



## HAROLD WOOD COUGARS YOUTH FC REGISTRATION FORM 2020-21 Season

### Section 1 – Player Details:

(Please complete in BLOCK CAPITALS)

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

SCHOOL: \_\_\_\_\_

PARENT/GUARDIAN NAMES: \_\_\_\_\_

EMAIL : \_\_\_\_\_ @ \_\_\_\_\_ ( must be completed)

MOBILE: \_\_\_\_\_

### Section 2 – Emergency Contact

In the event of an incident or emergency situation where a parent or legal guardian named above cannot be contacted, please provide details of an **alternative adult** who can be contacted by the Club. Please make this person aware that his or her details have been provided as a contact for the Club.

EMERGENCY CONTACT NO.: \_\_\_\_\_

NAME OF EMERGENCY CONTACT \_\_\_\_\_

RELATIONSHIP OF CONTACT: \_\_\_\_\_

### Section 5 – Medical information:

Please detail any important medical information that our Coaches need to know (e.g. allergies, medical conditions, current medication, special dietary requirements, injuries). \_\_\_\_\_

Name of Doctor/Surgery Name: \_\_\_\_\_

Doctors Telephone number: \_\_\_\_\_

### Consent Statement from Parent/Legal Guardian:

#### Legal authority to provide consent: (please tick)

- ☐ I confirm I have legal responsibility for \_\_\_\_\_ and  
I am entitled to give this consent (print full name of Child)
- ☐ I confirm to the best of my knowledge, all information provided on this form is accurate, and that I will undertake to advise the Club of any changes to this information.

#### Consent to participate: (please tick)

- ☐ I agree to the child named above taking part in the activities at the Club.  
Age Group (20/21) \_\_\_\_\_ Team Name (e.g. Yellow) \_\_\_\_\_

#### Medical Consent: (please tick)

- ☐ I give my consent that in an emergency situation, the Club may act in loco parentis, if the need arises for the administration of emergency first aid and/or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. I also understand that in such an occurrence that all reasonable steps will be taken to contact me or the alternative adult which I have named in Section 2 of this form.

# Harold Wood

SPORTS ASSOCIATION | ESTABLISHED 2005

## Section 6 – Harold Wood Sports Association Membership

(For Administration ONLY)

As a playing member of Harold Wood Cougars FC, all players and their immediate family become members of the Harold Wood Sports Association (HWSA).

The HWSA comprises of, Harold Wood Cougars FC, Harold Wood Athletic FC & Harold Wood Cricket Club.

Please provide names of immediate family members of registered player and their relationship.

MEMBERS NAME AND FAMILY NAMES:

\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_ Relationship \_\_\_\_\_  
\_\_\_\_ Relationship \_\_\_\_\_

### SUBSCRIPTIONS

☐ I have read and understood the requirements to pay subscriptions which include the Football League Registration fee.

I agree to pay my subscription as follows: (please tick the relevant box)

☐ One Payment of £100 (inclusive of registration) payable directly into Harold Wood Cougars YFC Bank account

- All payments are to be taken electronically using the following details

**TSB Bank**

**Account Name: Harold Wood Cougars Youth Football Club**

**Sort Code: 301376**

**Account Number: 00718395**

Please use the players name and team as the reference i.e (U10B Joe Bloggs)

- Please note: All Players joining after the 1<sup>st</sup> January 2021 will pay a fee of £50.
- All subscriptions are non-refundable.
- All outstanding subscription fee must be paid by 22<sup>nd</sup> of August 2020 otherwise the club reserves the right to withdraw the player's registration to play if all fees have not been paid.

**All kit and equipment remains the property of HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB, whether sponsored or otherwise.**

**Anyone experiencing difficulty in making payments must inform the team Manager as soon as possible, as arrangements can be made to suit.**

On signing here you agree to the parent & player code of conduct and that you have read the constitution which is at <https://www.haroldwoodcougarsjfc.co.uk/d/documents.html> and is in line with Harold Wood Cougars Youth FC Policies

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Players Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN PAGES 1 & 2 WITH 2 PASSPORT STYLE PHOTOGRAPHS OF THE PLAYER**

**The following polices can be found IN FULL on the Clubs website**

Always strive to develop his/her own football skills

Give maximum effort throughout matches and training.

Try to set a good example for others.

Avoid all forms of gamesmanship and time wasting.

Never use inappropriate language or behaviour.

Always have respect for the game, including all others involved.

Make every effort within the Laws of the Game to help his/her team win.

Resist any influence, which might, or might be seen to, bring into question their commitment to winning.

Treat opponents with respect at all times, regardless of the result.

Avoid violent behaviour and help injured opponents.

Accept the decisions of the Match Official without protest.

Avoid words or actions which may mislead the Officials.

Show respect for all the Officials

Know and abide by the Laws of the game and the Rules of the competition.

Accept winning and losing equally.

Resist the taking of banned substances.

Play as instructed by his/her Coach provided they do not contravene the spirit of this code.

Show respect to the Team Officials of the opposition.

Show due respect towards both sets of supporters.

**Parents/Spectator Code of Conduct**

All Spectators should remember that the children are playing football for enjoyment and they look to Parents / Spectators for positive examples of how to behave.

Therefore all Parents / Spectators should

- At all times show positive encouragement regardless of ability.
- Show due respect to the opposing players, team officials and spectators.
- Accept the Officials decisions.
- Applaud good play from both teams
- Refrain from the use of foul language or abusive behaviour.
- Avoid all forms of gamesmanship.
- Adhere to the Football Associations Child Protection Policy.

## **PHOTOGRAPHY/VIDEO**

### ***Permission for the use of photographs and recorded images***

Harold Wood Cougars Football Club recognises the need to ensure the welfare and safety of all Young People in Football. As part of this commitment we will not permit photographs, video images or other images of Young people to be taken or used without the consent of the Parent/Guardian and the Young Player. The club will follow the guidance issued by England and Wales Football Board on the use of images of Young People which is available on [www.thefa.com/-/media/files/thefaportal/governance-docs/safeguarding/raising-awareness/photography-guidelines.ashx](http://www.thefa.com/-/media/files/thefaportal/governance-docs/safeguarding/raising-awareness/photography-guidelines.ashx). The Club will take steps to ensure that these images are used solely for the purpose they are intended, which is promotion and celebration of the Clubs Footballing activities. If you become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately.

If Photographs, e.g. team or action shots, are submitted to the Press or Published on the Club website, individuals will not be identified. In circumstances where we need to identify an individual player in the Press, parental permission will be sought beforehand.

The Club may use video equipment as a legitimate coaching aid, but will first seek parental consent.

## **CLUB CHANGING ROOM POLICY**

### ***For players under the age of 18 playing in adult teams or using the changing rooms the following policy applies:***

- Young players uncomfortable with changing or showing with adults are under no obligation to do so and are advised to change and shower at home.
- Parental consent must be given if young players are to share facilities with adults
- If young players are sharing changing facilities with adults, parents have the option to supervise them whilst they are changing. The Club will make reasonable efforts to arrange this.
- Mobile phones with camera facilities **must NOT be used** in the changing rooms at any time.

## **ANTI-BULLING POLICY**

Harold Wood Cougars FC are committed to providing a caring, friendly and safe environment for all of our children, so they can train and play football in a relaxed and secure atmosphere.

Bulling of any kind will not be tolerated at our Club, and to this end if bullying does occur, all children are able to tell and feel sure that any incidents will be dealt with promptly.

This means that anyone who knows bullying is happening should tell either a coach or the Club Welfare Officer. Contact details for the Club Welfare Officer can be found on the notice board and on the Club website.

## **MANAGING CHILDREN AWAY FROM THE CLUB**

- The Team Manager/Coach will be in possession of emergency contact details for all players, with any medical needs clearly marked.
- Players must abide by instructions given by the Team Manager/Coach
- A first aid kit will be carried
- The Harold Wood FC code of conduct applied to away matches as well as behaviour within the club facilities
- The Team Manager will communicate with all parents as to the meet time and venue of the away games.

## **MISSING CHILD GUIDELINES**

### ***In the event of a child going missing the following actions will be taken:***

- Ensure other children are supervised whilst the search for the missing child takes place
- Inform the child's parents
- Organise all available responsible adults by areas to be searched
- Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the club.
- If the child is not found within 20 minutes contact the police and take further action as directed by them
- All missing child incidents must be notified to The Club Welfare Officer, who will notify the County Welfare Officer who will in turn notify Child Protection Team.

1. **HAROLD WOOD COUGARS FOOTBALL CLUB** acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of the FA Safeguarding Children Policy are that:-
  - The child's welfare is, and must always be, the paramount consideration
  - All children and young people have a right to be protected from abuse regardless of their age, gender, disability, 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. **HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB** recognises that this is the responsibility of every adult involved in our club.

3. **HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB** has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's 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.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
  - Specify what the role is and what tasks it involves
  - Request identification documents
  - As a minimum, meet and chat with the applicant(s) and where possible interview people before appointing them
  - Ask for and follow up with two references before appointing someone
  - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current **HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB** Charter Standard Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or has approached us to become part of **HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB**, Charter Standard Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Enhanced CRB Disclosure 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.

5. **HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB** supports the FA's Whistleblowing Policy. Any adult or young person which concerns about a colleague can 'whistle-blow' by contacting the FA Safeguarding Team on 0844 980 8200 ex 4787, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ or alternatively by going direct to the Police, Children's Services or the NSPCC. **HAROLD WOOD YOUTH COUGARS FOOTBALL CLUB** encourages everyone to know about it and utilise it if necessary.
6. **HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB** has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officer's Workshop. The post holder will be involved with Welfare Officer Training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.
7. We acknowledge and endorse the FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer. In cases of serious bullying, the CFA Welfare Officer may be contacted.

8. Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by **HAROLD WOOD COUGARS YOUTH FOOTBALL CLUB**. In order to validate these Respect codes of conduct, the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may implemented by the County FA in more serious circumstances.
9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns.

**- NO ACTION IS NOT AN OPTION.**

- If you are worried about a child then you need to report your concerns to the Club Welfare Officer
- If the issue is one of poor practice the Club Welfare Officer will either:
  - Deal with the matter themselves
  - Seek advice from the County FA Welfare Officer
- If the concern is more serious - possible child abuse, where possible, contact the County 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 Club Welfare Officer know what action you have taken, they in turn will inform the County FA Welfare Officer
- 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 County FA Welfare Officer directly
  - Contact the Police or Children's Services
  - Call the FA/NSPCC 24 hour Helpline for advice on 0808 800 5000

NB: The FA's Safeguarding Children Policy and Procedures are available via [www.TheFA.com/Footballsafe](http://www.TheFA.com/Footballsafe) - click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe the process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

10. Further advice on Safeguarding Children matters can be obtained from:
- Your Club Welfare Officer – Sharon Reeve, [sreeve95@yahoo.com](mailto:sreeve95@yahoo.com), 07951 836975
  - Essex FA County Welfare Officer, Helen Hever, [Helen.Hever@EssexFA.com](mailto:Helen.Hever@EssexFA.com), 01245 393089
  - [www.TheFA.com/Footballsafe](http://www.TheFA.com/Footballsafe)
  - Emailing [Footballsafe@TheFA.com](mailto:Footballsafe@TheFA.com)
  - The FA Safeguarding Children general enquiry line 0845 210 8080

- **Data Protection.** The Club will use the information provided on this form (together with other information it obtains about the player)(together "information") to administer his/her football activity at the club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved. In some cases this may require the Club to disclose the information to the County Boards, Leagues and to the England and Wales Football Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialist and/or police, children's social care, the courts and/or probation officers and, potentially to legal and other advisers involved in the investigation.
- ***As the person completing this form, you must ensure that each person whose information you include in the form knows what will happen to their information and how it may be disclosed.***



[www.pitchero.com/clubs/haroldwoodcougarsfc](http://www.pitchero.com/clubs/haroldwoodcougarsfc)



@HWC\_FC



[facebook.com/harold.woodcougars](https://facebook.com/harold.woodcougars)

Chairman – Steve Hubbard, [steveharoldwoodcougars@aol.com](mailto:steveharoldwoodcougars@aol.com) 07900903168  
Vice Chairman - Alfie Pudney, [alfie.pudney@gmail.com](mailto:alfie.pudney@gmail.com) 07594671777  
Secretary - Brian Elwis, [brian.elwis@gmail.com](mailto:brian.elwis@gmail.com) 07884233147  
Treasurer – Phil Plant, [philhwcougarsfootball@gmail.com](mailto:philhwcougarsfootball@gmail.com) 07921974545  
Fixture Secretary - Paul Littleton, [paullittleton66@gmail.com](mailto:paullittleton66@gmail.com) 07759300188  
Child Welfare Officer – Sharon Reeve, [sreeve95@yahoo.com](mailto:sreeve95@yahoo.com) 07951836975  
Social Secretary – Jade Wettner, [jadewettner1@icloud.com](mailto:jadewettner1@icloud.com) 07814230734  
  
Harold Wood Cougars YFC email – [HWCougars@gmail.com](mailto:HWCougars@gmail.com)

**Harold Wood Cougars Youth Football Club would like to thank all  
our team sponsors for their continued support**







Welcome to Harold Wood Cougars Youth FC affiliated to Harold Wood Sports Association

There are Association Membership Rules and a full copy of these and the Constitution are shown in the display cabinet in the main entrance corridor.

However, we give below a few important Rules (taken from the main rules) which you should be aware of to ensure the Clubhouse is run to a high standard for the benefit of all:

**Clubhouse Opening Times**

**Monday – Thursday closed**

**Friday – 6-9pm\***

**Saturday – 9am-Midnight\*\***

**Sunday – 9am-9pm\*\***

\*If a private function is booked in then club will be closed.

\*\*These times are at the Manageress's discretion and are subject to change, check our Facebook & Twitter pages for upcoming events

As the Bar has Sky TV & BT Sports it will be open to cater for special events. Look out for posters displayed in the Clubhouse or on our Facebook and Twitter pages

**Any adult who buys alcohol for a minor will be banned for life from the Clubhouse and membership of The Harold Wood Sports Association revoked.**

Children to be accompanied and supervised by Parent/Guardian at all times.

**PLAYERS**

Please use the exit by the Cricket nets when going to and from the Pitches and clean boots on brushes provided.

Please leave the changing room as you would expect to find it.

Sports bags to be left in the changing room or returned to cars. Please do not bring into the Bar/Lounge area or leave in the corridor.

**MEMBERS**

Members are responsible for their own belongings. HWSA does not accept any responsibility for the loss, damage or theft of any personal property that is brought into the Clubhouse.

**BEHAVIOUR**

All members should desist from using bad language, ensure smoking is done away from the Clubhouse areas and abusive behaviour will not be tolerated in any shape or form. Membership will be revoked for non-compliance.

**CAR PARKING**

Do not park in the disabled bays or in front of the emergency gate.

**Enjoy the Clubhouse and the facilities.**

**Steve Hubbard**

Membership Secretary