social Media Code of Conduct**

Humbledon & Plains Farm Youth Football Club continually monitors activity in relation to the Club and its members. The Club takes compliance with this policy very seriously. Where members believe that any behaviour is in breach of our Constitution, Codes of Conduct or Club Procedures and is reported, the disciplinary process may be initiated by the Management Committee of the Club.

Where non compliance of this Code of Conduct is proven, either formal warnings or other penalties may apply.

### **Consultation or advice**

This policy has been developed to provide guidance for Officials, players and the family members of Humbledon & Plains Farm Youth Football Club. Any members who are unsure of their rights, liabilities or actions online and wish to seek clarification should contact the Club Management Committee.



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### **8. EQUAL OPPORTUNITIES POLICY**

Humbledon & Plains Farm Youth Football Club 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 principal and the requirements of the Codes of Practice issued by the Equal Opportunities Commission for Racial Equality.

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

- Treating any individual on grounds of gender, colour, marital status and race, nationality or ethnic or national origin, religion, sexual orientation 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 are different from the requirements for others.
- Imposing on an individual, requirements, which are in effect more onerous on that individual, than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual or harassment of an individual.
- 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 Clubs recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

**Humbledon & Plains Farm Youth Football Club 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 practise cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.**

- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.
- The Football Club 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 available to such members who request it.



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### **9. ANTI DISCRIMINATION POLICY**

Humbledon & Plains Farm Youth Football Club is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to, and should be enjoyed by, everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Humbledon & Plains Farm Youth Football Club means that, in all our activities, we will not discriminate or in any way treat anyone less favourably, on the grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

**This includes:**

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

Humbledon & Plains Farm Youth Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Humbledon & Plains Farm Youth Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.



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### **10. CLUB COMPLAINTS PROCEDURE**

**In the event that any member feels that he or she has suffered discrimination in any way, or the Club Policies, Rules or Codes of Conduct have been violated, they should follow the procedures set out below:**

- They should report the matter, in writing, to the Club Secretary or the Club Welfare Officer. The report should include the following:
- Details of what, where and when the incident(s) or occurrence(s) took place.
- Any witness statements and names.
- Names of others who have been treated in a similar manner.
- Details and outcome of previous complaints in relation to the offender.
- Their preference to a solution to the incident or occurrence.

**The Club's Executive Officers will sit for any hearing that is requested by a member.**

**The Club's Executive Officers shall, in such circumstances as is deemed necessary, have the power to:**

- Warn the offender(s) as to future conduct
- Suspend offender(s) from membership of the club.
- Revoke the membership of the offender(s) and report the incident to Durham County Football Association and the Russell Foster Youth League.



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### **11. DISCIPLINARY PROCEDURE**

Initially breaches of discipline should be dealt with at Team level by the appropriate Team Secretary and Team Manager. If breaches of discipline cannot be satisfactorily resolved at Team level, the offender(s) may be referred to the Club Management Committee.

The Club Management Committee reserves the right to decide on an appropriate course of action to resolve disciplinary problems concerning players, the parents or guardians of players and Team Officials.

In the first instance of a less serious breach of discipline the Club Management Committee will normally issue the offender(s) with a warning as to future conduct or issue the offender(s) with a suspended punishment. In the case of a serious breach of discipline the Club Management Committee reserve the right to:

- Suspend a member's registration.
- Revoke a member's registration.
- Prevent a parent or guardian from attending games and/or training.

### **EXAMPLES OF BREACH OF DISCIPLINE**

- Theft.
- Bullying (verbal and/or physical).
- Discrimination on grounds of race, creed, colour, religion, sex and disability.
- Violent conduct.
- Persistent field offences resulting in yellow or red cards.
- Parental misconduct liable to bring the Club into disrepute.
- Team Officials misconduct liable to bring the Club into disrepute.

### **REFUSAL TO APPEAR BEFORE CLUB MANAGEMENT COMMITTEE**

In the event of a member refusing to answer to charges brought by the Club Management Committee the offender(s) shall have their registration suspended for an amount of time deemed appropriate by the Club Management Committee and, in extreme cases, their registrations shall be revoked after suspension.

In the event of a parent or guardian of a player refusing to answer charges brought by the Club Management Committee, the offender(s) child shall have their registration suspended for an amount of time deemed to be appropriate by the Club Management Committee and, in extreme cases, their registration shall be revoked after suspension.



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## **12. FUND RAISING: MERITS & CONDITIONS**

Each year, to supplement our income, the Club, or any of its teams, may hold various fund raising events, such as Raffles, Parties, Presentation Nights, Stadium of Light collections, Bag Packs etc.

Monies raised by such ventures go to provide various needs within the Club, or team, primarily and almost always for the collective benefit of the players.

The decision on how these funds are used is down to the relevant Club or Team Officials only, although fairness, circumstances and practical considerations are used to make such decisions. It may not please everyone how funds raised are distributed or used but it must be stressed that no malice or discrimination is used when deciding who will benefit and in what way.

If any parent or guardian is unhappy with any aspect of the fund raising process they can ask to inspect the Balance Sheet of the Club or team at the end of the season.



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### **13. THE ONE IS NOT GREATER THAN THE ALL RULE**

The welfare of all of the children within the Club or team is paramount. Anyone, by their actions or abusive manner, who disrupts the harmony within the Club or team, causing fear or harm to any child or children, will be dealt with in the following manner.

In addition, any confrontational, threatening or aggressive behaviour to any Club or Team Official, at the pitch side before, during or after a game, on the telephone, at the home or place of work of any Club or Team Official, on any aspect of the Club Rules or protocol, will be subject to three disciplinary steps as follows:

**First Offence:      Written warning about conduct.**

**Second Offence:    Two month ban from all activities relating to the playing of football and outside Club events.**

**Third Offence:      Expulsion from Club of all concerned parties – parent or guardian and/or child.**

**Fourth Offence:    If offence deemed serious e.g. physical attack on person or property, the immediate enactment of third disciplinary step.**

In such cases there will be no debate and no right of appeal. These steps will be taken after discussions by the Management Committee and all Team Secretaries.

Signature and return of the first sheet in this pack will confirm your agreement to the above. If you do not agree you are advised, regrettably, not to allow your child to sign for Humbledon & Plains Farm Youth Football Club.





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#### **14. PLAYERS MOVING BETWEEN TEAMS WITHIN OUR CLUB**

If any Team Manager within our Club wishes to sign a player from another team within the Club, the following action should be taken:

- Put any request in writing and send it to the Club Chairman, Kevin Byers or the Club Secretary, Graeme Jobs.
- Do not make a direct approach to either the player concerned or his or her parent or guardian.

On receipt of such a letter the Management Committee will arrange a meeting with the Manager and Secretary of each team, as well as the parent or guardian of the player, if necessary, to discuss the approach.

**IT SHOULD BE NOTED THAT THIS PROCEDURE IS FOR CLUB USE ONLY. IT IS A CLUB RULE (BUT NOT A RUSSELL FOSTER YOUTH LEAGUE OR DURHAM FA RULE) THAT A PLAYER CAN ONLY PLAY IN HIS OR HER OWN AGE GROUP AND CANNOT PLAY EITHER A YEAR BELOW OR A YEAR ABOVE THEIR AGE GROUP.**



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## **15. FOOTBALL ASSOCIATION RESPECT PROGRAMME**

The following documents are available on the club website ([www.humbledonandplainsfarmyfc.com](http://www.humbledonandplainsfarmyfc.com)) for your information:

**Safeguarding Children Policy**

**Anti Bullying Policy**

**Equality Policy**

**Club GDPR Policy**

**FA Football Leadership Diversity Code**

**FA Respect Photography Guidelines**

**Club Training & Matches Risk Assessment**

**Club Medical Emergency Action Plan**

## **16. ATTENDANCE AT MATCHES**

Lines will be marked out around each pitch for parents, guardians and spectators to stand behind while the match is being played. This is termed the 'respect barrier' and everyone, other than the Team Manager or Coach should remain behind the line. Under no circumstances should a parent, guardian or spectator cross the line to encroach onto the pitch. Any parent, guardian or spectator who does cross the line may be removed from the ground.