

ANCRUM JUNIOR FOOTBALL CLUB



HANDBOOK

2008 / 2009 Edition

CONTENTS

1. General Statement	Pages 3 – 4
2. Code of Conduct (Coaches and Club Officials)	Page 5
3. Code of Conduct (Players)	Pages 6 – 7
4. Code of Conduct (Parents / Guardians)	Page 8
5. Anti Discrimination & Equality Policy	Page 9
6. Child Protection Policy	Page 10
7. Club Complaints Procedure	Page 10
8. Office Bearers and Coaches	Page 11

General Statement

1.0 TITLE

- 1.1 The official name of the Club shall be ANCRUM JUNIOR FOOTBALL CLUB.
- 1.2 The Club shall be affiliated to the Scottish Borders Junior Football Association.

2.0 OBJECTIVES

- 2.1 To promote a positive and enjoyable sporting experience for all boys, girls and parents associated with the Football Club.
- 2.2 To develop fitness and improve the soccer skills and techniques of all players.
- 2.3 To encourage players of all abilities to achieve sporting excellence and enjoy success through teamwork.

3.0 MEMBERSHIP

- 3.1 Adult Membership is open to the parent / guardian of any child who is a present member of the Club.
- 3.2 Player Membership is open to boys and girls who meet one of the following criteria:
 - Live in the area as stipulated by the AYFC (or at the Committee's discretion).
- 3.3 The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures
- 3.4 All playing members and parents/carers shall register annually by signing a registration form, which will be kept by the Club Secretary
- 3.5 All members of the Club shall be required to abide by the Code of Conduct
- 3.6 Any materials and objects resulting from sponsorship (i.e. team strips etc) become the property of the Club.
- 3.7 Any team kits offered by sponsors shall be in the Club colours and design prevailing at the time.

4.0 COMMITTEE

- 4.1 The Club shall elect from amongst its membership an official acting Committee.
- 4.2 Club officials shall be elected from the Committee.
- 4.3 The Committee shall have a Chairperson who will be re-elected by show of hands at an Annual General Meeting.
- 4.5 Some decisions will be referred to the Committee and will be based on a voting system of one member one vote with the Club Chairperson having a casting vote if a tied decision arises.
- 4.6 The Committee will meet on the first Monday of each month, or a date convenient to the Committee.

5.0 CLUB OFFICIALS

- 5.1 The Club shall elect the following officers at an Annual General Meeting: Chairman, Club Secretary, Treasurer, and at least one Coach for each of the teams.
- 5.2 The Club shall appoint other officers as necessary.
- 5.3 The Club will ensure that most of its officials are
 - trained to Scottish Football Association Junior Team Manager or SFA Level 1.
 - trained in First Aid.
 - have an appreciation of Child Protection issues.
- 5.4 The Club shall promote fair play at all times and where necessary refer to the Code of Conduct.

6.0 ANNUAL GENERAL MEETING

- 6.1 An AGM will be held annually in August to which all adult members will be invited to attend.
- 6.2 The secretary will notify all members four weeks in advance of the meeting.

7.0 ACCOUNTS

- 7.1 The accounts will be inspected annually with certified accounts presented to the AGM of the Club each July.
- 7.2 The club's financial year will run from 1st May each year.
- 7.3 The Club holds an account with the Royal Bank of Scotland (Jedburgh Branch) that requires a minimum of two signatories on all cheques. Officers delegated to sign are the Chairperson, the Treasurer, and the Club Secretary or a nominated official (i.e. Team Manager).
- 7.4 All monies resulting from donations or fund raising carried out under the name of Ancrum Junior F.C. shall become the property of the Club and be used in the furtherance of the Club as deemed by the Management Committee.
- 7.5 The manager or his representatives shall pass all monies raised through fund raising to the Club's treasurer within 7 days of an event being held.

8.0 ALTERATIONS TO THE CONSTITUTION

- 8.1 The Club's constitution can be amended or altered at an AGM.
- 8.2 It can also be altered at a Special General Meeting of the club that will require the Club Secretary receiving a petition from a minimum of six members.
- 8.3 Any motions to alter the constitution must be notified to members at least 14 days prior to the meeting.

9.0 DISSOLUTION OF THE CLUB

- 9.1 In the event of the dissolution of the Club, all commitments will be settled using the Club's finances.
- 9.2 Any sums remaining in the Club's account will be passed to the Committee of the Adult Ancrum Football Club to be used for the benefit of young people in the village of Ancrum.

10 HEALTH AND SAFETY

- 10.1 Risk assessments shall be conducted before any training and playing activities. This will ensure that risk is kept to a minimum.
- 10.2 Accidents will be logged and the parent / guardian informed. The club has a sufficient number of first aiders to deal with any incidents.
- 10.3 Parents / guardians will sign a form authorising first aiders to give appropriate first aid to players.
- 10.4 Players must come to training and games with the correct equipment (boots, trainers, shin-guards, waterproofs, etc). If players do not have the appropriate equipment, then they may not be allowed to participate in that session.

Code of Conduct - Coaches and Club Officials

- Coaches/Club Officials must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- Coaches/Club Officials must place the well-being and safety of each player above all other considerations, including the development of performance.
- Coaches/Club Officials must adhere to all guidelines laid down by governing bodies.
- Coaches/Club Officials must develop an appropriate working relationship with each player based on mutual trust and respect.
- Coaches/Club Officials must not exert undue influence to obtain personal benefit or reward.
- Coaches/Club Officials must encourage and guide players to accept responsibility for their own behaviour and performance.
- Coaches/Club Officials must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- Coaches/Club Officials should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
- Coaches/Club Officials must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- Coaches/Club Officials must always promote the positive aspects of the sport (e.g. fair play) 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 or the use of prohibited substances or techniques.
- Coaches/Club Officials must consistently display high standards of behaviour and appearance.
- Coaches/Club Officials must not tolerate or use inappropriate language.



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 possible performance during a game, even if his team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly younger players and supporters.
- Avoid all forms of gamesmanship and time wasting.
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
- Not use inappropriate language.

Obligations towards one's own team

A player should

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

Respect for the Laws of the Game and competition rules

A player should

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

Respect towards Opponents

A player should

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

Respect towards the Match Officials

A player should

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

Respect towards Team Officials

A player should

- Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
- Show due respect towards the Team Officials of the opposition.

Obligations towards the Supporters

A player should:

- Show due respect to the interests of supporters.

Persistent refusal to follow the code of conduct could lead to the expulsion from the club



Code of Conduct – Parents / Guardians

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within the club it is important to reinforce the message that positive encouragement will contribute to:

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

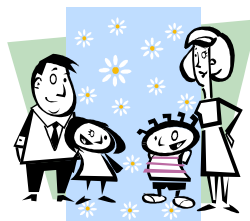
A parent's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Coaches.
- Spectators.

Parents / spectators within this club should always be positive and encourage all of the children not just their own.

Parents / spectators must:

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



Anti Discrimination & Equality Policy

As the governing body of the game, The Scottish Football Association is responsible for setting standards and values to apply throughout the game at every level.

Ancrum Junior Football Club is also 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 Ancrum Junior Football Club 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 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.
-

Ancrum Junior 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.

Ancrum 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.

Ancrum Junior Football Club commits itself to the immediate investigation of any claims of discrimination and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

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

CHILD PROTECTION POLICY

Ancrum Junior Football Club shall through the Child Protection Officers, adhere to the Child Protection Procedures and Practices defined within the Scottish Football Association handbook.

The role of the Child Protection Officer will:

- Support the Club to disseminate The SFA Child Protection Policy, Procedures and Practices.
- Undertake any necessary meetings and make presentations to the Club, its officials, players and parents.
- Play an active role in the delivery of the SFA's strategic plan for Child Protection in football.
- Be the prime contact for any parent or player that has any Child Protection related issues.
- Treat all issues sensitively and in confidence.

The Child Protection Officer for Ancrum Junior Football Club is:

PAUL SAMSON

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, should follow the procedures below.

- They should report the matter to the Club Secretary or another member of the Committee.

Your report should include:

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

The Club's Management Committee will sit for any hearings that are requested. The Club's Management Committee will have the power to warn, suspend membership or remove any person found to have broken the Club's Policies or Codes of Conduct.

Office Bearers and Coaches

Position	Name	Contact Number
Chairman	Bruce Crockett	01835 862353/
Vice Chairman	John Parker	01835 850799/07852 731046
Secretary	Graham Munro	01835 830278/07742 723405
Treasurer	Geoff Leask	01450 870470/07774 014933
Child Protection Officer	Paul Samson	01835 830351/07749 726581
General Committee	Brian Barrie	01835 864979/
General Committee	Brian Feeney	01835 863048/
General Committee	Gary Puddick	01835 850377/

Age Groups	Coaches	Contact Number
Under 8's	Geoff Leask	01450 870470
	John Parker	01835 850799
	Brian Feeney	01835 863048
Under 10's	Brian Barrie	01835 864979
	Graham Munro	01835 830278
Under 12's	Paul Samson	01835 830351
	Gary Puddick	01835 850377

This booklet was kindly produced by Mainetti UK Ltd
2006



MAINETTI
MORE THAN JUST A HANGER

Annfield Industrial Estate
Oxnam Road
Jedburgh
Scotland
TD8 6NN

01835 865000

www.mainetti.com