

Riverside Football Club



Members Handbook



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FA RESPECT PROGRAMME

Riverside Football Club supports the FA's Respect Programme. Respect is the FA's direct response to a clear message from the grassroots game.

Following a survey in 2008, it was discovered that behaviour was, and is the biggest cause for concern, both abuse and intimidation towards referees, and behaviour by over competitive parents and aggressive spectators on the sidelines.

Riverside will be expecting all Parents/Carers, Managers, Coaches, Club Officials and Players full support with adhering to the Respect Programme.

Respect is aimed at helping us work together to change the negative attitudes, and unacceptable behaviour on and off the pitch. It's a long term commitment, but if we all play our part, we can really make a difference.

The 4 steps to respect:

STEP ONE – CODE OF CONDUCT

Young Players

- Always do your best even if you're losing, and the opposition are stronger.
- Play fairly – don't cheat, waste time or complain.
- Never be rude to your team mates, opposition or Referee.
- Do what the Referee tells you.
- Shake hands with the other team and Referee at the end of the game.
- Listen to your Coach/Manager and listen to what they tell you.
- Talk to someone you trust if you're unhappy with the club i.e. parents or the Club Welfare Officer.

Adult Players

- Adhere to the rules of the game.
- Display and promote high standards of behaviour.
- Respect the decision of the match officials.
- Never engage in public criticism of match officials.
- Never engage in abusive, insulting or offensive language or behaviour.
- Always speak to your Manager/Coach and team mates with respect.
- Ask your team Captain to speak to the Referee if you have a problem relating to the game.
- Shake hands with the other team and Referee at the end of the game.
- Remember we all make mistakes.

Spectators, Parents/Carers

- Remain behind the designated spectator area at all times.
- Never engage in or tolerate offensive or insulting language and behaviour.
- Respect the decision of the match officials.
- Applaud effort and good play as well as success.
- Remember that children play for fun.
- Coaches should always be allowed to do their job, and should not be confused by others telling the players what to do.
- Encourage players to respect the opposition and match officials.
- Never criticise a player for making a mistake.



Coaches, Team Managers and Club Officials

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
- Adhere to the laws of the game.
- *Display and promote high standards of behaviour.*
- Always respect the match officials decision.
- Never enter the field of play without the Referees permission.
- Never engage in public criticism of match officials.
- Never engage in or tolerate offensive or insulting language and behaviour.

When working with players I will:

- Place the well being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect from my players, and what they can expect from me.
- Ensure that parents/carers of all players under 18 understand these expectations.
- *Refrain from, and refuse to tolerate any form of bullying.*
- Develop mutual trust and respect for every player to build their self esteem.
- Encourage each player to accept responsibility for their own behaviour and performance.
- Ensure all activities I organise are appropriate for the players ability, experience, age and maturity.
- Cooperate fully with others in football for each player's best interest.

Match Officials

- Be honest, and completely impartial at all times.
- Apply the rules of the game fairly and consistently.
- *Manage the game in a calm and positive manner.*
- Deal with instances of violence, aggression, foul play and other misconduct.
- Support match official colleagues at all times.
- Set a positive example by promoting good behaviour and showing respect to everyone involved in the game.
- Communicate with players and encourage fair play.
- *Respond in a calm and confident manner to appropriate requests for clarification by team Captains.*
- Prepare physically and mentally before a game.
- Complete and submit accurate and concise reports within the time limits required for the games which I officiate.

STEP 2 – DESIGNATED SPECTATOR AREAS

One of the key elements of Respect in youth football is the creation of designated areas for spectators.

This allows the coaches of both teams to stand on the other side of the pitch, meaning players get instructions from just one side of the pitch.

Spectator areas should start 2 metres from the touchline on one side of the pitch. The area should run the full length of the pitch. This means no one should be watching from behind the goals.



STEP 3 – CAPTAIN RESPONSIBILITIES

Captains have been asked to wear the Respect Captains Armband.

Often problems start at matches when players are abusive towards the Referee which escalates into several players confronting the Referee at the same time and then its anarchy!

Respect aims to stop this cycle before it starts. Only the Captain can challenge the decision made by the Referee, and the Captain needs to manage their team to ensure this is always observed.

Captains should be aware that they have no special rights or privileges under the laws of the game, but they do have a degree of responsibility for the behaviour of their team.

The Referee should work with the Captain to promote Respect and to manage the players and the game effectively.

STEP 4 – REFEREE MANAGING THE GAME

The Referee is expected to work with the Managers and team Captains to manage the teams and the game effectively.

The Respect programme aims to allow Referees to officiate matches without being subjected to abuse by players, coaches or spectators, and the Referees themselves have a key part to play in the process.

Working in partnership with the clubs they officiate, Referees can provide post match feedback regarding the behaviour of the players, parents, coaches and other spectators, to help the clubs enforce their Codes of Conduct.





www.rjfc.com

Code of Conduct for all Players

Players are the most important people in the sport. Playing for the team to win is the most fundamental part of the game. However, winning at any cost is not a priority – Fair Play and respect for all others in the game is fundamentally important.

Obligations towards the game

A player should

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. 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.
3. Set a positive example for others, particularly younger players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. 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.
6. Not use inappropriate language.

Obligations towards one's own team

A player should

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. 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

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

Respect towards Opponents

A player should

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

Respect towards the Match Officials

A player should

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

Respect towards Team Officials

A player should

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

Obligations towards the Supporters

A player should:

1. Show due respect to the interests of supporters, provided they do not contradict the spirit of this Code.

Code of Conduct for all Parents and Spectators

Riverside tries to give players a good and worthwhile learning experience through football. Parents / Spectators have a great part to play as they influence children's enjoyment and success from the touchline.

Positive encouragement will contribute to:

- Children enjoying football more.
- 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.
- Managers.
- Spectators.

Youngsters are all different. They develop in different ways and at different rates. They will react differently to the same pressures and circumstances. This is part of their learning process. Riverside Junior Football Club ask that all adults respect this and acknowledge that youngsters will make mistakes.

Above all, remember - Children play football because it's fun!

Spectators at all level in the Club should:

- Applaud the opposition as well as your own team.
- Avoid coaching.
- Be constructive.
- Help players to accept losing without undue disappointment.
- Help players to accept winning without gloating.
- Never ridicule or chastise a player for making a mistake.
- Encourage and praise the good points of teams and individuals at all times.
- Do not shout and scream.
- Encourage people to play by the rules of the game.
- Respect the referee's decision.
- Give attention to all the players involved and not just the most talented.
- Give encouragement to everyone to participate in football.
- Recognise that players are taking part for their own enjoyment and not to satisfy supporter's ambitions.
- Recognise the value of Team Managers, Coaches and Officials who give up their time to help youngsters.
- *Reject corruption, drugs, and all forms of abuse in soccer.*

Code of Conduct for Team Managers and Coaches

Team Managers and Coaches are key to the establishment of ethics in football. Their attitude and concept of ethics directly affects the behaviour of players under their supervision. Therefore, Team Managers and Coaches are expected to pay particular care to the moral aspect of their conduct.

Team Managers and Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for Team Managers and Coaches. This code is not intended to conflict with that. However, the code calls for Team Managers and Coaches to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from Team Managers and Coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, coach or parent.

The F.A. Coaches Association Code of Conduct is set out below. It reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches. This forms the benchmark for all involved in coaching:

1. Team Managers and Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Team Managers and Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Team Managers and Coaches must adhere to all guidelines laid down by governing bodies.
4. Team Managers and Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Team Managers and Coaches must not exert undue influence to obtain personal benefit or reward.
6. Team Managers and Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Team Managers and Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Team Managers and Coaches 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.
9. Team Managers and Coaches must co-operate fully with other specialists (e.g. other Team Managers and Coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Team Managers and Coaches 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.
11. Team Managers and Coaches must consistently display high standards of behaviour and appearance.
12. Team Managers and Coaches must not use or tolerate inappropriate language.

Code of Conduct for all Team Officials

This Code applies to all team / club officials (although some items may not apply to all officials).

Obligations towards the Game

The team official should

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. *Avoid all forms of gamesmanship.*
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect for the interests of the players, coaches and officials, their own club/team and others.

Obligations towards the Supporters

The team official should

1. Show due respect for the interests of supporters.

Respect towards the Match Officials

A team official should

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Equal Opportunities Policy

1. General

- Riverside 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 Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:
 - Treating any individual on grounds of gender, colour, marital status, 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.
 - Harassment of an individual, by virtue of 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, it is essential that merit, experience, skills and temperament are considered as objectively as possible.
- Riverside 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 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 to such members who request it.*



Anti Discrimination Policy

- Riverside 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 Riverside 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.
- Riverside 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.
- Riverside 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.



Club Complaints Procedure

The procedure set out below shall be used to make a formal complaint against the Club or a Participant:

- The matter shall be reported to the Club Secretary in writing within 14 days of the incident.
The report shall include:
 1. Complete and exact details of what, when, and where the alleged incident took place.
 2. All witness statements in support of the complaint including names and contact details of the witnesses.
 3. Names of any others who are alleged to have been treated in a similar way.
 4. Details of any former complaints made about the alleged incident, date, when and to whom made.
 5. A preference for a solution to the incident.Once raised, a complaint may not be withdrawn.
- The Club Secretary will inform the Executive Committee of all complaints no later than at the next scheduled Executive Committee meeting.
- The Club Secretary will confirm receipt of the complaint by return and indicate the date when the Executive Committee will next meet.
- The Executive Committee will constitute a Board Of Enquiry to investigate the complaint. The individual who has raised the complaint will have no authority or jurisdiction over the constitution of the Board. An individual directly implicated in the complaint shall not sit on the Board.
- The Board Of Enquiry shall decide whether to call hearings or investigative meetings. Club members and Participants summoned to a hearing or investigative meeting shall not refuse to attend.
- The Board Of Enquiry will have the power to:
 1. Warn as to future conduct;
 2. Suspend from membership;
 3. Remove from membership;any Participant whose conduct has in their opinion been undesirable.

Riverside Junior Football Club

Club Disciplinary Process

The following process has been sanctioned by the Club's Executive Committee and will be followed should any member, or person connected to a member, commit any breaches of the Club's Codes of Conduct or Club Rules.

1. **Informal chat** – With parent or legal guardian present (if junior player involved), or with Club Secretary present (if adult member). The Manager will inform the member that any further breaches of Club Rules or Codes of Conduct will lead to a Formal Verbal Warning.
2. **Formal Verbal Warning** - A meeting with the member (and parents/legal guardian if junior player involved) to discuss their behaviour, and the issue of a Formal Verbal Warning. The Formal Verbal Warning will be documented by the Club Secretary. The member will be given two weeks to provide their observations which will be considered by the club. Club Secretary or Club Welfare Officer will be present.
3. **Written Warning** – If the member continues to be disruptive, a Written Warning will be issued, explaining that if the poor behaviour continues, they will be excluded from the next training session and match, and further explaining that they could be removed from the team and the Club if they do not correct their behaviour, after their exclusions have been served. The Written Warning will be documented by the Club Secretary. The member will be given two weeks to provide their observations which will be considered by the club. Club Secretary or Club Welfare Officer will be present.
4. **Removal from a training session and a match** – If the member, in the opinion of the Manager, is still being disruptive and as a last resort, they will be excluded from the next training session and subsequent match. This action will be documented by the Club Secretary.
5. **Removal from the team and The Club** – If, after applying points 1, 2, 3 and 4 the member continues to be disruptive, then the manager will remove them from the team (and therefore The Club) and inform the Club Secretary and Welfare Officer of their decision. The Club Secretary and Welfare Officer will be on hand to discuss the outcome.
 - 5a. If an adult member is asked to leave the Club, their child (or child in their care) may continue as a member, so long as the excluded parent/legal guardian, at the discretion of the club Executive Committee, may or may not attend matches, training sessions, presentations or be involved with the Club at any level.

If the above process has been followed correctly, and the Manager has given the member every opportunity, the decision to remove the player will be non-reversible.

The above process will be followed for all members UNLESS the issue involves VIOLENT CONDUCT. If this is the case, the member will go straight to a Written Warning AND will be excluded from 1 match and 1 training session, over-and-above the FA's punishment, if applied. Upon a second violent conduct offence, the member will be excluded from the Club with immediate effect."

Note: Once a decision has been taken it is not easy to reverse the and therefore it is imperative that this process is followed correctly - for the welfare of the child, the protection of the manager and the reputation of The Club.

We will be fair and consistent in our approach with regards to discipline, and this process will ensure that all members have the same opportunity. All warnings will be kept on file.

Riverside Junior Football Club work closely with the County FA who will be able to provide help, support and advise to both the club and the family at any stage.

Please Note :

'THE ABOVE PROCESS WILL BE FOLLOWED IN ALL CIRCUMSTANCES, EXCEPT WHERE DISCRIMINATION HAS OCCURED. IF ANY MEMBER DISCRIMINATES AGAINST ANOTHER MEMBER OR MEMBERS AND THIS IS UPHELD BY AN INDEPENDENT BOARD OF ENQUIRY, THEN THAT MEMBER WILL BE REMOVED FROM THE CLUB WITH IMMEDIATE EFFECT.'

Goalpost Safety Guidelines

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
 - Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
 - It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
 - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
 - Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
3. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.
4. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. Guidelines to prevent toppling:
 - i. Follow Manufacturer's guide-lines in assembling goalposts.
 - ii. Before use, adults should:
 - ensure each goal is anchored securely in its place.
 - exert a significant downward force on the cross bar.
 - exert a significant backward force on both upright posts.
 - exert a significant forward force on both upright posts.

These must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, you should note that The F.A. and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.

Internet and Social Networking Sites

Millions of children across the UK have access to the internet. It is now a normal part of life, and in some cases, it is central to how they stay in touch with their friends and family. However the internet is also a public place and while bringing many benefits and opportunities, also opens up new risks and challenges.

Football uses the internet to communicate to coaches, referees, medics, welfare officers, players, parents, fans, scouts and agents. We all need to understand how to make use of this technology appropriately to ensure our children stay safe.

- Children need to understand the risks they may face in an environment they may otherwise think of as being completely safe
- Welfare officers, Coaches, Referees and Medics need to understand how this technology can impact on their roles

Club Officials

Riverside has a responsibility to ensure that children are kept safe whilst they are with the club. The following guidelines should be adhered to when considering posting any personal information about a player/child. This could be for promotional purposes and includes newspapers, club websites, tournaments or any other public domain.

- Avoid using player profiles – do not provide personal contact details of players or their “favourite things” i.e. football team, food, colour etc. This information can be used for “grooming” a child from an unwanted source
- Always ensure you have parental permission to use any photos of players
- Avoid placing the full name of players who feature in photographs or mix them up to save the child being easily identified
- If a child in your club is concerned about the way someone has communicated with them online, advise them to report this to your Club Welfare Officer
- If you use the internet to communicate with players be aware of what you say and how you say it, try not to get involved in discussions about personal details, team selection or other players

- Best practice would be to avoid engaging in one to one conversations with players via chat rooms
- If you are concerned about the way a player is attempting to contact you via the internet e.g. using a social networking site or a chat area, speak to your Club Welfare Officer it is also advisable to advise the parent of this contact, or *copy them in wherever possible*
- Remember you are in a position of trust as a coach, team manager, referee or medic.
- The FA offer more information about how to stay safe online through the CEOP website www.ceop.police.uk