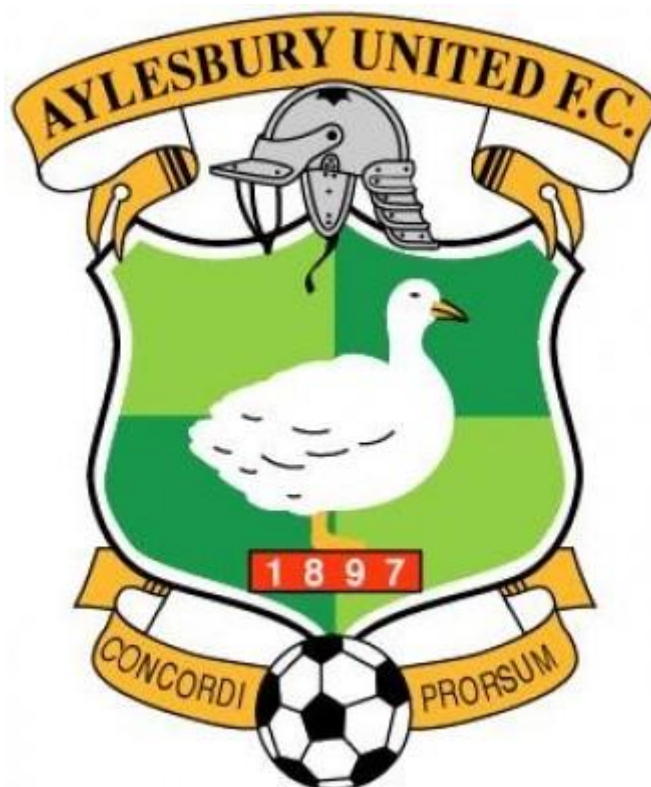




AYLESBURY UNITED WOMEN FC



Aylesbury United Women Football Club



OFFICIAL HANDBOOK

<http://www.auwfc.com>



AYLESBURY UNITED WOMEN FC



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CLUB INFORMATION

1. INTRODUCTION

Aylesbury United Women FC provides football for female players in Aylesbury and the surrounding areas. The ethos of the club remains to provide football to as many girls and ladies as possible, regardless of ability.

Using its Wildcats accreditation, Aylesbury United Women FC are able to provide a pathway for girls as young as 3 through to the Aylesbury United Ladies 1st team.

The Club aims to be an important and recognised part of the community life of Aylesbury and surrounding areas.

We are run completely by volunteers; the Chairperson, Committee, Team Managers, Coaches and a host of other helpers do so through a shared passion to bring the fun of football to all participants regardless of their background or ability.

We are an FA Charter Standard club, committed to the FA's Respect Campaign. Therefore, those involved in the Club including players, officials and supporters, are asked to follow our "RESPECT" guidelines. These are described in this handbook, along with other useful information.

2. CLUB HISTORY

Aylesbury United Women FC was re-established in 2002 as the Ladies team of Aylesbury United, following the demise of Berkhamsted Ladies, after a number of years without a team.

Over the next few years, the club increased in size with the introduction of a Ladies Reserve team and an U16s team.

At the beginning of the 2014/15 season the club merged with local junior side Vale Reds FC, forming Aylesbury United Women FC (which renamed to Aylesbury United Women FC in 2023). The club was able to offer football to females from under 10 with a route through to Ladies Open Age. A number of junior players have already progressed through to the senior team.

The hard work and efforts of the volunteers involved with the club since its inception have been well worthwhile and the club is now on a firm footing for the future with 15 teams from U9s upwards and over 250 players registered. We run Social Ladies football and are an FA approved Wildcats centre for young and aspiring new girls.



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3. CLUB COLOURS

The Club colours of Aylesbury United Women FC are:

- Green shirt
- Green shorts
- Green Socks

4. CLUB LOCATION

The Club does not own its own grounds. Instead, various pitches within Aylesbury are hired for matches and training purposes as required.

The main locations are as follows:

- Fairford Leys Football Pitches
- Meadowcroft Football Pitches
- Edinburgh Fields & Walton Court Pitches
- The Mandeville School Sports Hall and Playing Field
- Aylesbury Vale Academy 4G pitches (Winter Training)
- Aqua Vale 4G pitches (Winter Training)
- Kingsbrook 4G pitches (Winter Training)

5. AFFILIATIONS

5.1. BERKS & BUCKS FA

Aylesbury United Women FC is affiliated to the Berks and Bucks Football Association.

6. LEAGUE MEMBERSHIP

Aylesbury United Women FC has teams playing in the following leagues:

Juniors:	The Bucks Girls Football League
	The Bedfordshire FA Girls Football League.
	The Hertfordshire Girls FL
Adults:	Thames Valley Counties Women's Football League



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7. CLUB CONSTITUTION

7.1. NAME

The Club shall be called Aylesbury United Women Football Club.

7.2. OBJECTIVES

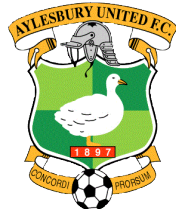
The objectives of the Club are to provide facilities for, and to promote community participation in, the amateur sport of Association Football in Aylesbury and surrounding districts.

7.3. STATUS OF RULES

These Rules (the “Club Rules”) form a binding agreement between each Member of the Club.

7.4. RULES AND REGULATIONS

- a) The Members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.
- b) No alteration to the Club Rules shall be effective without approval by the Management Committee.
- c) The Club will also abide by The FA’s Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.



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7.5. CLUB MEMBERSHIP

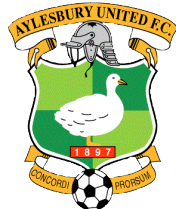
- a) The members of the Club shall be those persons listed in the “Membership Register” on our website which is owned by the Match Secretary. It includes players, parents, officials, coaches and anyone else who has a role in the club.
- b) Player Membership of the Club shall be open to any ladies or girls interested in the sport on application regardless of age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities and/or resources is allowable on a non-discriminatory basis.
- c) The Club may have different classes of membership on a non-discriminatory and fair basis.
- d) The Management Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute.
- e) Any person who wishes to become a member must apply on the club website and provide appropriate information. Membership shall become effective upon an applicant’s name being approved into the Membership Register on the website.
- f) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
- g) The FA and Parent County Association shall be given access to the Membership Register on demand.

7.6. ANNUAL MEMBERSHIP FEE

- a) An annual fee (“subs”) payable by each player shall be determined from time to time by the Management Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b) The Management Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.
- c) Details of the membership policy are detailed later.

7.7. RESIGNATION AND EXPULSION

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Management Committee of his / her resignation.
- b) A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned Unless there is prior agreement with the committee.
- c) The Management Committee shall have the power to remove a member from membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute.
- d) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the “Club Property”).

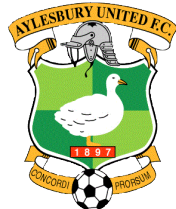


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7.8. MANAGEMENT COMMITTEE

- a) The Management Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Club Secretary, Match Secretary, Senior Club Welfare Officer– all elected at an Annual General Meeting (“AGM”). Managers can attend on an ad-hoc basis either by invitation from the Chair or by request from the manager.
- b) Each Club Officer and Management Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than two positions of Club Officer at any time. The Management Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Management Committee shall be made by a simple majority of those attending the Management Committee meeting. The Chairperson of the Management Committee meeting shall have a casting vote in the event of a tie. Meetings of the Management Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson.
- c) The quorum for the transaction of the business of the Management Committee shall be three.
- d) Decisions of the Management Committee shall be typed up and distributed by the relevant member. Minutes of all meetings will be saved to a shared location on the club website and held locally by the committee.
- e) Any member of the Management Committee may call a meeting of the Management Committee by giving not less than seven days’ notice to all members of the Management Committee. The Management Committee shall hold not less than four meetings per year.
- f) An outgoing member of the Management Committee may be re-elected. Any vacancy on the Management Committee which arises between AGMs shall be filled by a member proposed by one and seconded by another one of the remaining Management Committee members and approved by simple majority of the remaining Management Committee members.
- g) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- h) The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.
- i) It is the Managements Committee’s responsibility to ensure that a suitable Club Member is appointed to each Committee role and Manager role within the club. It is their responsibility to keep the Committee updated with their (and their team’s) activities.



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7.9. CLUB MEETINGS

- a) **Management Committee meetings** shall be held on a roughly monthly basis to discuss and manage club matters.
Management Committee members are invited to each meeting. They should endeavour to attend as many meetings as possible, otherwise send an email to provide input to the meeting
- b) **Manager's meetings** shall be held on a roughly bi-monthly basis to discuss and manage club matters relevant to them.
All managers and coaches are invited to each meeting. They should endeavour to attend as many meetings as possible, otherwise send a deputy or provide input to the meeting beforehand.
- c) An **EGM** may be called at any time by the Management Committee if there are specific issues that cannot wait to be discussed until a regular Management Committee Meeting.
- d) The Management Committee will decide if a formal **AGM** is required each year. It could take place informally as part of a regular Management Committee meeting or as part of the End of Season Presentation Evening. The purpose of the AGM is to:
 - i. receive a report of the activities of the Club over the previous year;
 - ii. receive a report of the Club's finances over the previous year;
 - iii. elect members of the Management Committee; and
 - iv. consider any other business.

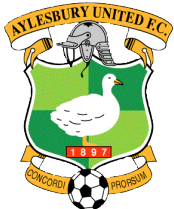
When a formal AGM is called, the Chairperson shall inform all members in advance so that they have the opportunity to attend.

The Chairperson shall chair the AGM, at least 8 members must be present to be quorate. Where decisions need to be agreed, each member present shall have one vote and resolutions shall be passed by a simple majority.

Current Management Committee members shall have the right to vote by proxy if they cannot attend the AGM, but only if due to attending to other Club related business (e.g. League AGM).

7.10. CLUB FINANCES

- a) A bank account shall be opened and maintained in the name of the Club (the "Club Account").
- b) Designated account signatories shall be the Chairperson, the Club Secretary and the Treasurer.
- c) No sum shall be drawn from the Club Account except by cheque signed by two of the four designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- d) The Club Property shall be applied only in furtherance of the objectives of the Club. All surplus income or profits are to be reinvested in the Club. If the Club has any income, profits, gains or other funds which the Management Committee considers not to be needed to meet the Club's short term needs for providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice. The Treasurer



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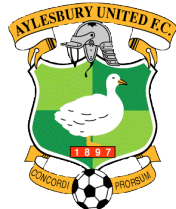


will report back to members at least annually on the performance of any such investments and review the Club's investments in the light of its financial needs for providing facilities and participation.

- e) No surplus income, profits or assets shall be distributed to members or third parties.
- f) The Management Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- g) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and Finance Act 2010.
- h) The Club may also in connection with the sports purposes of the Club:
 - i. sell and supply food, drink and related sports clothing and equipment;
 - ii. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present;
 - iii. pay for reasonable hospitality for visiting teams and guests; and
 - iv. indemnify the Management Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- i) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. Starting from the 2016/17 season, the Club will retain its accounting records for a minimum of six years.
- j) In line with FA requirements, the Club shall produce a set of annual accounts. This will show opening balance, income, expenditure and closing balance and will be signed off by the Management Committee annually.
- k) A financial statement must be prepared, which must be verified each year by an appropriately qualified person. A copy of the financial statement shall, on demand, be forwarded to The FA.

7.11. DISSOLUTION

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for the winding up of the assets and liabilities of the Club



8. THE MANAGEMENT COMMITTEE

8.1. CHAIRPERSON

Currently held by: Paul Timms

Role description:

- Provide leadership and direction for the Club
- Be an advocate of the football club for the local community
- Oversee the work of the Management Committee
- Chair Club meetings
- Present and help organise the end of season Presentation Event(s)
- Ensure that the Club rules and the FA Respect campaign directions are implemented and adhered to by all members of the Club.
- Support the other Club Officers.
- Have the final say on club decisions

8.2. VICE CHAIRPERSON

Currently held by:

Role description:

- Support the Chairperson
- Support other Committee Members with their roles
- Provide cover for the Chairperson as required
- Be an advocate of the football club for the local community
- Oversee the work of the Management Committee
- Help organise the end of season Presentation event(s)
- Ensure that the Club rules and the FA Respect campaign directions are implemented and adhered to by all members of the Club.
- Support the other Club Officers.

8.3. TREASURER

Currently held by: Jane Eden

Role description:

- Manage and administer finances of the Club
- Create annual income and expenditure sheets and balance sheets
- Provide regular updates to the Committee
- Ensure all payments and fines are paid on time and recorded
- Support all fundraising and sponsorship opportunities
- Provide annual proposal for approach to and levels of membership fees



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8.4. CLUB SECRETARY

Currently held by: Catriona Cameron

Role description:

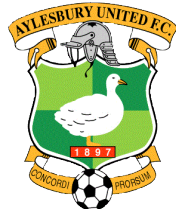
- Official contact between Club and County FA and other clubs
- Ensure all teams are affiliated with CFA and entered into the appropriate leagues by the required dates
- Ensure effective correspondence and communication
- Attend the Club structures and Good Club Governance In-service event organised by the CFA
- Ensure the Club fully supports the FA Respect Programme through the purchase of respect barriers
- Assist Charter Standard Coordinator with FA Charter Standard annual health check
- Ensure that Team Managers are regularly reminded to check goalposts before each game.
- Seek recognition of good football development work and recognise important role of club volunteers by applying for County FA Community Awards

8.5. MATCH SECRETARY

Currently held by: Alison Kemp

Role description:

- Identify the pitch requirements for the Club for training
- Once each team's fixture list is available, identify pitch requirements for matches
- Liaise with pitch owners (eg: Councils/schools, etc.) regarding availability and hiring of pitches as required.
- Update bookings for pitches when informed of any changes to published fixtures (e.g. rearrangements due to bad weather)
- Monitor the state of the pitches and deal with any issues relating to this
- Ensure access by team managers to the pitches and equipment storerooms.
- Register all players with the relevant FA / League(s)
- Team / Equipment orders
- Responsible for the Club's Charter Standard



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8.6. SENIOR CLUB WELFARE OFFICER

Currently held by: Debs Hewes

Role description:

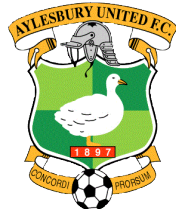
- Provide guidance on the Club's responsibilities when running activities for children and young people:
 - ensure these responsibilities are well understood by others
 - work with the Youth League Welfare Officer (YLWO)
 - work with your County FA Welfare Officer
 - promote The FA's Respect Programme
 - help develop best practice processes
- Help Club personnel understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis by:
 - Putting in place:
 - a safeguarding children policy, anti-bullying policy and equality policy
 - responsible recruitment processes including the taking up of references and submitting FA CRC (Criminal Record Checks)
 - The FA Respect Programme codes of conduct
 - Understanding:
 - what the Respect Programme aims to do
 - the benefits of implementing the Respect codes
 - the quick wins to be gained by using The FA's safeguarding children best practice guidance (e.g. travel, trips and tournaments, photography guidelines, Anti-bullying Policy and Safeguarding Children Policy Template)
 - why certain roles require an FA CRC check and how The FA CRC process works
 - how to refer a concern about the welfare of a child
 - Communicating with:
 - Club officials about the Respect Programme and its aims
 - parents/spectators and get them to sign up to the Respect codes
 - parents and new players by getting involved with running 'start of season' welcome sessions for members
 - Coaches and Managers about the importance of being consistent role models for their players
 - your Youth League Welfare Officer – introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club
 - your County FA Welfare Officer if you need help or advice
 - The FA by taking part in surveys, questionnaires, focus groups as and when asked
 - Encouraging:
 - parents to complete the Respect education programme



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- Coaches, Team Managers, first aiders/medics to complete The FA's Safeguarding Children Workshop
- Coaches and Team Managers to listen to their players thoughts, ideas and views
- the committee to make use of the Respect Programmes designated spectator area at all games
- Monitoring:
 - repeated incidents of poor behaviour and liaise with your committee (and where necessary Youth League Welfare Officer or County FA Welfare Officer)
 - compliance with FA CRC checks: <http://www.thefa.com/football-rules-governance/safeguarding/criminal-record-checks>



CLUB POLICIES & CODES OF CONDUCT

9. POLICIES AND PROCEDURES

The Club has a series of policies and procedures below. Supporting documents can also be found on the Club's website: <http://www.aulgfc.com/a/club-policies-48648.html>

9.1. SAFEGUARDING CHILDREN

Aylesbury United Women FC 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 Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

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, culture, language, racial origin, religious beliefs or sexual orientation
- 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.

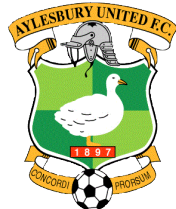
We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Aylesbury United Women FC recognises that this is the responsibility of every adult involved in our club.

Aylesbury United Women FC 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 Child Protection Regulation (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.

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

- Develop a role profile
- Request identification documents
- As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
- Request and follow up with two references before appointing



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- Require compliance with the FC CRC guidelines: <http://www.thefa.com/football-rules-governance/safeguarding/criminal-record-checks>
- Follow the advice of the county councils LADO when necessary and follow their guidance

All our current members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete the necessary FA CRC checks. 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 CRC process and that all decisions will be made 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.

Note: The policy on CRC Guidelines will be subject to change, in light of the Protection of Freedoms Act 2012. Further information is provided by the FA: <http://www.thefa.com/football-rules-governance/safeguarding/criminal-record-checks> or via the County FA Welfare Officers.

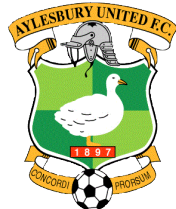
All Management Committee members will be required to complete the FA's Management Committee Safeguarding Course.

Aylesbury United Women FC supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW10 9EQ or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Our club encourages everyone to know about this information and utilise it if necessary.

Aylesbury United Women FC has appointed a Senior Club Welfare Officer (SCWO) 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 CFA. The SCWO is the first point of contact for all Management Committee members regarding concerns about the welfare of any child or young person. The SCWO will liaise directly with the 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 their Club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. 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 SCWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by our 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



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possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.

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.**

- If you are worried about a child then you need to report your concerns to the SCWO
- If the issue is one of poor practice they will either deal with the matter themselves or seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- 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 CFA Welfare Officer know what action you have taken
- 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 Police or Children's Social Care or call the NSPCC 24 hour Helpline for advice on 0800 800 5000 or text 88858 or email help@nspcc.org.uk

9.2. ANTI-BULLYING

STATEMENT OF INTENT

Aylesbury United Women FC are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member

OBJECTIVES OF THIS POLICY

- All club members, coaches, officials and parents should have an understanding of what bullying is
- All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All players and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported
- Bullying will not be tolerated.

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments



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- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

SIGNS AND INDICATORS

A child may indicate by signs or behaviour that she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says she is being bullied
- is unwilling to go to club sessions
- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or training equipment damaged
- has possessions go “missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- is frightened to say what’s wrong
- gives improbable excuses for any of the above.

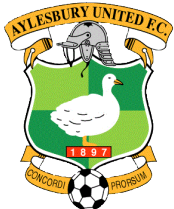
IN MORE EXTREME CASES

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

PROCEDURES

1. Report bullying incidents to the Senior Club Welfare Officer or a member of the club’s Management Committee or contact the County FA Welfare Officer.
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, the police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.



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IN THE CASE OF ADULTS REPORTED TO BE BULLYING ANYONE

1. The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Services.

PREVENTION

1. The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
2. All club members and parents will sign to accept the constitution upon joining the club.
3. The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively

RECOMMENDED CLUB ACTION

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairperson or Vice-Chairperson, Club Welfare Officer, Club Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same three persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The Management Committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning

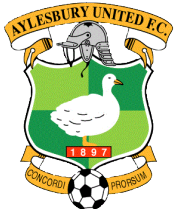
This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk.

You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

www.anti-bullyingalliance.org.uk

www.stoptextbully.com

www.bullying.co.uk



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9.3. EQUALITY

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.

Aylesbury United Women FC 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.

Aylesbury United Women FC 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.

Aylesbury United Women FC 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.

Aylesbury United Women FC 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.

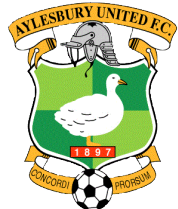
Aylesbury United Women FC is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010.

Aylesbury United Women FC 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.

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

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.



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9.4. COMPLAINTS AND DISCIPLINARY PROCEDURE

The aim of this procedure is to help ensure that complaints are dealt with fairly and consistently.

Complaints should initially be reported to the Chair/Vice-Chair (Subsequently referred to as Chair). The Chair will acknowledge the receipt of the complaint as soon as possible (ideally within 48 hours). Further clarification should be requested where required and the complaint must be formally documented and agreed with the complainant using the Club Complaint Form (on the website).

The Chair will inform the person(s) who has had a complaint raised against them that a complaint has been raised and at a high level, what the complaint relates to. No specific details, particularly information that could identify individuals involved, will be shared at this stage.

The Chair will appoint a Disciplinary Sub-Group (DSG) to investigate the complaint. The DSG will normally consist of at least two individuals drawn from the officers of The Club. The DSG may also include other suitable individual(s) who are independent of The Club if necessary.

The DSG will:

- Meet with the complainant to understand the complaint and gather any evidence supporting the complaint.
- Meet with the individual(s) who are subject to the complaint regarding the complaint and to understand their perspective.
- Seek evidence, both written and in person of the validity of any complaint including from all relevant sources.

The expectation is that this process should normally take place and be completed as soon as possible, ideally within 14 days of the receipt of the DSG being formed.

Should any complaint be upheld, the DSG should make a recommendation of appropriate action. This should take into account the seriousness of the incident and may take into account any previous conduct of the individual or team.

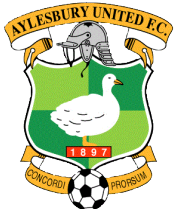
This action should be proportionate and may consist of any of the following (although this list is not intended to be exhaustive or exclusive):

- A verbal warning as to the individual's future conduct
- A written warning as to the individual's conduct
- The requirement for an apology either in person or in writing
- A temporary suspension from participating in club events, activities or matches
- A permanent exclusion from certain club activities or events
- Expulsion from the club

Should any complaint be dismissed, the DSG will document the rationale for this.

The Management Committee will assess the outcome and any recommendation(s) and hold a vote. Decisions will be made by a majority, with the Chair having the casting vote.

The outcome will be documented and kept on file to ensure that cases are dealt with consistently. The decision of the Management Committee is final and binding and no appeal is allowed.



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Following the vote, the Chair will respond to everyone involved to explain the outcome, the recommended steps and a brief rationale. No wider communications should normally be issued.

Codes of Conduct exist for players, supporters, managers and coaches and form part of the Club's handbook and constitution. Bringing the Club into disrepute could take many forms but could include:

- Acting in a way which damages the club's relationship or threatens its membership of the FA or any Leagues or competitions in which it participates
- Acting in a way which causes distress to other Club Members either verbally; in writing or in digital media
- Causing serious offence or distress to members of the public or members of organisations whilst representing The Club

Gross misconduct

This is the term used for serious misconduct, which may lead to instant dismissal (that is, summary dismissal). Acts that constitute gross misconduct are those resulting in a serious breach of the Club's Constitution / Codes of Conduct.

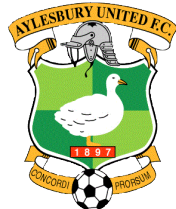
They might include the following:

- Breach of Club / FA Codes of Conduct
- Theft, fraud or deliberate falsification of records.
- Physical violence.
- Serious bullying or harassment.
- Serious insubordination.
- Serious incapability brought about by alcohol or illegal drugs
- Safeguarding

The Management Committee reserve the right to issue an instant dismissal to an individual in a case deemed to represent gross misconduct. The decision to dismiss must be followed-up with written confirmation that includes particulars of reasons for dismissal.

9.5. FIRST AID – EMERGENCY ACTION PLAN

1. Each team has a qualified first aider. All Managers and coaches must ensure they have an up to date FA Emergency Aid certificate or higher qualification.
2. Each team has an up to date first aid kit that is kept fully stocked, the kit must be available at training and games
3. There must always be two adults present with a mobile phone at training sessions and games.
4. The pitch should always be inspected before training or a game commences for any sharp objects/broken glass or anything else that could cause injury.
5. Be familiar with your surroundings; know the full address where you are playing including the post code. Ensure access to the pitch is available for an ambulance, i.e. bollards/barriers are not padlocked.
6. Know who to contact at the ground if an emergency arises.
7. Know where the nearest hospital to the ground you are playing at is.



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8. If you have to treat a player for an injury that requires hospital treatment then keep a note of the details, time, and what happened for future reference. You should download an [injury report form](#) and keep it in your first aid kit.
9. Limit your first aid treatment and /or advice to the knowledge and practise in which you are formally trained. Carry and use only medical items that you have been trained to use.
10. Protect yourself, others and the casualty. The golden rule is “first do no harm”, do what is necessary to prevent deterioration of the player whilst awaiting the arrival of emergency services.

9.6. WEBSITE AND SOCIAL MEDIA

Aylesbury United Women FC recognises that social interaction on the internet is an important and integral part of life and, if used correctly, can offer valuable tools for promoting and communicating our club's activities and engaging with our members and the wider community.

The Club acknowledges that members may choose to communicate information that provides a messaging service through Social Networking sites, e.g. Facebook / Twitter / YouTube / Email / The Club's Website.

Everyone involved in our club has the responsibility to safeguard both on and off the pitch, and must contribute to protecting the reputation of the Club – this is especially true when using social media or electronic communications.

It is against FA and Club rules to post comments that are or may be conceived as:

- offensive, insulting, abusive, threatening, racist, harassment, homophobic or any other reference that may cause offence or harm to other members of Aylesbury United Women FC or bring the Club into disrepute as a result.

Any evidence of this will be brought before the Management Committee and dealt with accordingly.

Coaches, Managers, Medics, Referees or Officials are not recommended to use Social Networking sites as a source of communicating messages to team players under the age of 18, unless that member is a close relative or with the Parents/guardians permission.

Club Officials, Referees, Managers and Coaches should NOT accept these as 'friends'.

This not only safeguards the young person, but also the adult.

Please Note: Further details can be found on the FA's website (see 'Using texts and e-mails with U18's – Do's and Don'ts').

PLEASE NOTE: Only those aged 13 or above should be registered on 'Facebook'.

It is Club Policy that no Official, Manager, Coach, Medic or Referee use any electronic based communication to contact children or young people involved in youth football or send personal messages (which could be misinterpreted) and any correspondence that might be entered into should only contain information relative to football activities, e.g. cancellation of a match, amended times, etc., and not in a derogatory way and must only be sent to the parent/guardian.



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Children and young people should be advised that any inappropriate communication from other club members (whether manager/coach, referee, parents/guardians or another young person), should be reported to their parent/guardian or Club Welfare Officer in the first instance and a record MUST be kept as evidence. Should the matter be taken further, evidence may be a print out, saved web page or similar in order for the inappropriate communication to be verified. Inappropriate behaviour via Social Networking Sites, texts, etc. will be dealt with by the Club who may deem it necessary to report the matter to the service provider as routine.

We also insist that any members of the club who are under 18 do not make a request to your coach or manager to be your social networking site friend. Never make any comment or post/send a picture or video that may be hurtful, upsetting or untrue. Always think very carefully before posting comments or pictures as you may regret an action taken in the heat of the moment. Do not post/send photos of other club members taken in connection with club activities without their permission, as it may breach the club's policy on photographs and video. Abide by the terms and conditions of your service provider. The most important piece of information is how old you must be to use the service, usually over the age of 13 years. The terms of service usually tell you what is and what is not acceptable behaviour and how you can contact them if you have a complaint or a concern.

Any young leader involved within Aylesbury United Women Football Club, holding a position of trust are also vulnerable and points raised above MUST be adhered to. For example, referees under the age of 18 may frequently be contacted. It is 'best practice' to use a 'landline' telephone number initially, or if a mobile number(s) is the only way of communicating, then a copy of the text MUST be sent to the parents/guardians or ideally, the parent/guardian must pass it on. They MUST also give written consent that their son/daughter can be contacted this way.

Mobile numbers or e-mail addresses of young leaders, referees, etc. under 18 must NOT be displayed onto Aylesbury United Women Football Club's web pages where any member of the public can easily access details or profile. These can be held securely and in private areas for the purpose of football related activities, with the written consent of the parent/guardian.

Useful Websites:

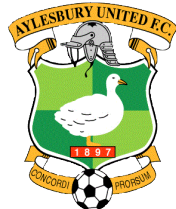
<http://clickcleverclicksafe.direct.gov.uk/index.html/>

<http://www.thinkuknow.co.uk/parents>

<http://www.ceop.net>

9.7. CLUB FEES

- a) A Club "Registration fee", to cover administration, league registration and insurance will be due by all members
- b) An annual "Membership fee" for each player shall be due from all members.
- c) A season is defined as 10 months from September to June.
- d) Members who re-register with the Club will be required to pay the full 10 months annual membership.
- e) New members who register with the Club in September will pay the full 10 months annual membership (the club will define the payment profile options)



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- f) New members who join late in the season will pay a pro-rata amount based on the number of months remaining of the season (1/10th of the annual membership fee x number of months).
- g) There is a sibling discount of £10 per each additional member for families with multiple children.
- h) Payment is to be made via the clubs online payment system; cash payments will not be accepted under any circumstance.
- i) There is no charge for pre-season training (July and August).
- j) New members can train for free ("taster training") for 2 weeks during the season; after 2 weeks the player must pay the registration and membership, except under exceptional circumstances.
- k) If they do not wish to be considered to play in matches, members can join on a "training only" basis. Training-only members will be ineligible to play in league or tournament matches.
- l) Registration and membership fees are non-refundable, except under exceptional circumstances.
- m) The club's policy is to not exclude potential members due to genuine financial difficulties. Parents/Players who are having problems paying their membership fee should speak to their Team Manager or the Chair (or Vice-Chair) in confidence. The Chair and Vice-Chair will assess any requests fairly and without prejudice. The result of the assessment and the rationale for any decision will be communicated to the individual. The Chair and Vice-Chair will inform the Treasurer and Team Manager where there are any changes to fees due but should not disclose any further details.
- n) Members who have not paid their Club registration and at least the first payment by the due date will be ineligible to play in matches; unregistered members are not covered by the Club's public and personal liability insurance.
- o) A member whose annual membership fee is one month in arrears will be suspended from training and matches, except in exceptional circumstances.
- p) A member whose annual membership fee is more than two months in arrears shall be deemed to have resigned as per the Club constitution except under exceptional circumstances.
- q) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

9.8. INSURANCE

Aylesbury United Women FC will obtain adequate insurance cover for their players in case of injury or accident whilst playing or travelling to matches.

We also have suitable public liability insurance and coaches' personal insurance.

Note that only players who have registered for the club are covered by the policy.

Unregistered players must not participate in training sessions, league matches or tournaments unless they have completed a Temporary Training Form.



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9.9. COACH RECRUITMENT & DEVELOPMENT

Recruitment of suitable Coaches

To support the growth of the Club, we are always looking for new coaches. Any interested volunteers should contact a team manager or Management Committee member.

Any new coaches will need to follow the Volunteer Recruitment guidelines below.

9.10. VOLUNTEER RECRUITMENT

To support the growth of the Club, we are always looking for new volunteers. Any interested volunteers should contact a team manager or committee member.

The Club aims to treat every volunteer in a fair and consistent manner.

Depending on the role being volunteered for, one of the Club officials may meet with a potential volunteer prior to a recruitment decision being made. This will enable the club to explore further the suitability of the volunteer to work with the Club, and to ensure that they understand and are committed to child welfare.

We will obtain references from individuals who are not related to the applicant. If the references raise any concerns the Club may contact The FA Safeguarding Children department for advice and guidance.

Criminal Record Checks (CRC) Disclosure

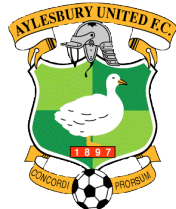
Depending on their role, volunteers may be asked to undertake CRC checks. A CRC Disclosure tells The FA about a person's recorded offences. It can indicate that a person is not a suitable person to work with children, for example if they have a history of sexual offending. It may also tell The FA that further investigations are required, for example if the person has a history of drug dealing or racist offending.

Volunteers and others in football should be assured that The FA will take into account the Rehabilitant of Offenders Act and only consider offences which are relevant to the care, supervision and training of children.

The FA is not allowed to tell the club or County FA about the actual offences and so applicants can be assured of confidentiality. The FA will however tell the club and County FA whether or not the person is considered suitable to work with children.

Applications for CRC checks are dealt with by the Club Welfare Officer.
Volunteers will be expected to read and agree to the Club Handbook.

Any training needs will be established and the Club will support the volunteer to achieve these. We will also provide a period of mentoring to further support new volunteers.



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9.11. TRAINING AND QUALIFICATIONS

The Club is committed to having appropriately trained members to both comply with FA requirements and provide the best possible environment for players.

To achieve this, The Treasurer will set aside an annual budget for training courses, agreed by the Management Committee.

As a Charter Standard club all of our coaches must hold a FA level 1 qualification as a minimum requirement. Once a new coach has completed 6 months with the club and confirmed they are going to continue they will be required to undertake this course.

To keep The Club compliant with FA requirements, mandatory courses will be prioritised (for example, Safeguarding; Maintaining sufficient First Aiders; Level 1 coach for each team etc.)

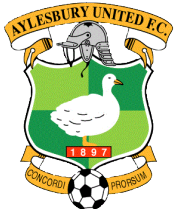
Any remaining budget will be available for the consideration of optional courses (for example, Goalkeeping courses; FA Level 2 courses etc)

Members who want to be considered for a course should email the Chair and Vice-Chair explaining what course they want to take, their rationale for taking it, the expected benefits to the club, the cost and duration. They will also be required to sign the club's training agreement.

Requests will be assessed fairly and objectively and will be approved at the discretion of the Chair and Vice-Chair. Where an application is rejected, reasoning will be provided to explain the decision.

9.12. TRANSPORTATION

- 1) In support of the Club's general concern for the safety and well-being of its membership a policy has been adopted by the Management Committee which is aimed at contributing to the safe transportation of team management, players and supporters for meetings, away fixtures and tournaments.
- 2) All drivers responsible for transporting Club personnel covered by this policy shall be the holder of a full UK Driving Licence for the class of vehicle in use and shall at all times drive with due care and attention, in compliance with the law and obey the rules of the road following the guidance contained within the Highway Code.
- 3) The Driver shall be responsible for ensuring that;
 - a) all passengers wear seat belts during journeys
 - b) no more than the manufacturers recommended numbers of passengers are transported in the vehicle.
 - c) When conveying other team members the driver should
 - not use a mobile phone whilst driving (hands free or not)
 - not drive whilst under the influence of any alcohol/drugs
 - d) In compliance with Child Protection Law requirements the driver should not transport a lone child, other than their own, except in extreme cases where not to do so would expose the child to greater potential risk.
 - e) Any vehicle (own car or 3rd party hire car or coach) used in the transportation of club personnel shall be in legal compliance to be used on the public highway, including;



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- If more than 3 years old have a valid MOT certificate
- Shall be taxed
- Shall be appropriately insured
- Shall be properly maintained
- Shall contain seat belts for each person

4) Parents must follow any government advice on social distancing.

9.13. PLAYING TIME

In-line with BBFA recommendations, the Club will strive to ensure that all members will be given the chance to play a minimum of 50% match time in non-competitive matches over the course of the season.

As a Grassroots Club, our aim is to maximise the amount of playing time for ALL eligible players. Therefore, we also aim to follow this recommendation for competitive matches for all junior age groups as well.

This target may not always be achievable. For example, when the manager is concerned for the health or safety of a player or if a player/parents asks to be substituted.

There may also be other situations that mean it would be wrong or unfair to select (or continue playing a player) for a particular match. For example, where a player's behaviour or lack of commitment are an issue.

In these situations, the manager has discretion to use their own judgement. However, they should always discuss the rationale for their decision with both the player and parents to ensure that this is fully understood and does not become a recurring issue, or identify a training improvement plan that could bring the player more playing time.

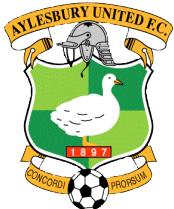
9.14. INTERNAL DATA PROTECTION POLICY

The Club will handle lots of different personal data including current, former, and prospective players; parents or guardians; employees; volunteers; Management Committee members; other Club members; referees; coaches; managers; third parties; suppliers; and any other individuals that we communicate with.

In your official capacity within the Club, you may have access to and process personal data on our behalf and we will process personal data about you. We recognise the need to treat all personal data in an appropriate and lawful manner, in accordance with the EU General Data Protection Regulation 2016/679 (GDPR).

Correct and lawful treatment of this data will maintain confidence in the Club, and protect the rights of players and any other individuals associated with it.

Members are obliged to comply with this policy when processing personal data on behalf of the Club, and this policy will help you to understand how to handle personal data.



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The Club Officials and Management Committee will be responsible for ensuring compliance with this Policy. Any questions about this Policy or data protection concerns should be referred to the Management Committee.

We process member (player, parent and guardian), employee, volunteer, referee, coach, manager, contractor, committee, supplier and third party personal data for administrative and Club management purposes. Our purpose for holding this personal data is to be able to contact relevant individuals on Club business or administer the terms of employment, and our legal basis for processing personal data in this way is the “contractual” relationship we have with them.

We will keep this data for 1 year after the end of an official relationship with the Club, unless required otherwise by law and / or regulatory requirements. If you do not provide your personal data for this purpose, you will not be able to carry out your role or the obligations of your agreement or contract with the Club.

All the key definitions under GDPR can be found [here](#).

9.14.1. What we need from you

To assist with our compliance with GDPR we will need you to comply with the terms of this policy. We have set out the key guidance in this section but please do read the full policy carefully.

Please help us to comply with the following data protection principles:

- ensure that you only process data in accordance with our transparent processing as set out in our [Privacy Notice](#);
- only process personal data for the purposes for which we have collected it (i.e. if you want to do something different with it then please speak to the Club Officials/Committee first);
- do not ask for further information about players and / or members and / or staff and / or volunteers without first checking with Club Officials/Committee;
- if you are asked to correct an individual’s personal data, please make sure that you can identify that individual and, where you have been able to identify them, provide the Club Officials/Committee with the relevant updates for our records and systems;
- please comply with our retention periods listed in our Privacy Notice and make sure that if you still have information which falls outside of those dates, that you delete/destroy it securely;
- treat all personal data as confidential. If it is stored in electronic format then please consider whether the documents themselves should be password protected or whether your personal computer is password protected and whether you can limit the number of people who have access to the information. Also consider the security levels of any cloud storage provider (and see below). If it is stored in hard copy format then please make sure it is locked away safely and is not kept in a car overnight or disposed of in a public place;
- if you are looking at using a new electronic system for the storage of information, please talk to the Club Officials/Committee first so that we can decide whether such a system is appropriately secure and complies with GDPR;
- if you are planning on sharing personal data with anybody new or with a party outside those mentioned in our Privacy Notice, then please speak to the Club



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Officials/Committee before doing so who will be able to check that the correct contractual provisions are in place and that we have a lawful basis to share the information;

- if you receive a subject access request (or you think somebody is making a subject access request for access to the information we hold on them) then please tell the Club Officials/Committee as soon as possible because we have strict timelines in which to comply;
- if you think there has been a data breach (for example you have lost personal data or a personal device which contains personal data or you have been informed that a coach has done so, or you have sent an email and open copied all contacts in) then please speak to the Club Officials/Committee who will be able to help you to respond.

If you have any questions at any time then please just ask the Club Officials/Committee. We are here to help.

9.14.2. Data protection principles

Anyone processing personal data must comply with the enforceable principles of data protection. We are responsible for and must be able to demonstrate compliance with the data protection principles listed below.

Personal data must be:

- processed lawfully, fairly and in a transparent manner;
- collected for only specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary for the purpose(s) for which it is processed;
- accurate and, where necessary, kept up to date;
- kept in a form which permits identification of individuals for no longer than is necessary for the purpose(s) for which it is processed;
- processed in a manner that ensures its security by appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage;

9.14.3. Fair and lawful processing

This Policy aims to ensure that our data processing is done fairly and without adversely affecting the rights of the individual.

Lawful processing means data must be processed on one of the legal bases set out in the GDPR. When special category personal data is being processed, additional conditions must be met.

9.14.4. Processing for limited purposes

The Club collects and processes personal data. This is data we receive directly from an individual and data we may receive from other sources.

We will only process personal data for the purposes of the Club as instructed by the Management Committee, the County FA or The FA, or as specifically permitted by the GDPR. We will let individuals know what those purposes are when we first collect the data or as soon as possible thereafter.



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9.14.5. Consent

One of the lawful bases on which we may be processing data is the individual's consent. An individual consents to us processing their personal data if they clearly indicate specific and informed agreement, either by a statement or positive action. Individuals must be easily able to withdraw their consent at any time and withdrawal must be promptly honoured. Consents should be refreshed every season. Explicit consent is usually required for automated decision-making and for cross-border data transfers, and for processing special category personal data (eg: health or children's information).

Where consent is our legal basis for processing, we will need to keep records of when and how this consent was captured.

Our Privacy Notice sets out the lawful bases on which we process data of our players and members.

9.14.6. Notifying individuals

Where we collect personal data directly from individuals, we will inform them about:

- the purpose(s) for which we intend to process that personal data;
- the legal basis on which we are processing that personal data;
- where that legal basis is a legitimate interest, what that legitimate interest is;
- where that legal basis is statutory or contractual, any possible consequences of failing to provide that personal data;
- the types of third parties, if any, with which we will share that personal data, including any international data transfers;
- their rights as data subjects, and how they can limit our use of their personal data;
- the period for which data will be stored and how that period is determined;
- any automated decision-making processing of that data and whether the data may be used for any further processing, and what that further processing is.

If we receive personal data about an individual from other sources, we will provide the above information as soon as possible and let them know the source we received their personal data from. We will also inform those whose personal data we process that we are the data controller in regard to that data, and which individual(s) in the Club are responsible for data protection.

9.14.7. Adequate, relevant and non-excessive processing

We will only collect personal data that is required for the specific purpose notified to the individual. You may only process personal data if required to do so in your official capacity with the Club. You cannot process personal data for any reason unrelated to your role or duties.

The Club must ensure that when personal data is no longer needed for specified purposes, it is deleted or anonymised.

9.14.8. Accurate data

We will ensure that personal data we hold is accurate and kept up to date. We will check the accuracy of any personal data at the point of collection, at the start of each season and throughout. We will take all reasonable steps to destroy or amend inaccurate or out-of-date data.



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9.14.9. Timely processing

We will not keep personal data longer than is necessary for the purpose(s) for which they were collected. We will take all reasonable steps to destroy or delete data which is no longer required, as per our Privacy Notice.

9.14.10. Processing in line with data subjects' rights

As data subjects, all individuals have the right to:

- be informed of what personal data is being processed;
- request access to any data held about them by a data controller;
- object to processing of their data for direct-marketing purposes (including profiling);
- ask to have inaccurate or incomplete data rectified;
- be forgotten (deletion or removal of personal data);
- restrict processing;
- data portability; and
- not be subject to a decision which is based on automated processing.

The Club is aware that not all individuals' rights are absolute, and any requests regarding the above should be immediately reported to the committee, and if applicable escalated to the County FA or FA for guidance.

9.14.11. Data security

We will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

We have proportionate procedures and technology to maintain the security of all personal data.

Personal data will only be transferred to another party to process on our behalf (a data processor) where we have a GDPR-compliant written contract in place with that data processor.

We will maintain data security by protecting the confidentiality, integrity and availability of the personal data.

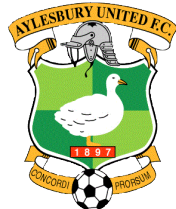
Our security procedures include:

- Safeguarding controls. Any inappropriate behaviour or use of data should be reported at the earliest opportunity. This could include breaches of our Codes of Conduct, Match Discipline, Photography, Videoing
- Methods of disposal. Paper documents should be shredded. Digital storage devices should be physically destroyed.
- Personal Devices. Anyone accessing or processing the Club's personal data on their own device, must have and operate a password only access or similar lock function, and should have appropriate anti-virus protection. These devices must have the Club's personal data removed prior to being replaced by a new device or prior to such individual ceasing to work with or support the Club.

9.14.12. Disclosure and sharing of personal information

We share personal data with the County FA and The FA, and with applicable leagues using the Whole Game System.

We may share personal data with third parties or suppliers for the services they provide, and instruct them to process our personal data on our behalf as data processors. Where we share data with third



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parties, we will ensure we have a compliant written contract in place incorporating the minimum data processor terms as set out in the GDPR, which may be in the form of a supplier's terms of service.

We may share personal data we hold if we are under a duty to disclose or share an individual's personal data in order to comply with any legal obligation, or in order to enforce or apply any contract with the individual or other agreements; or to protect our rights, property, or safety of our employees, players, other individuals associated with the Club or others.

Transferring personal data to a country outside the EEA

We will not knowingly transfer any personal data we hold to a country outside the European Economic Area (EEA).

Reporting a personal data breach

In the case of a breach of personal data, we may need to notify the applicable regulatory body and the individual.

If you know or suspect that a personal data breach has occurred, inform a member of the committee immediately, who may need to escalate to the County FA or FA as appropriate. You should preserve all evidence relating to a potential personal data breach.

9.14.13. Dealing with subject access requests

Individuals may make a formal request for information we hold about them. Anyone who receives such a request should forward it to the board/committee immediately, and where necessary escalated to the County FA or FA for guidance. Nobody should feel bullied or pressured into disclosing personal information.

When receiving telephone enquiries, we will only disclose personal data if we have checked the caller's identity to make sure they are entitled to it.

9.14.14. Accountability

The Club must implement appropriate technical and organisational measures to look after personal data, and is responsible for, and must be able to demonstrate compliance with the data protection principles.

The Club must have adequate resources and controls in place to ensure and to document GDPR compliance, such as:

- providing fair processing notice to individuals at points of data capture;
- training committee and volunteers on the GDPR, and this Data Protection Policy; and
- reviewing the privacy measures implemented by the Club.

9.14.15. Changes to this policy

We reserve the right to change this policy at any time. Where appropriate, we will notify you by email.



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10. CODES OF CONDUCT

10.1. YOUNG PLAYERS

We all have a responsibility to promote high standards of behaviour in the game. Play your part and observe The FA's Respect Code of Conduct for players at all times.

WHEN PLAYING FOOTBALL I WILL:

- Always play to the best of my ability and for the benefit of my team
- Play fairly – I won't cheat, dive, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Be gracious in victory and defeat – I will shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Understand that a coach has to do what is best for the team and not one individual player
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the code, any/all of the following actions may be taken by my club, county FA or The FA:

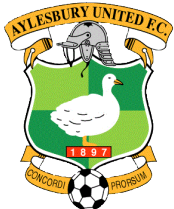
- Adhere to the laws of the game

I MAY:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the Management Committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

IN ADDITION:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.



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10.2. ADULT PLAYERS

We all have a responsibility to promote high standards of behaviour in the game. Play your part and observe The FA's Respect Code of Conduct for players at all times.

ON AND OFF THE FIELD, I WILL:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match official decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect
- Remember we all make mistakes
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

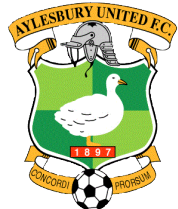
I understand that if I do not follow the Code, any/all of the following actions may be taken:

I MAY:

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the Management Committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

IN ADDITION:

- The FA/County FA could impose a fine and/or suspension on the club.



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10.3. PARENTS AND CARERS

We all have a responsibility to promote high standards of behaviour in the game to ensure that football can be enjoyed by everyone in a safe and positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. This code of conduct has been developed and implemented to ensure that every child is able to learn and develop in a positive learning environment where they receive instruction, guidance and coaching delivered by qualified coaches.

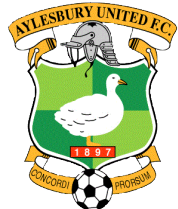
Please remember that it is only a game. Development and enjoyment are more important than winning. The coaches are volunteers. The referees are human. No one makes a mistake on purpose. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

PARENTS / GUARDIANS WILL:

- Be responsible for ensuring that their child(ren) is delivered to and collected after training and matches by the appropriate person and at the right time. The Club cannot take responsibility for children who are left on their own.
- Be responsible for their child(ren)'s behaviour.
- Advise the Manager in advance if their child(ren) is not able to attend a training session or match.
- Be patient and supportive and encourage their child(ren) to play by the laws of the sport.
- Treat all players, officials, coaches and other parents as they would like themselves and their family to be treated.
- Discuss with the manager / coaches matters relating to their child(ren) at times mutually convenient to both but not on match days.
- Ensure that their child(ren) is aware of the CODE OF CONDUCT – YOUNG PLAYERS and understands their responsibilities.
- Know who the Club Welfare Officer is and how to contact them.
- Know where the Complaints Procedure is and when to use it.
- Follow the CODE OF CONDUCT - SPECTATORS whenever attending a training session or match.

PARENTS / GUARDIANS WILL NOT:

- Allow their child(ren) to leave training/matches by themselves unless agreed in advance with the coach.
- Ridicule or shout at their child(ren), or any other for making a mistake or losing. Mistakes are part of learning.
- Question the coaches' decision during Matches or Training.
- Question the judgement or honesty of match officials.



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10.4. SPECTATORS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct for spectators at all times.

I WILL:

- Remember that children play for FUN and to learn
- Applaud effort and good play as well as success
- Respect the Referee's decisions even when you don't agree with them
- Appreciate good play from whatever team it comes from
- Remain behind the touchline and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Support positively and offer players encouragement not criticism
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

I understand that if I do not follow the Code, any/all of the following actions may be taken:

I MAY BE:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or CFA Welfare Officer
- Required to meet with the Management Committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

IN ADDITION:

- The FA/County FA could impose a fine and/or suspension on the club.



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10.5. CODE OF CONDUCT – TEAM MANAGERS, COACHES & CLUB OFFICIALS

We all bear a collective responsibility to set a good example and help provide a positive environment in which children can learn and enjoy the game. Play your part and observe The FA's Respect Code of Conduct at all times.

ON AND OFF THE FIELD, I WILL:

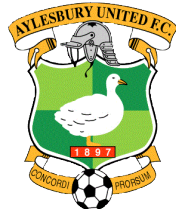
- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Ensure that Respect Barriers are put up down both sides of the pitch at all home games
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.

WHEN WORKING WITH PLAYERS, I WILL:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

TO ASSIST THE COMMITTEE WITH THE RUNNING OF THE CLUB, I WILL:

- Ensure that I or a representative of my team regularly attend Committee Meetings. If unable to do so, I will provide a short team update for the agenda and review meeting minutes to ensure I keep up to date with club initiatives and actions.
- Fill out a Matchday Team sheet (a copy listing all of your registered players will be sent by the Membership Secretary) for each match my team plays
- Ensure that I and everyone else who works directly with children and young people within my team have an up-to-date FA Enhanced CRC check
- Ensure that I or one of the Team's coaches obtain a minimum FA Level 1 coaching qualification within 6 months of my appointment
- Ensure that I or one of the Team's coaches attend Safeguarding Children Workshop and Emergency First Aid Course within 6 months of my appointment
- Only select players for matches who have registered with the club - players not registered are not covered by the Club's public liability insurance.
- Only allow players to train or play in tournaments who have registered with the club or who have completed a Temporary Training Form.
- Ensure that the Chairperson, Secretary and Club Welfare Officer are aware of any matchday incidents that either you or the opposition Manager deem necessary to report to the League or FA as soon as possible after they have occurred.
- Support and respect all club officials and other committee members
- Submit a match report to the match secretary by 10pm Sunday evening or update the designated club app/website/social media platform



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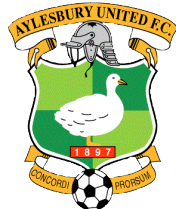
I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

I MAY BE:

- Required to meet with the Club, league or County Welfare Officer
- Suspended by the Club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the Club.
- Required to repay all or part of the costs of any courses I have attended should I leave the club within the following 2 years.

IN ADDITION:

- My FA Coaching Licence may be withdrawn.



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10.6. CODE OF CONDUCT – MATCH OFFICIALS

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all times.

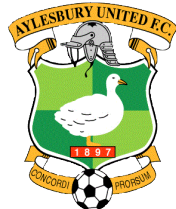
I WILL:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and team officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour from players and team officials
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for each match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

I understand that if I do not follow the Code, any/all of the following actions may be taken:

I MAY BE:

- Required to meet with The FA /County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee.
- Required to repay all or part of the costs of any courses I have attended should I leave the club within the following 2 years.



USEFUL INFORMATION

This section of the handbook provides other useful information for players, parents, managers and other club members.

11. MATCH REPORTS

- 1) If you have been asked or volunteered to write a match report, it should be written in appropriate language. All match reports must comply with our Website and Social Media Policy that can be found in the Club Policies and Codes of Conduct section.
- 2) Match reports for non-competitive ages (up to and including Under 11) should not include the result or details which will indicate what the result may have been, unless they are on a private page of our website that is available only to members of the club.
- 3) Match reports should always initially be published onto the club website. This can then be shared to different social media as required.
- 4) Tips

Remember the audience - match reports are a great way to motivate players and attract new supporters to your club.

Remember to take a pen and paper to the game. To save time, try to get hold of the team selection or a list of players before kick off. You can then add notes next to each name or shirt number.

Make sure that someone is there with a camera. Publishing photos with your match report will instantly increase the number of views.

There is a useful guide to writing reports here: <https://blog.pitchero.com/how-to-write-a-match-report>

Remember to always be positive and never negative.

Bear in mind that, not only will the match report will be read by players and parents, the opposition may also read it – so be careful to also read the report from their perspective before publishing.



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12. PHOTOGRAPHY AND VIDEOS

- 1) As part of registration, all junior players of the club are asked to provide consent for their photographs to be shared on the club website. Care must be taken not to display those who have not given consent.
- 2) Prior to matches, the opposition team are to be asked for their permission for us to use appropriate photos of the game on our website. If there are any objections, care must be taken to adhere to their wishes.
- 3) Photos of matches including U11 and younger must always be set to “private” on the website. This means that only members of the club with a valid logon will be able to view the photos – not the general public.
- 4) Before posting any photos, please read the FA guidance which can be found here:
http://www.thefa.com/my-football/football-volunteers/whatsyourpitch/backpages/~/_media/A1ED025ED3A34C8999940AB37CDF1365.ashx/Photography%20and%20Film%20Guidelines.pdf

13. EQUIPMENT AND CLUB KITS

- 1) The Club shall supply to each team an allocation of footballs, training cones and bibs and other necessary team equipment at the beginning of each season. These shall thereafter be the responsibility of the Team Manager.
- 2) The Team Manager should keep a list of all kit and equipment which should be shared with the Match secretary at the start/end of each season.
- 3) The Team Manager should make every effort to secure sponsors for all kit/equipment.
- 4) IF equipment and kits are provided by the club then they remain the property of Aylesbury United Women Football Club. Any team, player or manager leaving the Club must return all equipment and kit to the Club.
- 5) Clothing and equipment required by teams should be procured through the club or via the club shop as advised. A single purchase required by a manager that for whatever reason cannot be procured through the club must be ratified by the Committee prior to.
- 6) Players are responsible for providing appropriate clothing when playing matches of training. Jewellery must not be worn, footwear appropriate to the surface should be worn. Shinpads MUST be worn for all matches and training, otherwise the player will not be allowed to participate.
- 7) Prior to playing, the Team Manager is responsible for checking that players are wearing appropriate clothing, including footwear, shin pads and no jewellery.

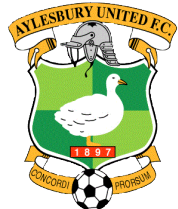


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14. FINES

It is the responsibility of Managers, Players and Parents to settle any fines imposed upon them by either the club or League that can be imposed for match incidents or breach of club rules. The level of fine is discretionary and will be agreed by the Committee, depending on the nature of the breach.

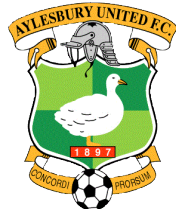


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15. How Do I?

- 1) Raise a Child Welfare issue? **Contact the Child Welfare Officer**
- 2) Raise a player behavioural issue? **Contact the Team manager, Chair or Vice-Chair**
- 3) Find out about CRC, Level 1 etc.? **Contact the Child Welfare Officer or Club Secretary or Chair**
- 4) Buy or organise kit / equipment? **Contact the Match Secretary**
- 5) Check the league rules? **A copy is available on the appropriate league website**
- 6) Book a pitch for a game? **Contact the Match Secretary within a reasonable timescale**
- 7) Organise a referee for a league/cup game? **This is the responsibility of the home manager. For cup games, the league may allocate already.**
- 8) Pay a league or FA fine? **The person who incurred the fine is responsible for paying, via the Club Secretary**
- 9) Cancel a fixture? **Let your opposition, the referee, the Match Secretary (and your own team!) know as soon as possible.**
- 10) Organise a friendly? **Contact an opponent! The league website has contact details**
- 11) Organise a referee for a friendly? **This is the responsibility of the home manager.**
- 12) Pay a referee? **Send an email request to the Treasurer to transfer the cash.**
- 13) Book a weekend training slot? **Contact the Match Secretary if a paid facility is required**
- 14) Introduce a new player to the club? **Contact the relevant Team Manager or Match Secretary**
- 15) Introduce a new coach to the club? **Contact the Club chair**
- 16) Get support with team admin? **Ask for a volunteer(s) from within your teams parents/carers. Speak to the Management Committee.**
- 17) Update my team web page? **Managers should have access to do this. Contact the WebMaster for further instruction as required.**
- 18) Register a new player with the club? **Contact the Match Secretary within a reasonable timescale**
- 19) Find out about sponsorship? **Speak to parents/friends to see if there is any interest.**
- 20) Find out how much sponsorship money we need to ask for? **Speak to the Treasurer.**
- 21) Enter a tournament? **Ask other managers for recommendations. Speak to other teams about their tournaments. Use online sources of information – eg: <http://www.berks-bucksfa.com/bbfa/tournaments> <http://www.clubtournament.co.uk/> Note: Team Managers are responsible for entering their own teams in tournaments.**
- 22) Raise a query about the amount of playing time my child is getting? **Ask the manager or if you need to escalate then contact the Chair or Vice-Chair.**



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16. MANAGER INFORMATION

16.1. LEAGUE INFORMATION

Contact the relevant league (see their website) for information on rules and regulations that each team must adhere to.

Most leagues have strict rules covering a number of subjects where fines can be imposed, these may include failure to:

- a) contact opposition / ref sufficiently in advance of the game (home team)
- b) fulfil a fixture
- c) provide the referee with a team sheet prior to the game
- d) provide the referee with half time refreshments
- e) text the match result before the deadline 2pm
- f) submit the online result before the deadline
- g) have a respect barrier in place
- h) Attend a league meetings/briefings
- i) Play on the correct size pitch for the age-group

16.2. TEAM ADMINISTRATION

- 1) General Team Administration is the responsibility of the Team Manager.
- 2) Team Managers are encouraged to appoint additional helpers (e.g. spectators) to take on specific tasks such as running the line during matches, writing match reports, maintaining the team web page or submitting league online results.

16.3. MATCHDAY ADMINISTRATION

- 1) Team Managers are responsible for ensuring that the team knows the venue and time of the match with as much notice as possible. The club website is a good tool to help share this information and select match-day squads.
- 2) Team Managers are responsible for ensuring that the opposition team and officials know the venue and time of the match with as much notice as possible. One of the following forms should be tailored and provided to the opposition in advance of each game:

The documents can be found here on the website: [Document Link](#)

- 3) Team Managers are responsible for ensuring they comply with league's matchday requirements.



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16.4. THE CLUB WEBSITE

- 1) All teams are provided with a web page on the Aylesbury United Women FC web site for the inclusion of a team photograph, news, fixtures, results, and match reports.
- 2) It is the responsibility of the Team Manager to ensure that the web page for their team is maintained at an acceptable level.
- 3) Team Managers should follow the guidelines in the relevant sections of the handbook regarding match reports and photos.
- 4) Team Managers should refrain from making direct comments on the website or social media regarding the opposition, players, game decisions, match day officials and the like.
- 5) Team Managers, where practicable, should ensure players, spectators, parents, carers and coaches are aware of the Social Media Policy within this handbook.
- 6) Team Managers, should ensure players, parents/carers and coaches are registered on the website and promote its use.

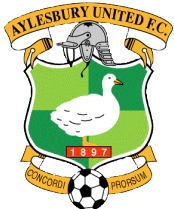
16.5. PRESENTATION DAY

Team Managers are responsible for attending and contributing to the annual presentation day:

- Arranging award nominations (Players' player; Manager's player; Parents' Player; Most improved player etc.)
- Presenting awards to their team (along with the team sponsor if applicable)
- Providing a brief End of Season Report
- Other information as required by the Chairperson

16.6. MATCH AND TRAINING EXPENSES

- 1) In principle, all venues and equipment required by teams should be procured through the Club. A single purchase required by a manager that for whatever reason cannot be procured through the Club must be ratified by the Management Committee prior to purchase and thereafter receipts shall be presented to the Club Treasurer for settlement.
- 2) Match day expenses such as referees' fees shall be reimbursed to Team Managers upon submission of an email with the amount due to the Club Treasurer. Match day expenses submitted more than four weeks after the event shall be paid at the discretion of the Management Committee.
- 3) It is the responsibility of the Team Manager to be in compliance with all League requirements on match days.

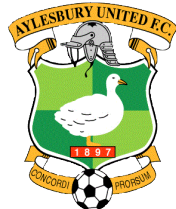


AYLESBURY UNITED WOMEN FC



16.7. PITCHES

- 1) The Club Match Secretary is responsible for booking pitches for matches based on the League's Published fixture list.
- 2) It is the responsibility of Team Managers to ensure the Match Secretary is informed as early as possible of any changes to fixtures – including cancellations or new fixtures.
- 3) Where there is contention for pitches the Match Secretary will prioritise matches or adjust matchday timings as required, e.g. cup matches generally have priority over league fixtures.
- 4) Team Managers must ensure they play at the Kick Off time allocated by the Match Secretary in order to help manage pitch contention and car park congestion.
- 5) Team Managers must inform the Match Secretary of any issues with bookings or concerns regarding the state of pitches or goals, etc.



DOCUMENT CONTROL

17. VERSION HISTORY

Updated By	Date	Version	Comment
Andrew Henley (Vice Chair)	3 rd May 2017	0.1	Initial draft
Andrew Henley (Vice Chair)	23 rd May 2017	0.2	Updated with comments following Committee meeting
Andrew Henley (Vice Chair)	18 th July 2017	0.3	Updated following discussions on disciplinary process
Andrew Henley (Vice Chair)	23 rd July 2017	0.4	Incorporation of any final comments
Andrew Henley (Vice Chair)	30 th July 2017	1.0	Signed-off Version.
Andrew Henley (Vice Chair)	29 th April 2018	1.1	Updated with Data Protection info, Additional Needs Coordinator role and other updates.
Andrew Henley (Vice Chair)	11 th August 2018	1.2	Updated following review by committee members / Managers
Paul Timms (Vice Chair)	7 th September 2019	2.3	Updated for the 2019/2020 season
Paul Timms (Vice Chair)	7 th September 2019	2.4	Updated for the 2019/2020 season
Paul Timms (Vice Chair)	7 th September 2019	2.5	Updated for the 2019/2020 season
Paul Timms (Vice Chair)	16 th September 2019	2.6	Updated for the 2019/2020 season
Paul Timms (Vice Chair)	17 th September 2019	2.7	Updated for the 2019/2020 season
Paul Timms (Vice Chair)	26 th August 2020	3.1	Updated for the 2020/2021 season
Paul Timms (Chair)	27 th August 2021	4.0	Updated for the 2021/2022 season
Paul Timms (Chair)	3 rd November	5.0	Updated for 2022/23 Season
Paul Timms (Chair)	1 st June 2023	6.0	Updated for 23/24 season

18. SIGN-OFF

Version	Sign-off	Role	Date
1.0	Debs Hewes	Chair	29/07/2017
1.0	Catriona Cameron	Club Secretary	29/07/2017
1.0	Andrew Henley	Vice-Chair	26/07/2017
2.0	Debs Hewes	Chair	12/08/2018
2.0	Catriona Cameron	Club Secretary	12/08/2018
2.0	Andrew Henley	Vice Chair	11/08/2018
2.0	Jason Savage	Treasurer	11/08/2018
3.0	James Byrne	Chair	20 th September 2019
4.0	Paul Timms	Chair	27 th Aug 21
5.0	Paul Timms	Chair	3 rd Nov 22
6.0	Paul Timms	Chair	1 st June 2023