



Glen Juniors (Est.1974)

Club Rules

Constitution

Policies

Code of Conduct

Club Contacts

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Welcome to Glen Juniors Football Club

Glen Juniors Junior Football Club is a volunteer junior football club providing football development opportunities for boys and girls in Morley and the surrounding area. We are affiliated to the West Riding County FA and are a Charter Standard club. We have approximately 200 children who participate in the football club from ages 4 to 16 years. All of our coaches are FA qualified and all volunteers who work with children are checked with the Criminal Records Bureau.

Each age group is run by the parents of the boys and girls in each respective team, or a responsible adult appointed by the club. Each age group is run under the guidance and support of the Management Committee. A Junior Manager is appointed by the Management Committee for each age group.

Glen Juniors prides itself on offering enjoyable sporting activity for both boys and girls with a particular focus on the development of the child to supplement their schooling activities. We are committed to running an efficient and professional junior football club and this aim is very much dependent upon the contribution and good behaviour of all involved in Glen Juniors.

This document has been prepared to provide a single point of reference for managers, coaches, officials, parents / guardians and players on all of the Club's Rules, Constitution, Policies and Code of Conduct. The Code of Conduct is particularly important as a reference point for all involved in Glen Juniors. It specifies the expected behaviours of all associated with the Club in order to maintain the highest standard of behaviour and integrity.

In registering for Glen Juniors, parents / guardians are required to sign stating that they understand, and are prepared to adhere to, the Code. Any contravention of the Code of Conduct or Club Policies will be investigated thoroughly and dealt with accordingly. The Club will take breaches of the Code of Conduct and / or rules very seriously.

Most people who come and join Glen Juniors stay with the Club for many years and I hope you and your family will similarly be involved for many years to come. If you have any queries or questions please do not hesitate to contact me, or one of my colleagues on the Management Committee.

Yours in Sport

Andy Shire
Chairman, Glen Juniors

Part A – Club Rules and Constitution

1.0 Name of the Club

1.1 The name of the Club shall be Glen Juniors.

2.0 Objectives

2.1 The objectives of Glen Juniors shall be:

- a) to promote the amateur sport of Football in Morley and its surrounding area and encourage community participation in the same.
- b) to provide the local community with access to qualified coaches who comply with relevant Football Association and league guidelines.

3.0 Membership

3.1 Any reference to 'Member' (in this and any other section of this document) shall mean a registered player themselves and/or their parents or legal guardians.

3.2 Membership of Glen Juniors shall be open to anyone interested in the sport on application regardless of gender, colour, marital status, race, nationality, ethnic origin, religion, sexual orientation or disability.

3.3 The Management Committee will, on behalf of the Club, agree and keep under review a Code of Conduct and other relevant Club Rules and Policies as required. Any contravention of the Code of Conduct or Club Rules and Policies will be investigated thoroughly and dealt with accordingly.

3.4 From time-to-time limits may need to be applied on the of number players eligible for membership according to the availability of facilities, the availability of football coaches and age group maximum numbers, to be applied on a non-discriminatory basis. In certain circumstances, the Club's Management Committee may refuse or remove membership for good cause such as conduct or character likely to bring the Club or sport into disrepute.

3.5 Any Member is entitled to attend any Management Committee or Junior Managers meeting, subject to prior agreement by the Chairman. This clause does not apply to meetings convened to consider complaints or breaches of the Club's Rules, Policies or Code of Conduct.

3.6 A general meeting of Members (the Annual General Meeting) shall be held annually no later than the third Tuesday in July. The treasurer shall make available on request a full and complete report of the Club's accounts not less than 7 days prior to each Annual General Meeting.

3.7 Any Member wishing to put forward proposed rule changes, or anyone wishing to submit a nomination for a Management Committee position at an AGM will need to submit their proposal, with a proposer and seconder, by no later than seven working days prior to the AGM being held. All nominations/rule changes to be in writing and addressed to the Chairman and copied to the Secretary.

3.8 Voting at an Annual General Meeting shall be by hand or ballot as the Chairman may decide, and each age group shall have one vote. In case of equality, the Chairman shall have a second or casting vote. At the Annual General Meeting the Officers of the Club shall retire, but may be eligible for re-election. The election shall be by vote of Members present at the meeting. Each Member shall have one vote for each vacancy, but no Member shall cast more than one vote for any one candidate. At the AGM, the Club's Rules and Constitution may be revoked, added to, or altered, by a majority of the Members present and entitled to vote.

3.9 Extraordinary General Meetings (EGM) shall be called by the Meetings Secretary following the direction of the Management Committee or on the signed requisition of at least one-fifth of the total of Full Members stating the special subject to be discussed. EGMs are the place where the Club's Rules and Constitution may be revoked, added to, or altered when such changes cannot reasonably wait until the next Annual General Meeting. Such EGM to be held not less than

fourteen days and not more than twenty-one days after receipt by the Meetings Secretary of such request. No other business may be discussed at the Extraordinary General Meeting than that for which it was convened. At an Extraordinary General Meeting, the Rules and Constitution may be revoked, added to, or altered, by a majority comprising of at least two-thirds of the Members present and entitled to vote.

4.0 Subscriptions

4.1 Every registered player shall pay an appropriate annual subscription (or part-year subscription where appropriate), the fee and the date due to be determined, from time to time, by the Management Committee. A Registration Form will need to be completed on an annual basis for each registered player. The Club may apply different levels of subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

4.2 All new players will be given a 4-week trial before any subscriptions become due.

5.0 Age Ranges

5.1 The Club has age groups from Reception (for children aged 4) right through to under 16s, with age groups for under 17s and under 18s as may be required dependent upon demand and availability of players. The age years run from 1 September in any given year to 31 August the following year. As an example, the under 6 players for season 2010/11 will have been born between the 1 September 2004 and 31 August 2005.

5.2 The Reception age group will concentrate on training and development only. The U6's, U7's and U8's main concentration will be on training with friendly mini-soccer (7-a-side) games being arranged with local teams. The U9's and U10's will play league mini-soccer and the U11's and above will play 11-a-side youth football.

5.3 In accordance with FA rules, a player can generally play in an age group above their age so long as no other player is older by two years or more. However, some leagues have exceptions to this rule. First, in some leagues, to play in a knock out cup game or a game where points are awarded, or results collected, a player must have achieved the age of eight on or before 31 August in that year. Similarly, for youth football, for most leagues, players must have attained the age of 11 on or before the 31 August in that year to play U11s (or above) football. Please check individual league rules before registering players.

5.4 In accordance with FA rules, there are also limits on the maximum duration of play in any given day. Over 6 and under 8's shall play a maximum of 40 minutes in any one day and under 9's and under 10's a maximum of 60 minutes. For players over the age of 10 but under the age of 17 on or before the 31 August then the maximum duration of play shall be 100 minutes per day.

5.5 In regard to the duration of games. Under 6's and under 7's are recommended to play a maximum of 15 minutes each half. Under 8's to under 10's, 20 minutes each way. Under 11's and under 12's league games are 30 minutes each half; under 13's and under 14's, 35 minutes each half, under 15's and under 16's, 40 minutes each half, and; under 17's and under 18's, 45 minutes each half.

6.0 Management Committee

6.1 The Officers of the Club shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, Club Welfare Officer. This collective group of Officers will be referred to as the Management Committee. The Management Committee will appoint a Manager for each age group within the Club who will, on behalf of the Management Committee, oversee all issues relating to that age group.

6.2 Whilst elections for Club Officials will take place annually at the Annual General Meeting, the Management Committee shall have the power to co-opt members for any vacancy on the Management Committee that may from time to time occur during the year.

- 6.3 The Management Committee shall be responsible for the proper and efficient running and administration of the affairs of the Club. The Management Committee may refuse membership for good cause such as conduct or character likely to bring the Club or sport into disrepute.
- 6.4 The Management Committee will be responsible for investigating and hearing formal complaints and breaches of the Club's Rules, Policies and Code of Conduct, in accordance with the Club's Complaints and Disciplinary Policy.
- 6.5 The Management Committee shall have the power to remove membership, or take any other action considered appropriate, any Member or Club Official who shall offend against the Rules, Policies or Code of Conduct of the Club or whose conduct shall, in the opinion of the Management Committee, tender him/her unfit for membership of, or being associated with, Glen Juniors. No Member shall be expelled without first having had an opportunity of appearing before representatives of the Management Committee and answering the complaints made against him/her.
- 6.6 The Management Committee shall meet monthly or, at such times and places as the Chairman may determine. A quorum for all purposes shall be 4 members of the Management Committee. Voting at a Management Committee meeting shall be by hand or ballot as the Chairman may decide, and each Officer shall have one vote. In case of equality, the Chairman shall have a second or casting vote.
- 6.7 If any Officer of the Management Committee shall be absent for 4 consecutive meetings (except through illness or other justifiable cause) or if he/she shall fail promptly and efficiently to perform the duties allotted to him/her by the Management Committee, or if he/she shall act in a manner which is considered prejudicial to the best interests of the Club, or shall permit, or cause to be committed, any flagrant breach of the Club's Rules, Policies or Code of Conduct, then he/she shall be deemed to have forfeited a place on the Management Committee and shall no longer be retained as an Officer of the Club.

7.0 **Chairman**

- 7.1 The Chairman shall preside at all Management Committee Meetings, Managers Meetings and General Meetings (e.g. the Annual General Meeting or an Extraordinary General Meeting). He/she shall be responsible for the proper conduct of all meetings and for the prompt carrying out of any resolutions passed.
- 7.2 The Chairman will, working with the Football Secretary, and other Officers of the Management Committee, have overall responsibility for the day-to-day duties of Club business and decision making, working in accordance with the Club's Rules, Constitution, Policies and Code of Conduct.
- 7.3 The Chairman will, following appropriate consultation with other relevant Officers of the Club, decide when to invoke a formal investigation and/or formal hearing into a complaint or any matter relating to discipline or a breach of the Club's Rules, Policies or Code of Conduct as may from time to time occur.
- 7.4 The Chairman will also be responsible for ensuring that the Club's Rules, Constitution, Policies and Code of Conduct are regularly updated.

8.0 **Vice Chairman**

- 8.1 In the absence of the Chairman, the Vice Chairman shall be required to undertake any duties that would normally fall to the Chairman that require urgent consideration, with the Chairman being notified as soon as practicably possible thereafter of any decision and/or action taken.
- 8.2 The Vice Chairman may from time to time be asked by the Chairman to undertake specific duties to assist in the smooth running and further development of the Club.

9.0 **Secretary**

- 9.1 The Football Secretary shall be responsible for all football related administrative duties including, but not limited to, league and cup registrations, purchase of Club equipment and annual trophies (along with the procurement manager). Notification of bookings and other football related incidents and liaison with the relevant leagues and Football Associations.
- 9.2 The Football Secretary will receive or be informed of all complaints or matters of discipline that relate to the operation and functioning of the Club. The Football Secretary will notify the Chairman and, where appropriate, the Club Welfare Officer, of any complaint or disciplinary related issue that in his/her opinion requires possible consideration or investigation in accordance with the Club's Complaints and Disciplinary Policy.
- 9.3 The Secretary shall, in consultation with the Chairman, make arrangements for Management Committee meetings, Junior Managers meetings and General Meetings (e.g. the Annual General Meeting or an Extraordinary General Meeting) including the preparation of an agenda and associated agenda items.
- 9.4 The Secretary shall record the proceedings of all meetings and distribute minutes of said meetings as soon as practicably possible after the meeting. Management Committee minutes, excluding those relating to disciplinary related matters, will be copied via email to all Junior Managers to keep them informed of Management Committee business and decisions.
- 9.5 The Secretary will make arrangements for the formal notification and publication of the Annual General Meeting (AGM), including the preparation of the Agenda.
- 9.6 The Meetings Secretary will arrange, as required, First Aid refresher courses for all relevant Officials to ensure that they have an up-to-date First Aid certificate.

10.0 **The Treasurer and The Club's Accounts**

- 10.1 The Treasurer shall be responsible for all funds of the Club and shall keep such books of account and shall provide such statements of incomes and expenditures as the Management Committee may from time to time require. For the purpose of the Club accounts, the financial year shall be deemed to end on the 31st day of May in each year.
- 10.2 The treasurer shall make available on request a full and complete report of the Club's accounts not less than 7 days prior to each AGM. The Club accounts to be audited by someone independent of the Treasurer.
- 10.3 All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to Members or third parties. Upon dissolution of the Club any remaining funds or assets shall be given or transferred to a local registered charity.

11.0 **Club Welfare Officer**

- 11.1 The Club Welfare Officer will be the Club's first point of contact for all Members or Club associates regarding any concerns for the welfare of any child or young person involved with the Club.
- 11.2 The Child Welfare Officer will liaise directly with the County FA Child Protection Officer, local Social Services or the Police, as appropriate, and will need to be familiar with the procedures for referring any concerns either to the Management Committee or the County FA.
- 11.3 The Child Welfare Officer will play a proactive role in increasing Members' awareness of the Club's Child Protection Policy and in formally investigating any alleged abuses of the Club's Rules, Policies or Code of Conduct as they relate to the welfare of children and young people.
- 11.4 The Child Welfare Officer will sign off all applications for CRB checks and will be the single point of contact for FA CRB ID cards. The Child Welfare Officer will keep a record of all applications made, disclosures issued and FA CRB ID cards issued on behalf of the Club.
- 11.5 The Child Welfare Officer will arrange, as required, Child Protection refresher courses for all relevant Club Officials to ensure that they have an up-to-date child protection course certificate.

12.0 **Club Welfare Assistant**

12.1 The Club Welfare Assistant will assist the Club Welfare Officer across the full range of responsibilities. Whilst the post of Club Welfare Assistant is not an officially appointed Management Committee position, the person appointed may be asked to assist in undertaking investigations into misconduct matters. They may also be asked to attend and provide evidence to meetings of the Management Committee to assist them in considering disciplinary or club welfare related matters. As this post is not an officially appointed Management Committee position, it is not subject to annual appointment at the AGM.

13.0 **Junior Managers**

13.1 A Junior Manager will be appointed by the Management Committee for each age group, with separate Managers for boys and girls teams where separate teams exist in a single age group.

13.2 The responsibility for the running of individual age groups is that of the Junior Manager. The Junior Manager's authority should not be undermined and his/her wishes at all times should be respected. Where an age group consists of more than one team, the Junior Manager remains in charge of the whole age group.

13.3 Each Junior Manager will, where required, appoint assistant managers, football coaches, treasurer, secretary and any other position as they consider appropriate to assist in the smooth running and administration of their age group. All appointments made by the Junior Manager should be ratified on a regular basis by the Members associated with that age group. If there is a dispute between the view of the Manager and a majority of the parents on any appointment made, then the matter of dispute will be referred to the Management Committee for consideration.

13.4 The Junior Managers shall meet with the Management Committee monthly or at such times and places as the Chairman may determine. Where a Junior Manager is unable to attend a Junior Managers meeting they should ensure that their age group is represented by another appropriate individual. The purpose of the Junior Managers meeting is to act as a consultative body between age groups and the Management Committee and provide an opportunity for Junior Managers to raise issues with the Management Committee.

13.5 The Junior Manager will need to ensure that at least one Official of each age group has passed their FA Level 1 Coaching Course. A new Junior Manager, Assistant Manager and/or senior coach will have 12 months to complete and pass their Level 1 course. Once passed, level 1 courses do not expire – the qualification is retained for life. However, there are certain aspects of the course, notably the First Aid and Child Protection elements which need to be refreshed every three years. It is the responsibility of the relevant Junior Manager to ensure that all relevant volunteers attend refreshes courses on Child Protection and First Aid every three years.

13.6 Any volunteer involved with coaching/training/managing children and young people will be required to have had a relevant CRB check and have been issued with an FA CRB ID card. It is the responsibility of each Junior Manager to ensure that CRB checks are carried out, and kept in date, through liaison with the Club Welfare Officer. The Junior Manager shall also ensure that only volunteers who have been issued with their FA CRB ID card are involved in coaching/training/managing children in their age group.

13.7 Junior Managers shall be required to report all incidents which may be the subject of a complaint from another person (e.g. a team manager, a referee, parents or a player) to the Football Secretary as soon as possible after the said incident. This is to ensure that the Club is aware of all potential complaints sufficiently early enough to take action as may be considered appropriate to protect the reputation of Glen Juniors.

14.0 **Players Information**

- 14.1 The Secretary shall retain a confidential database of all players registered with the Club to include players name and date of birth, home address, parents' names, telephone contact details, email address where appropriate and any pre-existing medical conditions. Each Junior Manager will retain the same said information for their own age group.
- 14.2 All player information shall remain confidential and no information will be shared beyond the Officials of the Club, without the express permission of the Member(s) concerned.
- 14.3 Email and address details may from time to time be used to keep Members updated on Club/team news and events.

15.0 **Age Group Requirements**

- 15.1 Every age group will be expected to contribute towards Club fundraising activities.
- 15.2 The Annual Gala will be organised by a specially convened Gala Committee and all age groups between U6s and U16s will be required to appoint a nominee for the gala committee and will be required to assist more generally, under the direction of a Gala Co-coordinator appointed by the Management Committee.
- 15.3 All age group subs & registration fees must be paid into club funds using the supplied bank book. The bank book must be brought to each meeting and handed to the Treasurer for updating.
- 15.4 Individual age groups may wish to attend UK and foreign weekend or week long tournaments and events which involve at least one night away from home. Where an age group proposes attendance at such a tournament/event, then prior approval will need to be sought from the Management Committee via the Football Secretary. The funds for such trips should be raised by the age group requesting the trip.
- 15.5 The Club have arranged for all football kit and training wear to be purchased by a single member of the club. Kit and training wear can be ordered via the Management Committee and age groups must not purchase any football kit or teamwear without the express permission of the Management Committee.
- 15.6 Age Groups are encouraged to attract kit sponsors themselves but must keep the Management Committee informed to avoid secondary dealings.
- 15.7 Age Groups do not need permission from the Management Committee to purchase training and other related equipment, however, all equipment / kit will remain the property of the Club and should be returned to the Club on request. Similarly, all equipment / kit purchased through sponsorship deals or donated to the Club, become and remain the property of the Club.
- 15.8 Under FA rules, players under the age of 18 cannot be fined. Therefore, where the Club receives a fine for inappropriate behaviour by a player, as so considered by the Football Secretary, the relevant age group will be responsible for paying the fine.
- 15.9 Where the Club receives a fine for inappropriate behaviour by a manager, coach or parent, as so considered by the Football Secretary, the relevant manager, coach or parent will be responsible for paying the fine. Where it is not possible to identify a specific individual or individuals involved in a particular incident, the relevant age group manager will be responsible for paying the fine.
- 15.10 Age Groups may use the junior dressing rooms at Glen Road when they wish. It is the Managers responsibility to ensure that the dressing rooms are left in an acceptable state; all lights are turned off and the premises are fully locked up when leaving.
- 15.11 If any Member or Club associate has an issue about the running of an age group or team within it and is unable to resolve the matter with the Junior Manager, he/she should refer such a dispute to the Management Committee.

16.0 **Alterations**

- 16.1 Alterations or amendments to the Rules and Constitution (Part A of this document) shall be made only at the AGM or at an Extraordinary General Meeting (EGM) specially convened for such purpose. Changes to the Club's Policies or Code of Conduct (Parts B and C) may be made at any time by the Management Committee.

Part B – Club Policies

17.0 Equality and Diversity Policy

- 17.1 The Club opposes all forms of harassment and discrimination. Therefore, no applicant, Member or Club associate shall receive less favourable treatment than others, because of their age, gender, colour, marital status, race, nationality, ethnic origin, religion, sexual orientation or disability. The Club is fully committed to the development of positive policies to promote equality and diversity in all of its activities. The Club is an equal opportunities organisation and will abide and adhere to the requirements of the relevant Codes of Practice issued by the Commission for Equality and Human Rights. All Members and Club associates are expected to abide by the requirements of any equality related legislation.
- 17.2 The Club commits itself to make reasonable adjustments wherever possible to ensure that any disabled applicant, Member or Club associate are helped to gain access to, and participate in, the activities of the Club.
- 17.3 The Club is fully supportive of the 'Let's Kick Racism Out of Football' campaign and we will not condone any acts or allegations of racism by any applicant, Member or Club associate and will continually work for positive change.
- 17.4 The Club will take seriously any allegations of discrimination, harassment or bullying by any applicant, Member or Club associate. The Club will not condone any action that is in breach of its Equality and Diversity Policy. The Club commits itself to the immediate investigation of any claims of discrimination, harassment or bullying on the above grounds in accordance with the Club's Complaints and Disciplinary Policy. Any Member or Club associate found guilty of discrimination, harassment or bullying will be instructed to desist forthwith and, dependent upon the seriousness of the said incident, their action may result in him/her being expelled from the Club.

18.0 Child Welfare Policy

- 18.1 The 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 activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
- 18.2 The key principles of the Club's child welfare policy is that:
- a) The child's welfare is, and must always be, the paramount consideration;
 - b) All children and young people have a right to be protected from abuse regardless of their age, gender, colour, marital status, race, nationality, ethnic origin, religion, sexual orientation or disability;
 - c) All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, and;
 - d) We will work in partnership with other organisations, children and young people and their parents or carers in applying our Child Welfare Policy.
- 18.3 We acknowledge that every child or young person who plays or participates in the Club's activities should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Glen Juniors recognises that this is the responsibility of every adult involved in our Club.
- 18.4 The 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. The Club accepts that the Football Association's child protection regulation applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper, football coach, Club Official or medical staff.

- 18.5 We endorse and adopt The FA's child protection and best practice guidelines for recruiting volunteers and will:
- a) Make clear to all our expectations in regard to child welfare;
 - b) Appoint a Club Welfare Officer;
 - c) Require a FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines;
 - d) Request identification documents where appropriate, and;
 - e) As a minimum meet and chat with any applicant for Official positions.
- 18.6 All Members and Club associates in official positions with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit.
- 18.7 If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of our 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 FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.
- 18.8 The Club 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.
- 18.9 The Club has appointed a Club Welfare Officer in line with The FA's Club Welfare Officer role profile. The Child Welfare Officer is the first point of contact for all Club Members regarding concerns for the welfare of any child or young person. They will liaise directly with the County FA Child Protection Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst Club Members.
- 18.10 The Club supports The FA's whistle blowing policy in respect of child welfare issues. Any adult or young person with child welfare concerns about an applicant, Member or Club associate can 'whistle blow' by contacting the Club Welfare Officer. Alternatively, contact can be made to the FA Child Protection Manager on 0207 745 4771 or by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC.
- 18.11 A Code of Conduct for Members and Club associates (including players, parents, spectators, officials and coaches) has been implemented by the Club – see Part C. All applicants and Club associates will be informed of, and be expected to adhere to, this Code of Conduct.
- 18.12 The Club will take seriously any breaches of its Child Welfare Policy and will not condone any action that is in breach of this policy. The Club commits itself to the immediate investigation of any claims of breach of this policy in accordance with the Club's Complaints and Disciplinary Policy. Any Member or Club associate found guilty of breach will be instructed to desist forthwith and, dependent upon the seriousness of the said incident, their action may result in him/her being expelled from the Club.
- 18.13 Further advice on child welfare matters can be obtained from:
- a) The Club Welfare Officer – see the Club's website for details
 - b) The County Football Association's Child Protection Officer
 - c) The Football Association/NSPCC Child Protection
 - d) 24-Hour FA Helpline 0808 800 5000
 - e) www.TheFA.com/Goal
 - f) The FA child protection team 0207 745 4649

19.0 **Anti-Bullying Policy**

19.1 The aim of the Club's anti-bullying policy is to ensure that all players develop in a safe, caring environment without the fear of being bullied. Bullying is an anti-social behaviour and affects everyone. Bullying is defined as deliberately hurtful behaviour, possibly repeated over a period of time, where it is difficult for those being bullied to defend themselves. It is totally unacceptable and will not be tolerated at Glen Juniors Football Club. We acknowledge and endorse The FA's identification of bullying as a category of abuse. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the relevant Junior Manager, Child Welfare Officer, an Officer of the Management Committee or, in cases of serious bullying the County FA Child Protection Officer.

19.2 The three main types of bullying are:

- a) Physical (e.g. hitting, kicking, theft)
- b) Verbal (e.g. name calling, racist remarks)
- c) Indirect (e.g. spreading rumours, excluding someone from social groups)

19.3 Players who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, missing training and / or games. Players must be encouraged to report bullying either to the relevant Junior Manager or the Club Welfare Officer immediately.

19.4 The following steps will be taken when dealing with incidences of bullying:

- a) If bullying is suspected or reported, the relevant Junior Manager will investigate & deal with the incident immediately. Consulting with the Club Welfare Officer if required.
- b) A clear account of the incident will be recorded and, if not resolved by the Junior Manager, or if referred by the Club Welfare Officer, the matter shall be dealt with by the Management Committee under the Club's Complaints and Disciplinary Policy.

19.5 Players who have been bullied will be supported by:

- a) Offering an immediate opportunity to discuss the experience with the Junior Manager and the Club Welfare Officer;
- b) Reassuring the player;
- c) Offering continuous support, and;
- d) Restoring self-esteem.

19.6 Players who have bullied will be helped by:

- a) Discussing what happened;
- b) Discovering why the player became involved;
- c) Establishing the wrongdoing and the need to change, and
- d) Informing the parents/guardians/carers to help change the attitude of the player.

20.0 **Complaints and Disciplinary Policy**

20.1 **How to make a formal complaint?**

20.2 In the event that any applicant, Member or Club associate feels that they or their child has suffered discrimination, harassment or bullying or that the Club's Rules, Policies or Code of Conduct have been breached, they should report the matter as soon as possible to the Chairman, Secretary or Club Welfare Officer.

20.3 Complaints or disciplinary matters may also be referred to the Club by other means. For example, on the field incidents may be subject to a referees' report, booking or league or County FA intervention. Other persons, including Officials of the Club, may report concerns or incidents involving players, parents, Club associates, spectators or officials direct to the Secretary.

20.4 Wherever possible, the complainant should provide:

- a) details of what, when and where the occurrence/incident took place;
- b) any witness statements and names;
- c) names of any other person(s) who may have been treated in a similar way;
- d) details of any former complaints made about the incident, date, when and to whom made,
- e) a preference for a solution to the complaint.

20.5 Whilst it is preferable for all complaints or referrals to be in writing, complaints should be notified as soon as practicably possible, verbally if necessary, to be followed up, wherever possible, by a written statement of the complaint.

20.6 **Upon Receiving a Complaint or Referral**

20.7 The Club official receiving the complaint will consider the significance of the complaint or referral and consider the extent to which the Club's Rules, Policies or Code of Conduct have been potentially breached. In so doing, consideration will be given to any action that has already been taken either by the Junior Manager concerned or through FA disciplinary processes (e.g. fine, ban etc.). The Chairman should be notified of all serious complaints received and will, in liaison with relevant Club officials, take one of the following actions:

- a) Decide to take no further action on the basis that the matter has already been remedied or that other appropriate action has been taken e.g. an FA booking or ban;
- b) Write to the person or persons subject of the complaint or referral reminding them of the Club's Policies and Codes of Conduct and warning them as to their future behaviour;
- c) Where the complaint or referral is of such significance (e.g. a major breach of the Club's Rules, Policies or Code of Conduct) the Chairman will decide whether a formal investigation and/or formal hearing is required.

20.8 Any complaints or referrals that involve children and young people and relate to the Club's Child Welfare, Equality and Diversity or Anti-Bullying Policies will be referred to the Club's Child Welfare Officer for consideration, prior to a decision on the appropriate course of action being taken.

20.9 The receiving official will record in writing all complaints and referrals including the action taken.

20.10 Where a complaint or referral is against or involves the Chairman, then all of the duties normally undertaken by the Chairman in considering the complaint will be dealt with by the Vice Chairman.

20.11 **Formal Investigation**

20.12 Where a matter has been referred to the Chairman and paragraph 20.7 (c) above applies, the Chairman will determine whether a formal investigation and/or formal hearing is necessary.

20.13 If, in the Chairman's view, a formal investigation and/or formal hearing is not necessary, then a view will be taken as to any action that needs to be taken in accordance with paragraph 20.7 above.

20.14 If a formal investigation is considered necessary, the Chairman will appoint an investigation committee consisting, as a minimum, of at least two Officers of the Management Committee. Where the complaint involves issues relating to child welfare, then the Club Welfare Officer must be involved in the investigation.

20.15 At the conclusion of the investigation, the appointed team of Management Committee Officers will, in consultation with the Chairman where he/she has not been involved in the investigation, take a view on whether a formal hearing is necessary. If a formal hearing is considered necessary, then the matter will be handled in accordance with the procedure detailed below.

20.16 If a formal hearing is not considered necessary, then a view will be taken as to any action that needs to be taken in accordance with paragraph 20.7 above.

20.17 **Formal Hearing**

20.18 Where a breach of the Club's Rules, Policies or Code of Conduct is considered serious enough to warrant a formal hearing, then the Management Committee will convene a formal hearing to consider the complaint or breach. Such hearing must have at least four members of the Management Committee present and will be held within 21 calendar days of the decision to proceed to a formal hearing.

20.19 The person or person's subject of the complaint or breach will be provided with details of the complaint or incident at least 10 calendar days prior to the hearing and will be offered the opportunity to provide additional evidence or witnesses.

20.20 The Management Committee will sit and consider the complaint or incident, considering all of the evidence provided and hearing and questioning witnesses where appropriate.

20.21 The Management Committee may adjourn for a period of no more than 14 calendar days if, in their sole opinion, further evidence or witness statements are required.

20.22 At the end of the hearing, the Management Committee will have the power to warn as to future conduct, suspend or remove from membership or any Official position, any person found to have broken the Club's Rules, Policies or Code of Conduct. The decision of the Management Committee will be final and will be communicated, in writing, to the person or persons concerned within 14 calendar days.

20.23 **Examples of Serious Breaches of Club Rules, Policies or Code of Conduct – Zero Tolerance**

20.24 Whilst it is not possible to be definitive in terms of what ultimately will be serious enough to warrant a formal hearing and consideration of expulsion from the Club, as each individual incident will need to be fully investigated, we are, however, able to provide examples of misconduct that are likely to be considered as serious enough to warrant a formal hearing:

- a) Abuse, discrimination or bullying on grounds of ability, age, gender, colour, race, nationality, ethnic origin, religion, sexual orientation or disability
- b) Verbal abuse (e.g. swearing, shouting abuse);
- c) Physical abuse (e.g. hitting, kicking, fighting);
- d) Abuse of match officials;

- e) Conduct prejudicial to the reputation of the Club,
- f) Flagrant and/or repeated breaches of the Code of Conduct or the Club's Policies.

20.25 The Club is adopting a Zero Tolerance policy and serious breaches of the Club's Code of Conduct are likely to result in exclusion from the Club.

21.0 **Other Miscellaneous Policies**

21.1 **Annual Subscriptions** – All members will be liable to the following fees:

21.2 Match / Training Fee (for players who participate at Home & Away games) as agreed at the A.G.M. Paid weekly for small sided teams / paid in block at start of season for 11 a side teams.

21.3 Gala Fee (payable to cover cost of entrance fees for all Gala's except our own).

21.4 **FA Level 1 Coaching Course** – At least one Official of each age group will have passed their FA Level 1 Coaching Course. The Management Committee recommends that at least two age group Officials should undertake their level 1 course, preferably the Junior Manager and Assistant Manager and / or senior coach. A new Junior Manager, Assistant Manager and/or senior coach will have 12 months to complete and pass their Level 1 course. Level 1 courses do not expire – once passed, the qualification is retained for life. However, there are certain aspects of the course, notably the First Aid and Child Protection elements which need to be refreshed every three years. It is the responsibility of the relevant Junior Manager to ensure that all relevant volunteers attend refreshes courses on Child Protection and First Aid every three years.

21.5 **FA Level 2 Coaching Course** – Whilst not compulsory, all level 1 qualified coaches are encouraged to study for their level 2 coaching badge.

21.6 **Referee Training Courses** – Referees perform a vital role in the game, and with the growth in the popularity of football, particularly for women and children, the demand for match officials is increasing.

21.7 All courses will be funded by the club, subject to the prior approval of the Management Committee.

21.8 **Other Coaching Courses** – The Management Committee supports and encourages our coaches to reach the highest level possible in terms of coaching standards. Any coach who wishes to go beyond level 2 should discuss their desire further with the Chairman and/or Secretary in terms of options and funding arrangements.

21.9 **CRB Checks** – Any volunteer involved with coaching/training/managing/refereeing children and young people will be required to have had a relevant CRB check and have been issued with an FA CRB ID card. It is the responsibility of each Junior Manager to ensure that CRB checks are carried out, and kept in date, through liaison with the Club Welfare Officer. The Junior Manager shall also ensure that only volunteers who have been issued with their FA CRB IF card are involved in coaching/training/managing children in their age group. In regard to payment, Glen Juniors will pay the fee for all CRB checks.

21.10 **Best Practice Guidance for Grassroots Football regarding Football Scouts** – Professional club scouts (sometimes referred to as Recruitment Officers in the Premier League) should identify themselves to the club managers / officials at the start of a game or training session if they are there to scout for players. Junior Managers should always approach any unidentified or suspicious adults observing matches and ask about their involvement with the game. If a person identifies themselves as a club scout always ask to see their identification; if they are unable to provide any identification ask them for their name and the person at the club who they formally report to. If they cannot provide identification and choose to stay at the game / training session ensure that they are not left on their own. If you have any reason to be suspicious of their actions or intent contact the club for verification of the ID where it has been given; where there is no ID you may wish to ask them to leave or contact the police. Report as soon as is realistically possible to the Club's Welfare Officer the name of the individual who has claimed to be a scout and the club that they claimed to be working for where no identification has been provided or where you have reason to doubt the validity of the ID

- 21.11 **Marking of Pitches** – It is the policy of the Club that at least one side of the playing pitch should be “marked off” in some way to maintain an appropriate distance between spectators and the playing field. This distance from the pitch should be a minimum of 1.5 metres. All supporters are required to stand behind the “marked” area. Only Managers, Assistant Managers and Coaches are allowed to stand directly next to the pitch.
- 21.12 **Football Kit/Training Wear** – Glen Juniors have arranged for all football kit and training wear to be purchased by a single supplier in order to secure a uniform look across the whole of the junior section. Kit and training wear can be ordered via the Management Committee. Kits are ordered at the beginning of September.
- 21.13 **Football Kit Sponsorship** – Where possible sponsorship is to be sought to cover the cost of a home and optional away kit.
- 21.14 **Training Wear** – Every second year (dependent on club funds) the club will provide an item of training wear for all age groups & coaches. There may also be options for additional training wear which is to be funded by each age group if required.
- 21.15 **Keys for Changing Rooms** – Wherever possible the club will supply each manager with keys for the changing rooms (this is dependent on the council) It is the responsibility of each Junior Manager with a key to ensure that the changing rooms are left secure and safe and in an acceptable state when leaving.
- 21.16 **Senior Teams** – The changing rooms are also used by open age teams usually on a Saturday. A caretaker is employed by the council to open & close the changing rooms for the senior teams and to ensure that the building is left in an acceptable state. Any Issues are to be raised with the management committee immediately.
- 21.17 **Changing Room Standards** – It is the clubs responsibility to ensure that the changing rooms are left clean & tidy after use. All floors should be swept and any dirt /mud collected and put into bins. All bags of rubbish are to be tied up and left by the front gate for collection.
- 21.18 **Changing Room Maintenance** – Any maintenance issues in the changing rooms and car park areas are to be reported to the management committee immediately.
- 21.19 **Changing Room Parking** – Over the years we have had numerous issues with the local residents regarding parking. Where possible cars should be parked down one side of the lane to allow emergency access if required or on the grass area at the bottom of the open age pitch. Please do not park on the grass verges.

Part C – Code of Conduct

22.0 General Expectations

22.1 Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or Club official, have a responsibility above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. The principles of this code have been written by the FA and apply to all those involved in football under the auspices of The Football Association and covers:

- a) **Community** - Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.
- b) **Equality** - Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.
- c) **Participants** - Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.
- d) **Young People** - Football acknowledges the extent of its influence over young people and pledges to set a positive example.
- e) **Propriety** - Football acknowledges that public confidence demands the highest of standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.
- f) **Trust and Respect** - Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.
- g) **Violence** - Football rejects the use of violence of any nature by anyone involved in the game.
- h) **Fairness** - Football is committed to fairness in its dealings with all involved in the game.
- i) **Integrity and Fair Play** - Football is committed to the principle of playing to win consistent with Fair Play.

22.2 From a Glen Juniors perspective, the health, safety, welfare and moral education of young people are our first priority, before the achievement or the reputation of the Club, coach or parent. The Club will not accept prejudice of whatever kind and is keen to promote equality for all irrespective of age, gender, colour, marital status, race, nationality, ethnic origin, religion, sexual orientation or disability.

22.3 Any person found using inappropriate language/gestures or actions on the grounds of age, gender, colour, marital status, race, nationality, ethnic origin, religion, sexual orientation or disability will be dealt with in accordance with the Club's Complaints and Disciplinary Policy which could result in permanent exclusion from the Club.

23.0 Code of Conduct - Expectations of Parents/Spectators

23.1 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 – its fun. Its important to remember that however good a child becomes at football, positive encouragement will contribute to:

- a) children enjoying football;
- b) a sense of personal achievement;
- c) self-esteem;

- d) improving the child's skills and techniques, and;
- e) developing life skills

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

- a) other players;
- b) officials;
- c) managers,
- d) spectators.

23.3 All parents/spectators within our Club should always be positive and encourage all of the children, not just their own. Parents/spectators should:

- a) applaud the opposition as well as your own team;
- b) not coach the players (ever their own son/daughter) during the game – this is the job of the manager/coaches;
- c) not shout or scream;
- d) respect the referee's decision;
- e) give attention to each of the children involved in football not just the most talented, and;
- f) give encouragement to everyone to participate in football.

23.4 All parents/spectators within our Club will be expected to agree and adhere to the Club's Rules, Policies and Code of Conduct.

23.5 Whilst the Junior Manager has overall responsibility for the age group at games, galas and tournaments, parents/guardians of players must take responsibility for their son's/daughter's actions at all times, ensuring that their behaviour is in keeping with the Club's Constitution, Rules and Code of Conduct. Parents/guardians must ensure players are appropriately supervised at all times by a responsible person. This is not just to reduce the risk of poor behaviour, but is to ensure the health, safety and well being of the players whilst representing the Club. Bringing the reputation of the Club into disrepute at any time will not be tolerated and will be treated as a serious offence which may result in expulsion from the Club.

24.0 **Code of Conduct - Requirements of Team/Club Officials**

24.1 This part of the Code applies to all team/club officials.

24.2 Obligations towards the Game - The team official should:

- a) Set a positive example for others, particularly young players and supporters;
- b) Promote and develop one's own team having regard to the interest of the players, supporters and reputation of the national game;
- c) 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;
- d) Avoid all forms of gamesmanship;
- e) Show due respect to Match Officials and others involved in the game;
- f) 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, and;

g) Not use or tolerate inappropriate language.

24.3 Respect towards the Match Officials - The team official should:

- a) Accept the decisions of the Match Official without protest;
- b) Avoid words or actions which may mislead a Match Official, and;
- c) Show due respect towards Match Officials.

24.4 Obligations towards the Team - The team official should:

- a) 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;
- b) Give priority to the interests of the team over individual interests;
- c) Resist all illegal or unsporting influences, including banned substances and techniques;
- d) Promote ethical principles, and;
- e) Show due respect for the interests of the players, coaches and officials, their own club/team and others.

24.5 Obligations towards the Supporters - The team official should:

- a) Show due respect for the interests of supporters.

25.0 **Code of Conduct - Expectations of Coaches**

25.1 Coaches are the key to the establishment of ethics in football. Their concepts of ethics and their attitude directly affect the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct. 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 coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude. Increased responsibility is requested from 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. Set out below is The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

- a) Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport;
- b) Coaches must place the well-being and safety of each player above all other considerations, including the development of performance;
- c) Coaches must adhere to guidelines laid down by governing bodies;
- d) Coaches must develop an appropriate working relationship with each player based on mutual trust and respect;
- e) Coaches must not exert undue influence to obtain personal benefit or reward;
- f) Coaches must encourage and guide players to accept responsibility for their own behaviour and performance;
- g) Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.

- h) Coaches should, at the outset, clarify with the players (and, where appropriate, parents) exactly what is expected of them and also what they are entitled to expect from their coach;
- i) Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the player;
- j) 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;
- k) Coaches must consistently display high standards of behaviour and appearance, and;
- l) Coaches must not use or tolerate inappropriate language.

25.2 Coaches along with the Manager must also accept full responsibility, at all times, for the behaviour of players and parents when representing the Club at games, galas and tournaments. Any issues must be brought to the attention of the Management Committee within 24 hours of any offence taking place.

25.3 Bringing the reputation of the Club into disrepute at any time will not be tolerated and will be treated as a serious offence which may result in expulsion from the Club.

26.0 **Code of Conduct - Expectations of Players**

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

26.2 Obligations towards the game:

- a) Players should make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina;
- b) Give maximum effort and strive for the best possible performance during a game, even if one's team is in a position where the desired result has already been achieved;
- c) Set a positive example for others, particularly young players and supporters;
- d) Avoid all forms of gamesmanship and time wasting;
- e) 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.
- f) Do not use inappropriate language.

26.3 Obligations towards one's own team:

- a) Make every effort consistent with Fair Play and the Laws of the Game to help one's own team win and;
- b) Resists any influence which might, or might be seen to, bring into question one's commitment to the team winning.

26.4 Respect for the Laws of the Game and competition rules:

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

26.5 Respect towards Opponents:

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

26.6 Respect towards the Match Officials:

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

26.7 Respect towards Team Officials:

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

26.8 Obligations towards the Supporters:

- a) Show due respect to the interests of supporters.

26.9 When representing the Club at matches, galas and tournaments, players' behaviour must not bring the reputation of the Club into disrepute. Failure to comply will be treated as a serious offence which may result in expulsion from the Club.

Part D – Key Contacts

27.0 Junior Club Officials (2010/11)

Honorary Life President	Eddie Le-Huray		
Chairman	Andy Shire	07500 392797	andyshire68@hotmail.co.uk
Vice Chairman	Mark Place Mark Turnbull	07771 671296 07752 355128	turnbullmarka29@hotmail.com
Secretary	Emma Clegg	07970 345945	eclegg29@talktalk.net
Treasurer	Nicola Cooper	07846 571845	nicolacoop@hotmail.com
Club Welfare Officer	Phil Knight	07944 215227	phillipknight1976@hotmail.com
Club Welfare Assistant			
Fund Raiser	Joanna Thomas	07725 585601	hanjoe417@btinternet.com
Kit & Equipment	Lee Clegg	07989 204552	eclegg29@talktalk.net

28.0 Junior Age Group Contacts (2010/11)

Under 6	Martin Stephenson FAL1	07807 895823	
Under 7	Roger Burkill FAL1	07803 116968	burkillfamily@talktalk.net
Under 8's	Fran Aspinall FAL1	07711 169312	aspinall44@yahoo.co.uk
Under 9's	Steve Horsley FAL1	07850 922007	steve.horsley@monebrodiy.co.uk
Under 10's	Lee Clegg FAL1	07989 204552	eclegg29@talktalk.net
Under 11's	Nicola Cooper	01132 537564	nicolacoop@hotmail.com
Under 12's	Mark Turnbull FAL1	07752 355128	turnbullmarka29@hotmail.com
Under 13's	Andy Shire FAL1	07500 392797	andyshire68@hotmail.co.uk
Under 14's	Craig Broadhead		craig.Broadhead@havells-sylvania.com
Under 15's	Steve Orange FAL1 & 2	07813 409421	steven.orange@ntlworld.com
Under 16's	Elaine & Martin Wakeley	07849 63158	wakeley@sky.com