

**WEST DENTON
JUNIOR FOOTBALL**



**TOGETHER WE
CAN GO FORWARD
EST: 1982**

**CLUB HANDBOOK
2023/ 2024**

PLEASE REMEMBER

THIS IS A GAME

THESE ARE CHILDREN

THE REFEREES ARE HUMAN

THE COACHES ARE
VOLUNTEERS

THIS NOT THE WORLD CUP



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JUNIOR FOOTBALL



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WWW.WESTDENTONJUNIORSFC.COM



@WESTDENTONJFC



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Welcome to West Denton Junior Football Club

On behalf of everyone at the club, we would like to take this opportunity to welcome you and your family (new and returning) to the club for the 2023/2024 season!

This handbook is a breakdown of all how all the club and teams are run during the season and has some important documents attached that you need to read.



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Club Information

West Denton Junior Football Club has the following officers in post that form the Committee:

- **Chairman** – Terry Musgrave
- **Secretary** – Margaret Musgrave
Jolen Connolly
- **Child Welfare Officer** – David Musgrave
- **Treasurer** – Margaret Musgrave
- **Trustee** – Terry Musgrave SNR
Terry Musgrave JNR
Margaret Musgrave
David Musgrave
Jolene Connolly
Steven Wakinshaw
Tony Crawford
Brian Miller

Contact Information

- Email Us:** info@westdentonjuniorsfc.com
- Welfare Issues:** westdentonjfccwo@live.com
- Secretary:** westdentonjfcsecretary@hotmail.com
- Website:** www.westdentonjuniorsfc.com
- Follow us:** @westdentonjfc
- Like us:** www.facebook.com/westdentonjfc

**WEST DENTON JUNIOR FOOTBALL CLUB
CLUB HANDBOOK 2023/2024**

Leagues

All of the leagues we play in are show on the “Teams & Coaches” page on our website www.westdentonjuniorsfc.com.

The team manager will keep you updated with the fixtures and arrangements of kick off times and the venues for away games.

To register your child with the league, we require you to complete the registration form on our website adding a copy of either their birth certificate or passport, along with a passport sized photograph with a white background.

Kit & Equipment

Upon signing for the club, your child will be issued with a full match kit including shirt, shorts and socks. In addition to the strip, other kit may be issued by managers which may include raincoat, tracksuit and training/away top. Club merchandise is available to buy at your own cost from our website including hoodies, sweatshirts, winter hats shorts and socks to name just a few.

All kit, with the exception of the rain jacket, are for match / training purposes only unless authorised separately by a member of the team’s management. Rain jackets / Winter jackets can be worn at all times however please remember that when your child is wearing any item of kit they are representing the club and our codes of conduct would still apply.

ALL kit supplied to your child remains the property of West Denton Junior football club. At the end of the season, all supplied kit must be returned (unless agreed otherwise) to the team manager. If your child decides to leave during the season, then ALL KIT supplied by the club must be returned within 7 days. Failure to do so, or if we deem it to be in an unsatisfactory condition, will result in any charges being passed onto you. If you don’t do this we will have no choice but to inform the League about the no return of kit and this may prevent your child from signing for another club.

Training Sessions & Matches

Your team manager will keep you updated throughout the season on dates and venues of training sessions. Winter training is on the 3G football pitches at West Denton Leisure Centre. If a session is cancelled for whatever reason, your team manager will let you know at the earliest opportunity.

We take attendance at training sessions very seriously as this is where skills and tactics are practised between matches and helps with both team and individual player development. Non-attendance at a training session, except in unavoidable circumstances may jeopardise a player's chance to be starting on a match day. Please let your manager know as soon as possible if your child is sick or cannot attend a training session or match for whatever reason, so the manager has an opportunity to make plans around this. Keeping your manager up to date of holidays allows them to plan both training sessions and match day squads effectively. Your child's non attendance at a match when he/she has been included in the team may jeopardise their chance to start the following match depending upon the reason, so in the interests of your child please ensure you keep us informed whenever possible.

Players are expected to arrive at least thirty minutes before kick off on a match day, wearing the correct kit which must be clean to ensure the club is being represented in the correct manner.

Please remember that shin pads must be worn at both training sessions and on match days. If a player turns up without shin pads they will be unable to take any part. When training outdoors please make sure they are suitably dressed for the weather conditions.

If a player requires an inhaler or any other form of medication, then please ensure that it is brought along to both training sessions and matches and given to your team manager. Your team manager reserves the right to stop a child from taking part if they believe the incorrect medication has not been provided prior to training and matches.

Personal Development

Our main objective as a club and a registered charity is to ensure personal development, which includes both our players and our coaches. All of our coaches are required to achieve their FA Level One in Coaching Football qualification and the club will cover the costs for this. We always promote equal game time for all players wherever possible to allow each and every child an equal opportunity to develop their skills. We actively promote our older players to look at opportunities outside of playing football, including referee and coaching courses once they are old enough. As a club we are more than happy to finance these opportunities providing we receive a minimum commitment back to the club.

Using Social Media

It is important to remember that even though our social media pages are monitored as closely as we possibly can, they are also visible to the general public and therefore **ALL** posts are a reflection of the club itself. Although we actively encourage our members to involve themselves with the club wherever possible, all posts to the club's social media pages can fall under our Club Rules and Code of Conduct, so always think carefully about what you are posting.

Volunteers

West Denton Junior Football Club's success is built upon the hard work of our volunteers, from Coaches & Managers to parents helping out on match day. As a registered charity, any volunteering work (no matter how small) is always appreciated. If you would like to get involved with the club in any form, please inform your teams manager or contact us via email info@westdentonjuniorsfc.com.

End of Season Presentation

Our annual presentation is arranged at the end of each season to celebrate the achievements of both our teams and players. We will advise you via email of the dates and venue as soon as we have this confirmed. **ALL** players **MUST** wear a white shirt and club tie for the presentation and these can be ordered directly through your teams manager. Ties are £6 and this amount will be refunded to you should your child leave the club providing the tie is returned in a good condition.

Contact Details

West Denton Junior Football Club require the contact details for all of our players and parents/guardians. From this season all club communication will be distributed via email and hence your email address is essential to allow us to keep you up to date. If any of your contact details change, it is important to inform your teams manager at the earliest possible opportunity.

Fundraising

CHARITY STATEMENT

West Denton Junior Football Club achieved charity status in 2018 (No: 1177865).

West Denton Junior Football Club shall ensure that:

- All funds raised for a particular cause will be clearly stated.
- The trustees will act in the best interests of the charity and the football Club.
- We will only claim valid Gift Aid on donations that reflect donor's wishes.

FUNDRAISING PROTOCOL

- All fundraising monies must be banked with the club
- The club fundraising coordinator (Secretary) will oversee all activities
 - The coordinator will report directly to the Trustees
- Fundraising must be on behalf of the club and add value to the club members
- Any proposal for fundraising must be agreed by the coordinator in advance
 - Fundraising activities should endeavour to obtain Gift Aid where practical
- All monies raised must be collected online or in secure containers
 - All monies raised will be recorded and signed for through the coordinator
- Each fundraising activity must have two (2) signatories to monitor all monies raised
 - Receipts must be provided for any agreed expenses
- The club will, where requested, make any payments on behalf of the fundraising team on condition they have sufficient funds available; and the club will no longer allow any team or individual to hold, bank or store any funds raised on behalf of West Denton JFC or its members

TEAM FUNDRAISING

Under no circumstances should any coach, manager or parent approach any organisation direct to undertake fundraising. This must be authorised through the club first (Secretary) to ensure there is no conflict of interest or request already in place.

If required we will then provide you with an official letter of authorisation to comply with our registered status as a charity.

Please be aware that supermarkets may no longer accept requests for bag packing due to the implementation of the charges for bags. You need club approval to do bag packs.

DOCUMENTATION

Any team who wishes to do any fundraising event must use the official documentation. This is available from the Admin team or the Fundraising Coordinator (Secretary). The documents available are:

- An official Letter confirming you are fundraising under the club name
- An official player / individual sponsorship form to include Gift Aid
 - Secure collection buckets, including any labelling if required

FUNDING & GRANT APPLICATIONS

All enquiries for funding and/or grants etc must be made through the club funding officer (Secretary).

We have an ongoing programme to apply for funding on behalf of the club and this is audited as part of our Charity club status. No other person is permitted to apply for any funding under the name of West Denton JFC and or any of its teams or members.

FA Respect Code of Conduct – Young Players

Play your part and support The FA's Code of Respect:

When playing football, I will:

- Always play my best for the benefit of the team
 - Play fairly and be friendly
 - Play by the rules and respect the Referee
 - Shake hands with the other team - win or lose
 - Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
 - Encourage my team mates
 - Respect the facilities home & away

I understand that if I do not follow the Code, I may:

- Be asked to apologise to whoever I've upset
 - Receive a formal warning
- Be dropped, substituted or suspended from training



RESPECT

#Weonlydopositive

FA Respect Code of Conduct – Coaches, Team Managers Club Officials

Play your part and support The FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game
 - Stick to the rules and celebrate the spirit of the game
 - Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
 - Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
 - Be aware of the potential impact of bad language on others
 - Be gracious in victory and defeat
 - Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
 - Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
 - Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
 - Suspended by the club from attending matches
 - Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

FA Respect Code of Conduct – Spectators & Parents / Guardians

Play your part and support The FA's Code of Respect:

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, I may be:

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
 - Obligated to undertake an FA education course
 - Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine

Respect



Club Rules & Code of Conduct

All members of the club agree to adhere to the following club rules:

- Young players are not playing to satisfy **YOUR** ambitions
- Young players are playing for **THEIR** enjoyment not **YOURS**
- You have a responsibility to encourage young players to play by the rules
 - Teamwork and effort are as important as winning the game
 - **NEVER** ridicule or **SHOUT** at any player for making a mistake
 - Set a good example and applaud good play by both teams
 - **NEVER** publicly question managers or match officials
- Recognise the value and importance of the coaches and officials who give up their time **FREELY** to help your child play
- Always remain behind the respect line / barrier and **NEVER** enter the field of play (regardless of whether your child is injured or needs their shoe lace tying) unless authorised by the match official
 - **ALWAYS** remain on the spectators' side of the pitch and **NEVER** approach the managers/coaches during a game (regardless of the reason) unless authorised to do so by **BOTH** team managers/coaches
 - Do not consume alcohol at training or matches
- Smoking is prohibited at all matches – if you wish to smoke wait until full time or leave the playing field.
 - The use of drugs is strictly forbidden

- Never use foul or abusive language towards anybody, even jokingly towards friends
- Do not “Coach” from the touchline or tell players where to stand or what to do
 - Violence will not be tolerated under any circumstances
- Contribute an annual members contribution of £25 per month, on time (Bi Monthly from August as well as a registration fee of £20 when joining the club)
- Abide by all Club / League / FA Rules and **RESPECT** the FA Respect Campaign
- If you or your child has any issues or problems please speak to your child’s manager or contact the club welfare officer David Musgrave on 07717 467 035



Safeguarding Children Policy & Procedures

1. West Denton Junior Football 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 football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy are that:

- the child's welfare is, and must always be, the paramount consideration

- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief

- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

- working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Football Club recognises that this is the responsibility of every adult involved in our club.

3. West Denton Junior Football 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. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity.

This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

- specify what the role is and what tasks it involves
 - request identification documents
- as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
- ask for and follow up with 2 references before appointing someone
 - where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current West Denton Junior Football Club members working in eligible roles, with children and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice*.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of West Denton Junior Football 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 CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA 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.

5. West Denton Junior Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or

or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

6. West Denton Junior Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary. 6. Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

8. **Respect** codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by West Denton Junior Football Club. In order to validate these **Respect** codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

9. Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.**

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:

- deal with the matter themselves or
- seek advice from the CFA Welfare Officer

iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children’s Social Care.

iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.

v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:

- contact your CFA Welfare Officer directly
- contact The FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com
- contact the Police or Children’s Social Care
- call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

NB – The FA’s Safeguarding Children Policy and Procedures are available via – www.TheFA.com/footballrules-governance/safeguarding – click on ‘Raising Awareness – Best Practice Downloads’, the Policy and Procedures document is within the resources area. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

- www.theFA.com/FootballSafe
- County Football Association’s Welfare Officer – 0191 270 0700
 - Emailing - footballsafethefa.com
- The FA Safeguarding Children Enquiry line – 0845 210 8080

Child Welfare Policy

Reporting concerns:

Maintaining a positive and safe environment at our club is not just the responsibility of the committee. Every player, parent, carer and member of staff has a role to play in maintaining high standards. When incidents occur that cause you concern it is important that you know how you can have these dealt with.

In the first instance please feel free to speak to your child's team manager or to any other member of staff. It may be that they are in the best position to deal with everyday questions and concerns.

You may speak to any member of the committee who will deal with it personally, if appropriate, or will bring it to the attention of the rest of the committee.

You may choose to put your concern or complaint in writing and address it to the club committee. We promise to give you a specific response as soon as possible.

The Club Welfare Officer, has a responsibility to deal with more serious matters. Parents may choose to contact him directly using the contact details below.

If you have a concern about the behaviour of members of an opposition club please do **NOT** take matters into your own hands, speak with your team manager who will inform the club secretary. Our clubs response will be coordinated by the committee not by any individual parent or team manager.

Club Discipline

All players and supporters including management staff are required to obey all the rules associated with football at all times. On the occasion that any member of the club receive a fine, then that remains their responsibility to pay the fine within the allotted time frame, failure to do so will result in suspension from the Club, continuous failure to pay a fine will result in expulsion from the club.

Financial Rules

- The clubs financial year shall be end 30th June.
- All monies raised by or on behalf of the club shall be applied to further the objects of the club and no other purposes.
- The Executive Committee shall be responsible for the collection of all fees, subscriptions and such monies forming part of the income of the club and the Treasurer shall keep proper accounts of the finances of the club.
- The Executive Committee shall be responsible for ensuring that the club is fully insured, including public liability insurance.
- An audited statement of accounts for the last financial year shall be submitted by the Treasurer to the AGM and shall indicate the income and expenditure of each section or team of the club.
- All monies received by or on behalf of the club shall be paid promptly into a bank account to the credit of West Denton Junior Football Club, the bank to be determined by the Executive Committee.
- Cheques shall be signed by two of three designated Officers of the club. One of whom shall be the Treasurer.
- The accounts shall be audited at least once a year by an auditor or auditors who shall be appointed at the AGM.

- Any individual team, or group if passed in Committee may fund raise for any individual project/s but must donate 20% of proceeds to the club fund.
- No parent or coach to hold any club funds in their possession. All monies raised through fundraising must be banked into the clubs bank account, the treasurer will keep records of all individual teams fundraising income. All income to be passed over at each committee meeting, or sooner if arranged with the treasurer.
- Dissolution: If it is decided by the Management Committee that the club can no longer operate, the club will donate any equipment to a local charity (to be nominated at said time), any remaining monies will be donated as directed by the Northumberland Football Association for the good of the game.

Health & Safety Policy

Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that our club is equally accessible to all.

West Denton Junior Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

West Denton Junior Football Club in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.

West Denton Junior Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination.

This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

West Denton Junior Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

West Denton Junior Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010.

West Denton Junior Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

OUR COMMITMENT is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.



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Enjoy the Season!

