



www.worplesdonrangers.org

Welcome Pack

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Welcome to Worplesdon Rangers Football Club!

This pack has been put together to help you know how the club is run.

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The Club constitution is not included in this pack, but is available from the Chairman on request, or via our web site, www.worplesdonrangers.org/constitution.htm. Our website contains details of club events, contacts and other useful information.

1. Introduction to the club

Worplesdon Rangers Football Club was formed at the end of the 2000/2001 season by a group of parents who wanted to create a club where their children could enjoy football in a positive and encouraging environment. The aim was to provide this, and avoid the political problems that often accompany a venture of this type. For this reason, the club has sought to be fully inclusive, so everyone's voice can be heard, whilst at the same time, provide a set of policies and rules that will ultimately protect the environment that we have sought to create. The club takes its affiliation to the F.A. seriously. Worplesdon Rangers were one of the first clubs in the area to be awarded F.A Charter Status.

The Charter Standard, part of the on-going Charter for Quality scheme, aims to:

- Provide a nationally recognized quality control 'kite mark'
- Improve the quality of provision for both boys and girls
- Sustain participation for players over a longer period of time
- Raise standards

In order to qualify for this, we have to have certain things in place. Some of these are:

- Coaches to have attended a Junior Team Management Course (JTM)



- Have a child protection policy in place and enforced.
- Demonstrate adequate policies on discrimination issues.

It is our hope that taking these steps will build a club where the members can learn, and enjoy their football, regardless of ability. We aim for this to happen in a supportive, encouraging atmosphere, where no undue pressure is applied. We want to be successful as a club, and we want our players to be successful. It is the stated aim of the club to seek this success, but not at the expense of the principles outlined above.

2. Training, Match and Registration Fees

- Training sessions are run on Saturday mornings at 10:00am, and end between 11:30 and 11:45. Please ensure your child is there by 9:50. It is of vital importance that you hand your child over to a recognized club official. Do not just drop your child off and drive away. Also, if you have arranged for your child to be picked up by someone other than the parent, please inform a club official. We ask that every child attending training pays a match fee and a training fee. This covers the cost of the ground hire, and contributes to the cost of equipment. These charges are detailed below. We operate a “No Pay No Play” policy at the club. If a player fails to pay match or training subs, they will not be selected to play and could be asked not to attend training until payments are up to date. If you have difficulty in paying these fees, please contact your coach, as the club is prepared to consider individual circumstances

Age Group	Registration	Training Fees	Match Fees
5-6 Years	£10.00*	£1.00	£1.00
Other age groups at Mini Soccer	£25.00*	£1.00	£1.00
Full Soccer	£25.00*	£1.00	£2.00**
*If more than one player is registered then the first will be charged at £20.00 and the second at the price above less £5.00 ** If a player starts the game as a substitute or is substituted during the course of the game this fee will be £1.00			

The club has drawn up a number of agreements that we expect players, parents and committee members to abide by. This is for the benefit of all those at the club.

3. Players Agreement

We expect all of the players in the club to subscribe to this Agreement. In joining the club adherence to this agreement is confirmed.

- All players are expected to act in a manner that will be a credit to both themselves and the club. In joining the club you are agreeing not to fight or use bad language.
- Do not cause damage to any property, home or away. We expect players to look after club facilities and equipment.
- Be self-controlled and courteous. Do not argue with the referee, managers, other players or supporters.
- Always accept the referee’s decision.
- Applaud good football at all times, whoever plays it.
- Watch and support your club, even when not playing.



- g. Enjoy yourselves, work hard, always try you best and show a positive attitude at all times.
- h. Understand and adhere to Football Laws and Club Rules.
- i. Listen and Learn - follow instructions. Do not talk when the coach is talking. Be sure you understand, what you are being asked to do, if you don't, ASK.
- j. Encourage each other and be supportive at all times.
- k. Keep Good Time - Arrive early for training and matches
- l. Shake hands with the opposition at the end of a match, play fairly within the rules
- m. Advise the manager in good time, if you are going to be absent or late.

In addition to the Players Agreement, the Club has a code of conduct for players, parents, spectators, club officials and helpers. Our disciplinary policy will refer to these policies in the resolution of a complaint against any individual.

4. Code of Conduct for all Players at Worplesdon Rangers Football Club

- a. When entering the training field, report to your coach immediately. Wear appropriate clothing and Shin pads on all occasions.
- b. Bring a drink (water) for training & matches. A snack at half time (banana) no sweets please.
- c. Do not share your drink with a third party.
- d. Do not be pressurized into playing any form of sport. Talk to your manager; let him know as soon as possible if you cannot make a fixture.
- e. Training: Do not leave the arena until your parents have collected you. Advise your manager as to how you are to get home if you are not being collected by the person who brought you. Inform him/her if somebody new is collecting you.
- f. Do not chew gum or wear loose jewellery whilst playing football
- g. Make every effort to develop your levels of skill and technical ability. Perform to your best ability, setting a positive example to parents and younger players.
- h. Bad Language will not be tolerated, nor any form of bullying accepted.
- i. Play within the rules of the game, accept the outcome of the game, in defeat be dignified, and be modest in victory.
- j. Show respect to the opposition, avoid rough play. Help injured opponents.
- k. Do not taunt and make unfair remarks.
- l. Respect and accept the decisions of the match official
- m. Follow instructions given to you by your manager or coach
- n. Refrain from spitting and throwing mud
- o. Respect the surroundings and equipment in which we train and play football
- p. Enjoy your sporting activity.

5. Parents and Spectators Agreement

a. Training

- 1. Ensure that the players arrive 10 minutes before training
- 2. Confirm that training is on before you drive away. (It may sometimes be necessary to cancel training at the last minute)
- 3. Ensure that the players are dressed according to the Club code and the prevailing weather conditions.
- 4. Inform the specific coach, or assistant of any injury or illness.
- 5. Hand over the child to the coach of his or her team.

b. Games

- 1. Always set a good example to young players. They can copy your conduct and attitude.



2. Applaud good play from both teams.
3. Be courteous to all other spectators
4. Be encouraging – irrespective of the result. It is important for their development.
5. Be quick to praise skill - appreciate good football by whichever team.
6. Do not dispute the official's decisions.
7. Ensure that players arrive at the requested time.
8. Notify the coach if a player is unable to attend through injury or illness.
9. Notify the coach, Manager or Assistant of any injuries or illness.
10. Only offer comments of encouragement.
11. Refrain from getting involved. Let your club manager/rep. deal with any problems that may arise.
12. Remember that Youth football is a game to enjoy.
13. Self-control - Refrain from Coaching - Let the coach do the coaching
14. Think before you speak - Never use foul or abusive language or say anything provocative to others.
15. Learn the laws of association football - You will appreciate how difficult interpretation of the rules can be.

6. Code of Conduct for the Team and Club Officials.

- a. Do not smoke when working with children
- b. Set a positive example for others, particularly young players and supporters.
- c. Promote and develop your team, having regard for the interests of the players, and supporters.
- d. Avoid, and discredit any form of gamesmanship
- e. Do not use or accept inappropriate language at any time
- f. Make every effort to develop the sporting, technical, and tactical levels of the team, and obtain the best results for the team with the rules of the game.
- g. Give priority to the interests of the team over individual interests.
- h. Promote ethical principals and resist all illegal or unsporting influences
- i. Accept the decision of the match official without protest
- j. Avoid words or actions which may mislead a match official
- k. Show respect towards the match official
- l. Respect the rights of every individual and treat them with equality
- m. Fully endorse the Clubs Child protection Policy
- n. Follow all the guidelines as set out by the governing body
- o. Place the well being and safety of the player above all other considerations.
- p. Form a working relationship with players, based on trust, honesty and respect.
- q. Provide a safe environment that maximizes benefits and mitigates risk to all players in achieving their goals.
- r. Do not inflict physical punishment.
- s. Do not act out your own aspirations. Make sure all coaching activities are suitable for the age and ability of the player. Develop young people to be responsible for their own actions.
- t. Promote fair play and uphold the laws of the game. Display high standards of behaviour.
- u. Develop and seek to maintain technical and coaching qualifications.
- v. All coaches and managers must hold the FA JTM award or plan to attend the new Phase 1 award in the immediate future.
- w. Always discuss a disagreement with other coaches or the Club officials before taking action yourself.



7. Our Children's Welfare

- a. Parents can support the players and coaches by acknowledging issues of Child Protection.
- b. By bringing any issues to Club staffs' attention.
- c. By staying out of the players changing area.
- d. By notifying the Club of any inappropriate behaviour from spectators.
- e. By refraining from putting additional emotional pressures on players with regard to their performance.

8. Anti Discrimination, Equal Opportunities and Equity Policy

- a. The Club is responsible for setting standards and values to apply at every level. Football belongs to and should be enjoyed by everyone equally. The Club is committed to treating everyone in a fair and equal manner.
- b. The Club's commitment is to confront and eliminate discrimination whether by reason of sex, race, nationality, religion or disability.
- c. Equality of opportunity means that the Club will not treat anyone less favourably on grounds of sex, race, nationality, religion or disability.
- d. The Club will not tolerate sexual or racial harassment or discriminatory behaviours and will ensure that any such behaviour is met with appropriate action in whatever context it occurs.
- e. The Club is committed to the development of ongoing training and awareness in order to promote equality within this organization and football as a whole.
- f. The club commits itself to the immediate investigation of any claims of discrimination. Any member found guilty of discrimination will be instructed to cease forthwith and will be dealt with under the disciplinary procedure.

9. Disciplinary Procedure

a. Purpose

This Disciplinary Procedures purpose is to provide a uniform approach for the football club to deal with any on or off the field behaviour by any:

1. Player that causes either official caution or dismissal by a match official.
2. Club Official, Parent or Supporter that causes gross offence to any other stakeholder in the Football Club

This procedure will be published and be issued to existing club Members/Players and included in all new welcome packs so that all Players, Officials, Parents and Supporters are fully aware of its contents prior to its agreed inception into the Football Clubs rules.

b. Disciplinary Guidelines

1. Formal On The Field Caution or Dismissal

1. Within three days of the incident the Team Manager will complete a written report on the incident. He/she will report on the incident as he/she has seen it and may refer to statements from others who have attended the game and are stakeholders in the Football Club. Any statements taken and included in the report must be able to be corroborated and the committee may wish to interview the statement maker during the course of this procedure. The report must contain the Manager's conclusion and recommendation. It is the Manager's responsibility to circulate this report to all committee members and call a Disciplinary Panel meeting. The panel will be made up of 3 individuals, including a designated chairman selected on the basis of impartiality. Any person who is a parent or relation



of the charged individual, or any member of the coaching staff is exempt for sitting on the panel. It is the duty of the Chairman, Secretary, and Treasurer to appoint this panel and the panel's chairman.

2. The actions and/or penalties that the Disciplinary Panel may levy will be:

- No Further Action
- Verbal or Written Warning About Future Conduct
- Internal Suspension From Participating in Matches – Number of Games
- Internal Suspension From Participating in All Club Activities – Period of Time
- Permanent Exclusion From The Football Club

3. The Disciplinary Panel Chairman must notify the penalty to the Player, Official, Parent or Supporter in writing, within seven days of the hearing.

4. This procedure is not limited to only Players. Any Official, Parent or Supporter may be subject to this procedure if cautioned by a match official. The Team Manager will retain the responsibilities as stated above for offences caused by non-playing club stakeholders.

2. Off The Field Actions Causing Gross Offence to Any Club Stakeholder

1. The person making the complaint must do so to the appropriate Team Manager within seven days of the incident and in writing.

2. Within three days of receiving the complaint the Team Manager will investigate and complete a written report on the incident. He/she will report on the incident as he/she has seen it and may refer to statements from others who have attended the game and are stakeholders in the Football Club. Any statements taken and included in the report must be able to be corroborated and the committee may wish to interview the statement maker during the course of this procedure. The report must contain the Manager's conclusion and recommendation. It is the Manager's responsibility to circulate this report to all committee members and call a Disciplinary Panel meeting. A referee's report shall also be made available to the panel.

3. The actions and/or penalties that the Disciplinary Panel may levy will be:

- No Further Action
- Verbal or Written Warning About Future Conduct
- Internal Suspension From Attending Matches – Number of Games
- Internal Suspension From Participating in All Club Activities – Period of Time
- Permanent Exclusion From The Football Club



4. The Disciplinary Panel Chairman must notify the penalty to the Player, Official, Parent or Supporter in writing, within 7 days of the hearing.

3. Violent Acts Either Actual or Threatened

1. If the Violent Act is on or around the field of play, whether in a match or training situation then the procedure outlined in “Formal on the Field Caution or Dismissal” must be followed. If outside of this arena then the “Off The Field Actions Causing Gross Offence to Any Club Stakeholder” procedure should be followed.
2. The actions and/or penalties that the Disciplinary Panel may levy will be:
 - No Further Action
 - Verbal or Written Warning About Future Conduct
 - Internal Suspension From Participating and/or Attending Matches – Number of Games
 - Internal Suspension From Participating in All Club Activities – Period of Time
 - Permanent Exclusion From The Football Club

It is the responsibility of the club secretary to make the report and findings of the Disciplinary Panel available to Surrey F.A. His correspondence should outline the steps the club is taking and the penalties that are being imposed. It is the Disciplinary Panels chairman’s responsibility to make these findings available to the club secretary.

4. Appeals Procedure

To ensure that the Football Club maintains a fair, balanced and reasonable position in all disciplinary matters, we have concluded that any disciplinary penalty imposed will be open to an appeal hearing.

1. The appeal must be made in writing to the Disciplinary Panel Chairman within fourteen days of the date of the penalty letter being received. The Disciplinary Panel Chairman will notify the Appeals Panel Chairman of the request and the Appeals Panel Chairman will notify the person making the appeal of the time, date & venue for the hearing. The hearing must be heard by the Appeals Panel. The Appeals Panel will be made up of people not part of the original Disciplinary Panel.
2. The conclusions reached by the Appeals Panel are final and binding and will be notified to all, including the Disciplinary Panel, within seven days of the hearing.

The time scales laid out in this procedure are to be seen as targets. We recognise that our club is run by volunteers who may not be able to stick to this timetable.

