

# **The Stotfold Junior Football Club Handbook**



## **JUNIORS**



# Stotfold Junior Football Club

*Serving the local community since 1976*



## **WELCOME TO STOTFOLD JUNIOR FC**

From all of the committee may we welcome you to Stotfold Juniors.

We aim to ensure everyone connected with the Juniors from players, parents, volunteers and managers all enjoy being part of this great club.

This handbook has been created to provide guidance on how the club operates. Based on our 40 years' experience of being a Junior club it also details why we do some things the way that we do, to help create the best environment for your son or daughter to enjoy their football.

It is available to read on our club website  
[www.stotfoldjuniorfc.co.uk](http://www.stotfoldjuniorfc.co.uk).

We are always looking for volunteers if you would like to get involved please get in touch.



## **A message for our Chairman**

Hello and a warm welcome to Stotfold Junior Football Club, we are grassroots, community-focused, FA Charter Standard Community Club affiliated to the Bedfordshire FA.

The Juniors have been running football teams for over 45 years and in the last few years we have grown significantly which now allows us to run teams with ages ranging from 6 years through to Veterans. We are also connected with the Development Centre which provides football for the 3 – 5 years age range.

At Stotfold Juniors we place the health, safety and welfare of every child that participates in football at the centre of how we operate. This is closely followed by our commitment to providing a positive and inclusive environment for players to learn and develop their football skills under the tutelage of FA qualified coaches.

At the heart of our ethos is our belief that no child should be excluded from playing football for reasons of gender, race, nationality, ethnic origin, colour, religion, sexual orientation or perceived ability as a footballer. **We strongly believe that football is a game to be played and enjoyed by everyone**, and our success is measured not by the trophies we win, but by the number of children who choose to play for and remain at Stotfold Juniors throughout their childhood and into adulthood.

If you have any questions then please do not hesitate to get in touch with me or a member of my committee, our contact details can be found at the rear of this handbook.

May I welcome you again, come on you Ambers!!

Andy Bainbridge  
Stotfold Juniors Chairman  
March 2021



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CHARTER STANDARD  
COMMUNITY CLUB

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# Stotfold Junior Football Club

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## Abbreviations

CPD	Continuous Professional Development
CRB	Criminal Records Bureau
CWO	Child Welfare Officer
DBS	Disclosure and Barring Service check, once known as the CRB. A UK government department that allows employers to check whether a person has a criminal record that would make them unsuitable to work with children.
EBOH	Eendracht Brengt Ons Hoger (EBOH) is a Dutch current amateur football club from the city of Dordrecht, Holland.
FA	Football Association
FAN	Your individual allocated FA Number
ID	Identification
MCF	Match Confirmation Form
SJFC	Stotfold Junior Football Club

## 1. STOTFOLD JUNIORS CLUB HISTORY

Stotfold Junior Football Club was founded in 1976 with a single team entered in the Royston and District Youth Football League. The "Old Gold and Black" colours were "borrowed" from the already existing Stotfold Football Club and in the early days, matches were played at quiet times on the main pitch at Roker Park, Stotfold.

In the following period as the Club grew in size further teams were entered into the Royston Crow League and in 1978/79 the league and cup double was won by George Howell's Under 12 team.

In 1974 a friendship was developed between Stotfold Football Club and EBOH from the beautiful Rhine town of Dordrecht in Holland.

Stotfold Football Club had an U18 team that had a "difficult" season, but the boys had all tried hard and so the manager David Corney asked club chairman Morris Bygraves if he could reward them with an international trip. Secretary Bill Clegg searched through catalogues of international tournaments and found one by chance in Dordrecht. The team duly signed up and flew from Luton and took part in the tournament in Dordrecht along with teams from France, Switzerland, and East Germany. Stotfold won the tournament.



Later that year, Bill was contacted by Chris van Elst and Herman van der Kooten from EBOH and they visited Stotfold in November 1974. They suggested making it an annual fixture because they had been pleased with the attitude and behavior of the Stotfold team. For the next two seasons, the fixture was played between the senior teams from the two clubs. However, it got much too serious and much of the fun was taken out, so Herman and Bill, together with Charlie Kirkham decided that the fixture should swap to youth teams.

Since 1977, Stotfold U16s and U14s have contested the fixture against EBOH Bs and Cs. In 2010 a match between the club's eldest girls' teams was also introduced.



In 2002 the club agreed an administrative merger with Stotfold Football Club, while continuing to remain autonomous with our own FA affiliation number and management committee, the merger was not deemed as providing any benefits to the Juniors and was dissolved after a few years. Despite this the Juniors have retained close links with the Senior Club providing several players into the Senior club's teams and playing the successful end of season tournament at Roker Park.

On 22nd August 2003, Stotfold Junior Football Club was awarded the FA Charter Standard Development Club Status making us the first recipients in Mid Bedfordshire and only the third club in the county to achieve this prestigious award.

In 2004, the Juniors received an award from the Football Association as the best Development Club in the East of England winning the award from over 82 other junior clubs of similar status. This award was won again in seasons 2015-2016 and 2016-2017.

In 2016, with the opening of the Pendleton Sports Centre, the Stotfold Juniors have been able to provide a Development Centre for the Under 3 to Under 6 age group.





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CHARTER STANDARD  
COMMUNITY CLUB

In season 2017-2018 the Junior Football Club went on to achieve Chartered Standard Community Club status, the highest achievable for a Youth Football Club.

Since our original foundation back in 1976 the Juniors have grown exponentially to our present size, we now have boy's teams from Under 7 through to Under 18 and girls' teams from Under 9 through to Under 15. We have teams affiliated to both Bedfordshire and Hertfordshire FA, and are represented in the Royston Crow League, Chiltern Youth League, Bedfordshire Saturday League, Herts & Beds Girls League, Chiltern 7's League and the Eastern Junior Alliance League.

In addition to youth football, we also have adult men's teams, a ladies' team, veterans' team and provide walking football.

We are extremely proud that Matthew Oakley started playing his football with Stotfold Junior Football Club in the nineties and went on to play at Premiership level with Southampton F.C. winning a runner up medal in the 2003 FA Cup Final.

Looking to the future with the opening of the JSJ Stadium, the Senior and Junior Clubs have taken the first steps towards merging to become one club, providing a football pathway from youth to Senior adult football for all. This latest chapter in the club's history will shape the future of football in Stotfold for many years to come.

## 2. PRINCIPLES AND ETHOS

Our ethos is to provide football for all in a safe and positive environment for members of the local community.

We are a non-political and non-discriminatory organisation who welcome children regardless of ability, experience or life difficulties because we believe that the national game should be available for all of those that want to play the game.

We encourage all players to reach their true potential in football by applying the four corner model, see Fig 1 below. This model was developed by the Football Association in order to aid coaches with their planning and delivery of grassroots coaching sessions. The aim is to encourage coaches to break down their sessions more intricately and consider the impact their coaching has on their players.

The four corners are defined as;

- Technical** – Football skills ‘on the ball’; control, passing, dribbling, shooting etc.
- Psychological** – Mental attributes; decision making, enjoyment, spatial awareness etc.
- Physical** – Movement within the game; sprinting, turning, jumping, acceleration, agility etc.
- Social** – Interactions with other participants; communication, teamwork, friendship etc.



Figure 1 – The Football Association 4 corner model

## 3. FOOTBALL FORMATS

Youth leagues provide organised football for our junior players to play the game, learn, develop and enjoy their football.

The FA's youth development review; considered feedback from leagues, volunteers and children across the country which resulted in two main proposals affecting grassroots football, the player pathway and competition strategy.

The player pathway will see a journey for our youth players from a 5v5 match format through 7v7 and 9v9 to the adult orientated 11 a side format that builds and progresses their learning and development as they enjoy;

- ✓ More touches of the ball to develop technique
- ✓ More dribbling opportunities and 1v1s. More shots and more opportunities to score goals
- ✓ More involvement in the game and decision-making opportunities
- ✓ More enjoyment through playing football.

Age Group	Match Format	Min number of Players	SJFC recommended number of players	Duration of Match play	Match Ball Size
Under 7	5v5	5	8	40 minutes	3
Under 8	5v5	5	8	40 minutes	3
Under 9	7v7	7	9	50 minutes	4
Under 10	7v7	7	10	50 minutes	4
Under 11	9v9	9	11	60 minutes	4
Under 12	9v9	9	12	60 minutes	4
Under 13	11v11	11	14	70 minutes	4
Under 14	11v11	11	14	70 minutes	5
Under 15	11v11	11	16	80 minutes	5
Under 16	11v11	11	16	80 minutes	5
Under 18	11v11	11	18	90 minutes	5

Stotfold Juniors support the FA's youth development policy on competition strategy with formats that are considered to best support young player development and enjoyment. Following the FA's research including focus groups with young people, it was found that the adult orientated "one season long competition" did not support young player development and enjoyment. A new child-friendly approach has therefore been developed that builds competition as players get older with shorter mini leagues or competitions.

From the 2015 / 16 season Under 7s to Under 11s do not have league tables published and no single nine-month long season, instead, they enjoy up to three trophy events or mini leagues per season. Teams are sometimes moved between these mini leagues to ensure that they are aligned to similar ability opposition. From the Under 12's age group league tables are published.

This new approach away from "non-competitive" matches dismisses the notion that there is such a thing as "non-competitive" football. In every child's match, even with Under 7s, the two teams want to try their best to win. However, a "win at all costs" mentality is not supported at SJFC. Instead, we seek to provide a positive environment that encourages children to develop their football without the result being the most important factor.



## 4. AGE GROUP & TEAM STRUCTURES

### 4.1 Age Group Structures

At Stotfold Juniors we use the following definitions to help define structures within age groups.

- Age Group: Under8's or Under12's;
- Team: players grouped together within an age group e.g., SJFC Under10's Yellow is a team.

A team shall have at least one Manager or Coach with the appropriate qualifications.

In age groups where player numbers grow sufficiently, multiple teams will be formed where possible to meet the demand. The aim is to have as many teams as possible, sustainable at each age group. Teams names will be assigned as follows;

Boys; Amber, Black, Gold, Grey, Red, White, Orange, Purple, Yellow, Green.

Girls; Lilac, Turquoise.

#### **Team Sizes – 5v5**

Teams will play the 5v5 format at Under7's and Under8's.

A 5v5 team requires a minimum of six regular and committed players. The ideal number per team is 8. The initial team will be named "Stotfold Junior Amber". If a team reaches 12 regular players it becomes a squad which can (assuming availability is good) become two teams (Amber & Black). The ideal number for two teams is 14-16.

If the age group reaches at least 18 regular and committed players, the squad can structure with three teams. The next team will be called "Stotfold Junior Golds". The ideal squad size for three teams is 21-24.

If the age group continues to grow and at least 24 regular and committed players are available each week the age group can form four teams following the club team assigned colours.



#### **Team Sizes – 7v7**

Teams will play the 7v7 format at Under9's and Under10's.

A 7v7 team requires a minimum of eight regular and committed players, the ideal number per team is 9/10. The teams will continue with the same name "Stotfold Junior Amber". To maintain the team's size it is permissible to add new players, or if other junior teams fold then these players maybe moved into an existing team in the age group. If enough new players join, then a new team will be formed providing suitable qualified managers/coaches are available to coach the team. The next colour available will be assigned to the new team.





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## **Team Sizes – 9v9**

Teams play the 9v9 format at Under11's and Under12's.

A 9v9 team requires a minimum of ten regular and committed players, the ideal number per team is 11/12. The teams will continue with the same name "Stotfold Junior Amber". To maintain the team's size it is permissible to add new players, or if other junior teams fold then these players maybe moved into an existing team in the age group. If enough new players join, then a new team will be formed providing suitable qualified manages/coaches are available to coach the team. The next colour available will be assigned to the new team.



## **Team Sizes – 11v11**

Teams play the eleven a side format from Under13's.

An eleven a side team requires a minimum of twelve regular and committed players, the ideal number per team is 14/15. The teams will continue with the same name "Stotfold Junior Amber". To maintain the team's size it is permissible to add new players, or if other junior teams fold then these players maybe moved into an existing team in the age group. If enough new players join, then a new team will be formed providing suitable qualified manages/coaches are available to coach the team. The next colour available will be assigned to the new team.



## **Team Managers and Coaches**

Team managers and coaches will be assigned to a specific team and will manage and coach the team on match days and training sessions. They shall also be responsible for team selection and tactics on match days and shall ensure that every player receives reasonable pitch time. They shall ensure that the environment is safe and equipment (including medical kit) is maintained and up to date. The team manager or coach must attend the monthly club meetings.

## **Helpers**

A helper is someone who occasionally assists when the normal team coach is unavailable and who is known to the club and confirmed as having a valid FA accepted CRB and an in-date FA safeguarding children qualification.

PLEASE NOTE: NO ONE IS PERMITTED TO ASSIST IN THE COACHING OR MANAGING OF A TEAM OR GROUP OF PLAYERS AT ANY TIME WHO IS NOT CONFIRMED BY THE CLUB'S CHILD WELFARE OFFICER AS BEING APPROPRIATELY QUALIFIED TO DO SO (SEE [QUALIFICATION](#) SECTION OF HANDBOOK).

## **Match Delegate**

Each team must have a match delegate responsible for liaising with the referee and the opposition match delegate to ensure the appropriate spectator behavior is upheld.



## 5. COACHING QUALIFICATIONS

All members (16+) who hold a position where they offer instruction or guidance to a child either as a manager/coach or an occasional helper is a club member and **MUST** hold a valid FA accepted CRB. This is now a FA requirement for all grassroots youth football clubs and a requirement to maintain the clubs charter standard status. The club will reimburse all members the cost of obtaining CRB clearance.

A CRB is valid for three years after which it must be renewed. The CRB process is an online process that requires ID verification.

The Juniors CWO will offer guidance on how to complete the CRB, and the club member will be granted a reasonable amount of time to complete the online process and conduct the ID verification with the CWO.

**EVERY CLUB MEMBER WHO INTERACTS WITH A JUNIOR PLAYER MUST HOLD A VALID FA ACCEPTED CRB. ANY CLUB MEMBER WHO ALLOWS THEIR CRB TO EXPIRE (AFTER 3 YEARS) WILL HAVE THEIR CLUB MEMBERSHIP SUSPENDED AND MUST NOT ENGAGE IN ANY CLUB ROLE UNTIL THE CRB PROCESS IS COMPLETE AND THE CLUB MEMBER HAS AN FA ACCEPTED CRB.**

**IF A TEAM HAS NO ONE WITH A VALID FA ACCEPTED CRB THIS WILL RESULT IN THE TEAM BEING SUSPENDED BY THE FA.**

**IT IS THE RESPONSIBILITY OF THE CLUB MEMBER TO ENSURE THAT THE PROCESS IS COMPLETE (I.E. THE CLUB DO NOT CHASE AND REQUEST MORE THAN ONCE). A CLUB MEMBER WHO DOES NOT COMPLETE THE CRB PROCESS ON TIME WILL BE ASKED TO STOP ENGAGING WITH SJFC PLAYERS UNTIL THE CRB IS CONFIRMED BY THE FA AS COMPLETE.**

Upon successful completion of an initial CRB check, the Club Member is issued with a FAN (FA Number) which enables the club member to book FA courses.

### ***FA Level 1 Certificate in Football Coaching***

A club member having been successfully DBS checked will be issued with a FAN and can then book onto the FA level 1 course through the County FA. The course is a total of 32 hours. The exact course structure will depend on the provider but typically are run over four full days on two (often consecutive) weekends or are short evening weekday sessions combined with whole day sessions at the weekend.

Modules include "Emergency First Aid" and "Safeguarding Children" both of which deliver a separate certificate valid for three years.

On completion, confirmation is received by the club and the course fees will be reimbursed on production of proof of payment.



**SJFC REQUIRE AT LEAST ONE FA LEVEL1 QUALIFIED COACH WITH EVERY TEAM.**

Emergency First Aid certificates are normally achieved initially at the FA Level 1 course and are then renewed every three years. These courses usually last three hours and are held on a weekday evening.

**SJFC REQUIRE CLUB MEMBERS TO HOLD A VALID FA EMERGENCY FIRST AID QUALIFICATION. IF A CLUB MEMBER ALLOWS THEIR FA EMERGENCY FIRST AID QUALIFICATION TO EXPIRE FOLLOWING REQUESTS BY THE CLUB TO RENEW THEIR QUALIFICATION, THE CLUB MEMBER WILL BE SUSPENDED.**

**SJFC REQUIRE AT LEAST ONE CLUB MEMBER TO HOLD AN IN DATE VALID FA EMERGENCY FIRST AID QUALIFICATION WITH EVERY TEAM. CLUB MEMBERS WHO HOLD AN IN DATE VALID WORK BASED**

**QUALIFICATION THAT IS ACCEPTED BY THE FA MUST GO THROUGH THE FA EMERGENCY AID BRIDGING PROCESS AND THIS MUST BE CONFIRMED BY THE FA. THIS WILL REQUIRE EVIDENCE OF THE WORK BASED QUALIFICATION TO BE EMAILED TO THE FA AND CONFIRMATION THAT THE CLUB MEMBER HAS READ THE FA BRIDGING DOCUMENT.**



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## **Safeguarding Children**

Certificates are normally achieved initially through the FA Level 1 course and are then renewed after three years with an online module that is approximately three hours in duration. This module can be completed in one's own time.

SJFC REQUIRE CLUB MEMBERS TO HOLD AN IN-DATE FA SAFEGUARDING CHILDREN QUALIFICATION. IF A CLUB MEMBER ALLOWS THEIR FA SAFEGUARDING CHILDREN QUALIFICATION TO EXPIRE FOLLOWING REQUESTS BY SJFC TO RENEW, THE CLUB MEMBER WILL BE SUSPENDED. SJFC REQUIRE AT LEAST ONE CLUB MEMBER TO HOLD AN IN DATE VALID FA SAFEGUARDING CHILDREN QUALIFICATION WITH ALL TEAMS.

## **CPD** (Continuous Professional Development)

SJFC encourages its coaches and managers to improve and develop. To that aim the club will seek to support its coaches to further develop and gain FA approved qualifications. Subject to committee approval the club will reimburse these fees. If approved the coach maybe asked to commit to the club for a minimum of three years to ensure the club players receive the benefit of the investment in the coach. If the coach leaves the club before completing the three years, then they may be asked to refund the course fee back to the club.



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## 6. PLAYER RECRUITMENT

The club will always seek to recruit more players to increase squad sizes, this aids the club's philosophy of aligning players to a team that is best suited to their capability, experience and development needs to maximise all players' enjoyment of the game.

Our aim is to ensure that when an age group reaches 11 a side (U13s), it can comfortably sustain a minimum of two teams for the remainder of its youth football journey through to U18's. Ideally the teams will be competing at the highest level possible that is achievable for the team. This model only works if SJFC continue to recruit players through the age groups and is why the club does not apply a cap on the number of players or waiting list. Should managers need more players, they MUST request support from the SJFC committee who will support their player recruitment. We welcome all potential new members regardless of ability or experience, no player should be declined the opportunity to join SJFC if a space exists.

## 7. TEAM SIZES

As a club that seeks to have no limit on the number of teams they run, there may be times when the team size becomes too great before enough players are recruited to create an additional team. These teams which find themselves with large squad sizes will need to manage pitch time for all their players as best they can until enough players are recruited to create an additional team.

We ask that parents and players show understanding and embrace the club position on player recruitment and squad sizes and support managers and coaches with large squads.

The club will manage squad growth through the age groups to ensure enough players are available for when the team move up to the next format e.g., we may have an Under8s 5v5 team with six players registered and everyone happy because all six get plenty of game time. However, the club will need to attract more players to that team because as they progress to 7-a-side at Under9s then six players is not enough players to run the team. So, the club will grow the U8s team to at least nine players so that it can sustain 7v7 football, and progress seamlessly to the new format where nine players are ideal. This player recruitment approach will continue at every age group to avoid having to fold a team because we do not have enough players for a new format.

Our aim as a club is not to decline or reject potential new players because of the size of teams, instead, the club seek to encourage player recruitment and team growth to add more teams because this model ultimately provides more pitch time for all players and delivers the club's core principle of providing football for all.

The ultimate aim for the club is to ensure that we have multiple teams at every age group, with every club player playing at a level where they can compete and develop. This approach ensures that SJFC is an attractive club to join for any player of any age and ability whether the player is naturally talented or a development player.

## 8. PLAYER SELECTION & MOVEMENT

At every age group the club will strive to have teams in different leagues and divisions, with teams playing at the highest level possible for the development of the players.

The club recommend that players are selected based on their availability, plus performance on criteria aligned to the FA's Four Corners model, see Fig 1. These are:

- **Technique** - ability to understand age-appropriate techniques and the capability to execute and master them;
- **Physical** - speed, pace, fitness, strength, stamina, agility, power;
- **Social** - team ethic, supportive, respectful and a positive attitude towards training and coaching;
- **Psychological concentration** - understands age-appropriate tactics, strategies and terminologies;
- **Availability** - player and family commitment to ensuring player is available when fit to play.

All players should always have the opportunity to progress to the highest ranked team should their performance and attitude demonstrate they have the ability. In recognising and rewarding progressive players likewise there may be players who would benefit from moving across a team to aid their development in a different team environment, as all players develop at different rates. Moves are always undertaken to support



the player's development and confidence, and SJFC expect parents to ensure players are always given a positive view on any such move.

The club recommends that wherever possible player movements see more than one player move from the highest ranked team and are made at three points in the year: 1) Summer 2) October half-term and 3) February half-term. This is because player movements can sometimes be sensitive for the player and to do it outside of school time avoids teasing at school and if more than one player moves the players feel less conscious of the move.

## 9. MATCH DAY GUIDELINES

The manager/coach is responsible for communicating match details to the opposition and referee (this is known as confirming the fixture), details of the match location and kick-off time will also need to be communicated to the players parents/guardian.

Fixtures will be available either from the league's fixture secretary emailing details or from the league website. County cup games details are provided by the County FA. If the fixture is at home, the venue and kick-off time will be communicated by one of SJFC pitch coordinators.



Confirming a fixture with the opposition should always be done by Tuesday evening at the latest by emailing the league's Match Confirmation Form (MCF). Confirmation of venue and meet time to parents may be made by email, SMS texts or utilising one of the social media apps such as WhatsApp requesting confirmation that the player is available to play.

**PLEASE CONFIRM AVAILABILITY OF YOUR CHILD AS SOON AS YOU RECEIVE A REQUEST TO DO SO – FAILURE TO DO THAT MAY RESULT IN THE MATCH BEING CANCELLED FOR ALL PLAYERS.**

On match day, players are expected to arrive on time with the appropriate clothing, footwear and a still drink. Parents/guardians should support pre-match tasks, see Section 10 below, it is extremely important any items of rubbish such as drink bottles are suitably disposed of and not left on the pitch side.

Managers/coaches are expected to be well prepared with a warmup routine, team selection and tactics and a plan to ensure all players get a reasonable amount of game time.

During the game spectators are expected to spectate from the opposite side of the pitch to the manager/coaches behind the respect barrier. No one is permitted to watch from behind the goal (FA directive). The club have invested in respect barriers for all pitches and expect every team to spend five minutes to erect them prior to kick-off, as they undoubtedly create a safer and more enjoyable experience for young players.

Managers/coaches and players are positioned on the opposite side of the pitch. Parents/guardians of young players should remain behind the respect barrier although of course if there is an issue, or a child is injured the parent/guardian may be asked to assist at the side of the pitch or even on the pitch itself.

## 10. PARENTAL SUPPORT

It has been proven that managers/coaches coach more effectively if parents/guardians help and support them. Indeed, our most successful sides are the sides where parents/guardians respect and help the coaches, this helps create an environment for our coaches to coach rather than do simple chores that parents/guardians could do instead.



Below are examples of things parents/guardians can do to help their child's team;

- Ensure children arrive punctual to training and match day
- Ensure children are well prepared with water, kit and tied boot laces
- Erect and / put away the respect barrier
- Make sure the playing surface is safe, fill in any rabbit holes and clear any animal faeces
- Put up / put away goalposts – if they are not permanently in place
- Put up / put away corner flags – if they are not permanently in place
- Take responsibility for the team match report
- Take responsibility for the team's player registrations
- Take responsibility for the team's paperwork
- Undertake the match delegate role, liaising with the opposition match delegate and the referee.

### 10.1 PARENT/GUARDIAN MEETINGS

It is strongly recommended that managers hold a parent/guardian meeting each year. At this meeting managers and coaches can communicate their plans and expectations for the season to all players and their parents. Also, if an age group is moving to a different format or significant changes to the teams then a parents meeting will help

If managers/coaches require committee support, then a committee member will happily attend. These meetings can be as formal or informal, as necessary.

## 11. KIT AND EQUIPMENT

Kit is defined in two parts:

- 1) the playing kit of amber shirts, black shorts and socks.
- 2) extra kit that can be obtained as the players progress jackets, tracksuits, rain jackets, bags.

Equipment is defined as any items sourced by the club for use by the team in an SJFC activity, these could be training equipment, balls, discs, bibs, trophies, corner flags, goals, line marking equipment, line marker, tactics board, equipment bags, respect barriers.

All kit and equipment provided by the club is the property of SJFC and not the player or coach. In the event of a player leaving, the club kit must be returned immediately to the Club Chairman.

Kit and/or equipment must always be ordered via the Equipment Coordinator using the Kit & Equipment Request Form, see Appendix B, completed forms should be sent to [sjfc.equipment@gmail.com](mailto:sjfc.equipment@gmail.com). No other individual is permitted to order club kit without written confirmation from a member of the management committee or the Equipment Coordinator. This single channel of procurement ensures:

- New kit is correct using the club's colours, brands and suppliers;
- Existing stocks are utilised to ensure money is not wasted on new stock where existing stocks exist;
- The club uses its total purchasing volumes to get the best deal with suppliers.

Wherever possible new kit is paid for by a team sponsor who in return will have their name/logo (if required) printed on the kit. A kit sponsor deal will normally last for two years.

Sponsorship payments to the club via bank transfer are preferred, details of the club bank account are available from the Club Treasurer [treasurer@stotfoldjuniorfc.co.uk](mailto:treasurer@stotfoldjuniorfc.co.uk). The sponsorship fee will be confirmed by the Equipment Coordinator and will go towards the cost of kit, shirt numbering, SJFC and sponsors logos and cover the purchase of any additional / spare kits for new players. If required SJFC will provide an invoice to the sponsor. Please note KIT IS ONLY ORDERED WHEN SPONSORSHIP MONEY IS CONFIRMED AS RECEIVED AND CLEARED BY THE CLUB TREASURER.

It is strongly recommended that all new kit is numbering is consistent with the player's shirt number (i.e., shirt, jacket and bag are all the same number) and that PLAYERS INITIALS ARE NOT PRINTED ON THE KIT. This ensures that the kit is easily re-used should the player leave the club.

In some instances, the Equipment Coordinator may suggest equipment is sourced by members directly and reimbursed via the club's expenses process. Proof of purchase must be provided to the Club Treasurer.





## 12. REFEREES

SJFC will endeavor to use referees for all competitive and development matches.

If referees are allocated by the league or the County FA then teams should use the referee allocated and the home manager shall pay the referee the appropriate fee as instructed by the league or cup rules. Referees are normally allocated by the league from the Under13 age group upwards. Where referees are not allocated by the league the manager/coach will need to organise their own match referees, the club will assist in providing contact names of qualified referees.



The club support young referees who are members of the club by paying their referee course fees, this will be paid upon successful completion of the course and proof of

SJFC will then seek to further support referees by prioritising them to initially referee mini soccer and then as they gain confidence 9v9 matches and later 11v11 matches (providing FA rules permit and league allocated referees are not being replaced). Full details of the referee course can be found on the Bedfordshire FA website: [www.bedfordshirefa.com/referees](http://www.bedfordshirefa.com/referees)

Qualified and qualifying referees (defined as a referee who has attended or has paid to attend a referee course) will be paid for each match by the home manager.

Unqualified volunteers and assistant referees are not paid by SJFC.

Fees paid are dependent on the format and number of games refereed e.g., a referee covering one mini soccer game (U7's to U10's) will be paid an agreed match fee. One mini soccer match would normally be 40 – 50 minutes, if however, two matches are played the referee will have refereed for 80 – 100 minutes and will be paid an increased match fee.

All referee fees claims submitted by managers/coaches must be made using the SJFC online results form. Referee fees will be paid monthly by the Club Treasurer only when authorised to do so by the Club Chairman.



# Stotfold Junior Football Club

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## 13. LEAVING CHILDREN WITHOUT PARENTAL SUPERVISION

The club would prefer that all parents/guardians remain at training and matches with their children. However, we understand that from time-to-time parents/guardians may have to leave children at a training session or match.

If the need arises for a parent/guardian to leave a child at a club activity the parent/guardian must inform the manager/coach and confirm which of the remaining adults is responsible for their child. This should be someone that the child is familiar with so that that adult can help your child in case of injury, illness or toileting.

Parents/guardians should not expect a manager/coach to be responsible for their child beyond the normal context of delivering a safe football training session.

It is important to note that managers/coaches must not transport other children (besides their own) in their vehicle if they are the only adult in the vehicle. This is considered safeguarding best practice in many organisations that deliver young person's activities.

As players get older fewer parents/guardians stay at training, match days, etc and players begin to arrive and return home without their parents/guardians. If players are to arrive and / or return home unaccompanied the club strongly recommends that players travel as a minimum in pairs. The club does not accept responsibility for players once they leave the club activity.

## 14. DISRUPTIVE CHILDREN

SJFC is a youth football club where we expect everyone to be respectful of each other and follow the club's code of conduct, see [www.stotfoldjuniorfc.co.uk](http://www.stotfoldjuniorfc.co.uk)

A child who is disruptive will make it difficult for the coach/manager to achieve a positive safe environment that supports player development.

The coach/manager may deal with a disruptive child at any club activity using the following process:

- 1) A child displaying disruptive behaviour will be excluded from activity for a period of time (e.g., 5, 10, 15 minutes);
- 2) Once the player has re-joined the activity if their behaviour is still disruptive the manager/coach may exclude the player from the rest of the activity. The manager/coach may then request that the child's parent/guardian takes the child away from the activity completely;
- 3) If a child is consistently disruptive the manager/coach should speak with the parent/guardian with a view to improving the child's behaviour;
- 4) If after having spoken with the parent/guardian, the child is still disruptive the manager/coach should seek a meeting with the Child Welfare Officer. Depending on advice from the CWO then the child and parent/guardian may also be invited to attend this meeting;
- 5) The meeting with the CWO will seek to resolve the consistent disruptive behaviour, however at this meeting the CWO and the manager/coach have the authority to apply a suspension or expulsion from club activities. The parent/guardian will be notified of the decision.

A SJFC activity is defined as a match, tournament, training session, fundraising event, or social event where the player is representing SJFC.

All players and parents should acknowledge that club officials are all volunteers with a common passion of developing young people to enable them to progress and reach their true potential in a positive and safe environment.

## 15. BULLYING

The club operates a zero tolerance policy to bullying, any member seen to be bullying at an SJFC activity will be subject to the club's disciplinary procedure and could potentially face suspension or expulsion.

If a player is being bullied outside of the clubs activities by another player, parents should report it to the coach/manager or a representative of the club management committee to make them aware of any potential issues that may impact club/team activities. Appendix A contains the details of the Club Bullying Policy.





# Stotfold Junior Football Club

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## 16. PLAYING UP AN AGE GROUP

The club does not encourage 'playing up' unless there are exceptional circumstances and permission is confirmed in writing by the club management committee and complies with the FA and league rules.

Exceptional circumstances are defined below:

- No squad available for an age group. In this instance players of that age group will be permitted to 'play up' a year until SJFC has a squad available for the player's age group. The player will then play in the correct age group.
- Within the previous two years the player has been identified as a talented player by being officially registered with a professional club's academy or centre of excellence PLUS Head Coach has confirmed to the club committee that the player's development is best supported by playing up.
- A family situation would otherwise mean a younger sibling was unable to play unless they played up a year with an older sibling.

The club apply these rules so that all members understand the club policy on the subject because the subject of "playing up" has the potential to cause many issues that result in the club committee having to deal with disputes rather than improving the club, and it is felt that a clear and strict policy is fair to everyone.

## 17. TALENTED PLAYERS

Club managers/coaches should identify talented players to the Head Coach who will liaise with the manager/coach to assess the talented player with a view to offering guidance on the next steps to take.

If the player is confirmed as talented the Head Coach will meet with the player's parents/guardian and review the options available to best support the development of the player. At all times the interest of the player will be put first. The options available include:

- Extra training with an older age group;
- Playing up one year;
- Additional specific position coaching (e.g., goalkeeper).

## 18. WINNING VERSUS DEVELOPMENT

The ethos of the club is to encourage player and team development above a "win at all cost" approach. Our approach to development means all players are valued equally regardless of ability, and we aim to provide equal game time to all, although this cannot be guaranteed.

The focus on the "final result of the match" is an adult orientated view of football not always shared by children. This is why managers/coaches at the club particularly in the mini soccer age group where results are not recorded or published will focus children away from the result of the game and more onto the way they are playing, developing or their efforts to put into practice what they have learned during training.

If the focus is solely on the result, the player will behave this way also. Where the result has not been favourable, but they have had a great game, the child will naturally feel that they have let down their coach and parent/guardian despite having enjoyed the game and played well. The example below is a scenario which we sadly see all too often in youth football.

**Coach** "Your passing has got much better Billy. I want you to try to pass ten times today – do you think you can try that?"

**Billy** "Yes I will try my best."

In the match Billy makes twelve passes. The team have enjoyed a great match but lose 4-3 to a team that beat them 5-0 previously.

**Coach** "How many passes did you make Billy?"

Billy proudly states with a beaming smile "twelve."

**Coach** . . . "Well done Billy – what a great performance – you are our man of the match."

After the game dad asks Billy some questions

**Dad** "What was the score Billy?"

Billy looking a bit sad now "We lost 4-3"

**Dad** "Did you score."

Billy feeling a bit more disappointed "No Dad."

**Dad** "Oh well - Unlucky son – maybe you'll do better next time."

In this scenario Billy really enjoyed the morning's football and achieved some positive and personal development in the game, but he went home feeling that he had let down his Dad because his father focused on the result and not the development of his son.

SJFC REQUEST ALL PARENTS NOT TO ASK. "WHAT WAS THE SCORE?" OR "HOW DID YOU GET ON?" INSTEAD, TRY QUESTIONS LIKE "DID YOU PLAY WELL?" OR "DID THE TEAM DO WELL?" OR "DID YOU ENJOY PLAYING?"

The "win at all cost" approach uses tactics, values and ethics which we do not support at SJFC, including:

- Cheating
- Not selecting players that the manager/coach might consider weak
- Having a substitute who does not get on the pitch
- Players that pressure the referee to gain advantage to win the game
- Coaches and parents that question refereeing decisions and put undue pressure on the referee
- Players, parents, managers and coaches who pressure club officials / referee assistants to win the game

Should parents/guardians, coaches and managers observe these practices then they are encouraged to remind those individuals that this is not part of the club values and ethos and it is not in the best interest of the players/team.

## **19. PARENTS/GUARDIANS COACHING FROM THE SIDELINES**

SJFC respectfully ask that parents/guardians do not coach the players as it has been shown from FA research and feedback from our players they find it too very confusing.

Think about it, a young player is on the pitch which on one side has a couple of managers/coaches and on the other side dozens of parents. Even though any instruction from a parent or guardian is undoubtedly well intentioned it will rarely be the same instruction being provided by the manager or coaches. This in all probability will result in the player becoming confused and lead to poor decision making.



Below is real match scenario from one of our mini soccer coaches.

A player is running towards goal in a 1v1 situation with the goalkeeper, the last thing a coach or players wants to hear is someone from the side-lines shout "SHOOT" because the player knows to shoot and the shout from the excited parent puts the player under pressure and will lead to a mistake. Instead, we prefer to let the player make their own decision on when and where to shoot because most of the time they will make the correct decision, and if they do not and they miss – so what? Let us praise them for getting into the position and making the run in the first place.

When coaching a player, the coach/manager will always try to find a balance between directing and instructing to encourage all players to make their own decisions, while accepting that they will not always make the best decision – this is part of the learning process.



# Stotfold Junior Football Club

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## **20. FACILITIES**

The club is highly respected and regarded in the local community for the way it maintains the local facilities it uses in and around Stotfold. ALL club members are responsible for ensuring any facilities used are left in the condition they were found and to be considerate to other members of the community. Any club member that leaves facilities in an unreasonable condition will be subject to the SJFC disciplinary procedure.

It is the responsibility of all club members to decide if the condition of any venue is safe to use for its intended purpose and if it is a playing facility any use will not jeopardise future use by other members of the club. If in any doubt it is advised that the club member should cancel the activity, this is especially important when using grass playing fields. The only exception to this is at Etonbury Academy where the decision on whether the pitches are playable is taken by the Academy Management.

A facility/venue could be a sports hall, training/match pitch, clubhouse, community hall, etc

### **20.1 PARENTAL SUPPORT at FACILITIES**

It is crucial that club managers and coaches are supported by parents and guardians to ensure facilities are safe and well prepared prior to the use for a club activity. This enables managers and coaches to focus on preparation of the teams. Parents can help with the following tasks:

- Marking out the pitch;
- Filling rabbit holes;
- Clearing dog faeces;
- Erecting and putting away the respect barrier;
- Erecting and putting away goalposts and corner flags;
- Clearing up rubbish.

## **21. SJFC IN THE MEDIA**

The media is an important vehicle to promote and grow the club, however caution should be exercised when using social media. Following these guidelines will help to ensure club media releases and social media posts reflect positively on the club and are appropriate.

### **21.1 MATCH REPORTS**

The club encourage and like to see match reports for all age groups. As a guide the following information helps in the compilation of a match report;

- Name of opposition and if game was home or away.
- Half time and full-time scores.
- Full names of scorers and any other players to be specially mentioned for positive performances.

Please note score lines cannot be published in the media but the club welcome the sharing of this information internally within the club.

Any match and player photos should not be taken without the consent of both the Stotfold and opposition manager and any photos should not name the player.

### **21.2 SOCIAL MEDIA**

SJFC have a club website [www.stotfoldjuniorfc.co.uk](http://www.stotfoldjuniorfc.co.uk), a Facebook page, and Twitter account. We encourage members to view, like and subscribe to these social media accounts.

The player registration form provides the opportunity to opt out of the club using photographs of playing members to promote the club. Anyone posting photographs of players on social media should have the express permission of the member's parents/guardian.

We strongly advise all members to exercise caution when referring to or about the club on social media and refrain from making any comments that may bring the club into disrepute. This includes negative comments about the club, opposition or officials. Any club member bringing the club into disrepute on social media will be subject to the SJFC disciplinary procedure.

### **21.3 PAPER MEDIA**

Match reports, stories and photographs may be published in the local media but due note shall be taken of the rules regarding publishing of score lines, photographs, etc.



## 22. FUNDRAISING

Fundraising is an important part of the club income stream, it supplements membership fees and enables the club to renew equipment, pay for facilities and fund coaching qualification courses. Fundraising monies and efforts can be evidenced by grant providers on the club's financial statements, so they also support the club's grant applications.

All fundraising activities that are organised to support SJFC must be approved by the club management committee with all monies collected forwarded to the Club Treasurer to be deposited in the club bank account. If the fundraising activity has been organised for a specific purpose, then the funds raised will be ring fenced with agreement of the Club Treasurer. Should these funds not cover the cost of the required purchase then the management committee may decide to use club funds to make up the remainder of the purchase.

Any member found to be withholding fundraising monies without depositing them with the Club Treasurer will be subject to the club's disciplinary procedure and risk being suspended or expelled from the club.

Where appropriate support to organise and run fundraising events will be provided by the management committee and its members.

As a general principle teams that organise and support fundraising events will be looked upon more favourably when requesting access to club funds.



## 23. TOURNAMENTS

Teams can enter as many tournaments as they wish, but the club does not fund the costs of entry into these tournaments. It is the decision of the manager/coach if their team wish to participate in a tournament.

The annual summer club 5 a side tournament is the club's biggest fundraising event of the season. All eligible age groups are expected to enter the tournament, and club members are expected to help with the running of the tournament by undertaking tasks such as staffing car-parking, entry gate admission, refreshment stalls and litter picking.



## 24. END OF SEASON PRESENTATIONS

At the end of each season the club hosts its annual end of season awards ceremony. This is a high-profile event with members of the local town council in attendance. This event is usually held over a weekend at the football club house and all club members are expected to support this presentation ceremony.

Each team will be allocated a time slot for their presentation depending on the size of their age group and members are requested to arrive in good time for the awards.

A Campaign Trophy will be awarded to every playing member. The manager/coach will also award club trophies for the individual player achievement awards as follows:

- Sportsman award – decided by the manager/coach
- Most improved player of the year - decided by the manager/coach
- Most consistent player of the year - decided by the manager/coach (only awarded to older age groups)
- Players player of the year - voted for by the players
- Managers player of the year - decided by the manager/coach



Managers must not add further awards on the day as it is considered unfair and increases the time required on the day.

As well as the player awards the club presents special achievement awards to those who make a significant contribution to running of the club. Any member winning one of these special club awards may take the trophy home but will be required to return it in reasonable time for the following years presentation day.

If a member loses or damages a club or special award trophy they will be required to refund the cost of a replacement, it is for that reason some members prefer to leave these trophies at the Club.

The adult teams end of season presentations will take place at the club house, a player BBQ will be held at the end of the award ceremony.

To help organise these events the club may convene a sub-committee if you would like to get involved please contact the Chairman at [enquiries@stotfoldjuniorfc.co.uk](mailto:enquiries@stotfoldjuniorfc.co.uk).

## 25. MEMBERSHIP FEES

Membership fees enable the club to provide youth football for all and contribute towards paying for player's kit, equipment, league and county FA affiliations, insurance, referee fees, presentation trophies, website upkeep, coaching qualifications and many more elements.

Membership fees or registration fees as they are sometime referred too are set by the management committee and voted in by the members at either the AGM or a SGM.

Membership fees are payable to the club and should be paid by bank transfer, the club bank account details are available from the Club Treasurer [treasurer@stotfoldjuniorfc.co.uk](mailto:treasurer@stotfoldjuniorfc.co.uk). All fees must be received by the Club Treasurer by the end of September.

Any member not paying the membership fee without prior written approval from the management committee may be suspended or expelled from the club. Consideration will be given to those parents/guardians who may have difficulties or hardship in paying the fees.

Families who have three children members of SJFC will receive a discount on the third child while four or more children free membership will be provided for the fourth and all subsequent children.

The payment of a membership fees does not guarantee football every week as circumstances out of the club control such as pitch availability/condition, no coaches to take match day, and fixture cancellation may lead to fixture or training postponement.





# Stotfold Junior Football Club

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The membership period runs from 1<sup>st</sup> Sept to 31<sup>st</sup> Aug and covers a full season.

Any member leaving SJFC during the season may apply to receive a refund. The management committee will consider the circumstances of the application and may offer a pro-rata refund, the management committee decision on this is final.

New prospective players are welcome to attend up to three training sessions before they join the club. However, they cannot play in any match for SJFC unless they are a fully paid club member.

MEMBERSHIP FEES/REGISTRATION FEES ARE NOT TO BE CONFUSED WITH TEAM SUBS

## **26. TEAM SUBS**

Team subs maybe collected by the manager/coach to raise funds to purchase items not funded by the club such as Christmas gifts, tournament entry fees and 3G pitch hire for training. It is recommended the manager/coach opens a separate bank account to manage all monies collected.

Teams Subs MUST NOT be paid into the club bank account, please make your parents/guardians aware.

The club has no involvement with the collection and management of team subs, this is entirely the responsibility of the manager/coach. The club cannot be held responsible for any issues that may arise with team subs.

## **27. 3G PITCH HIRE**

The preferred training venue is the 3G facility at the Pendleton Centre.

The club will endeavour to provide each team with a weekly training slot at this facility during the season. The membership fees do not cover the hire of the facility and each team is therefore required to make a monthly payment to the club to cover the cost of their training slot.

## **28. YOUTH TO ADULT FOOTBALL TRANSITION**

The club actively supports the transition from youth to adult football and have since the 2017-18 season provided adult teams for both the men's and ladies teams.

Wherever possible the club will provide opportunities for youth team players to transition into an adult team.

## **29. SJFC COMPLAINT PROCEDURE**

In the unlikely event of a complaint, these should be submitted to the club at [secretary@stotfoldjuniorfc.co.uk](mailto:secretary@stotfoldjuniorfc.co.uk).

If the complaint is related to child welfare this must be reported immediately to the Child Welfare Officer at [childwelfare@stotfoldjuniorfc.co.uk](mailto:childwelfare@stotfoldjuniorfc.co.uk).

## **30. STOTFOLD JUNIOR FC CONTACTS**

Chairman	Andy Bainbridge	<a href="mailto:enquiries@stotfoldjuniorfc.co.uk">enquiries@stotfoldjuniorfc.co.uk</a>	01462731254
Secretary	Ceri Bridle	<a href="mailto:secretary@stotfoldjuniorfc.co.uk">secretary@stotfoldjuniorfc.co.uk</a>	07907566829
Child Welfare Officer	Chris Murray	<a href="mailto:childwelfare@stotfoldjuniorfc.co.uk">childwelfare@stotfoldjuniorfc.co.uk</a>	07747837683
Treasurer	Pete Glazebrook	<a href="mailto:treasurer@stotfoldjuniorfc.co.uk">treasurer@stotfoldjuniorfc.co.uk</a>	
Equipment Coordinator	Chris Murray	<a href="mailto:sjfc.equipment@gmail.com">sjfc.equipment@gmail.com</a>	



# Stotfold Junior Football Club

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## Appendix A – SJFC Policies & Procedures

### Safeguarding Children Policies & Procedures

Stotfold Junior Football Club acknowledges its responsibility to safeguarding the welfare of every child and young person entrusted to its care and is committed to providing 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 FA Safeguarding Children Policy and Procedures and endorse and adopt the policy statement contained in this document.

The key principles of The FA Safeguarding Children Policy and Stotfold Junior Football Club's policies are:

- The child's welfare is and must always be the paramount consideration.
- All children and young people have the right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, or sexual orientation.
- All suspicious behaviour and allegations of abuse will be taken seriously and responded to swiftly and appropriately working in partnership with other agencies, children, and young people along with their parents / carers is essential.

Stotfold Junior Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from all physical, sexual, or emotional harm and from neglect or bullying. It is noted and accepted that The FA Child Protection Regulation applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, occasional helper, football coach, club official or medical staff.

Stotfold Junior Football Club 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 with the applicant(s) and where possible interview people before appointing them.
- Ask for and follow up with two references before appointing someone.
- Always require an FA Enhanced DBS.

All Stotfold Junior Football 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 FA DBS check and maintain it in line with Disclosure and Barring Service and club guidelines.

If there are concerns regarding the appropriateness of an individual who are already involved with, or who have approached us to become part of Stotfold Junior Football Club, guidance will be sought from The FA. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA DBS CRB Unit, and that all decisions will be made in the best interests of children and young people.

Stotfold Junior Football Club supports The FA Whistle Blowing policy. Any adult or young person with concerns can 'Whistle Blow' by contacting the clubs Chairman, Child Welfare Officer, Secretary, or a member of the committee or failing that, the FA safeguarding Team on **0800 169 1863**.

Alternatively, concerns can be reported direct to the Police or Children's Social Care, or to the Child Protection in Sport Unit via [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) or the NSPCC Helpline via **0808 800 5000** or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

Stotfold Junior Football Club has appointed a Child Welfare Officer in accordance with the FA guidelines for grassroots football. It is the responsibility of the CWO to be familiar with the FA and Juniors procedures for managing any issues that may arise, this includes increasing awareness of respect, poor practice, and abuse amongst its club members.

The Child Welfare Officer is the first point of contact on all concerns regarding the welfare of any child or young person.



# Stotfold Junior Football Club

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CHARTER STANDARD  
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Stotfold Junior Football Club acknowledges and endorses 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 must report the incident to the Child Welfare Officer at the following email address [childwelfare@stotfoldjuniorfc.co.uk](mailto:childwelfare@stotfoldjuniorfc.co.uk).

In case of serious bullying The County FA Safeguarding Officer may be contacted.

## **Reporting your concerns about the welfare of a child or young person**

If you are concerned about the welfare of a child or young person then you need to report it to the Child Welfare Officer.

If the concern is regarding poor practice the Child Welfare Officer will deal with it themselves after seeing advice from the Chairman.

If the concern is more serious – possible child abuse - the Child Welfare Officer will contact the County FA Safeguarding Officer firstly, then immediately contact the police.

If the child needs medical treatment, take them to the hospital or call an ambulance alerting the staff that it is a child protection matter. Let the Child Welfare Officer know the action you have taken.

If at any time you cannot contact the Child Welfare Officer directly, contact the Chairman or Secretary, and failing that contact the police or child services.

## Anti-Bullying Policy & Procedure

Stotfold Junior Football Club is committed to providing a caring, friendly, and a safe environment to allow football to be played and enjoyed by all.

Bullying of any kind is totally unacceptable and if it does occur all club members or parents should be able to report the incident in the confidence it will be dealt with by the club in a prompt and professional manner.

We are a 'Telling Club', this means that anyone who is aware of bullying taking place shall report such offences to the Child Welfare Officer or Club official.

### What is bullying?

Is the use of aggression with the intention of hurting another person this may be by an adult towards a child or peer on peer abuse. Bullying results in pain and distress to the victim.

### Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g., hiding football boots/shin guards, threatening gestures); •
- Physical pushing, kicking, hitting, punching or any use of violence; •
- Sexual unwanted physical contact or sexually abusive comments; •
- Discriminatory comments, jokes about or targeted abuse aimed towards disabled children, homophobic, transphobic, sexist, gendered, racist or faith-based comments; •
- Verbal name-calling, sarcasm, spreading rumours, teasing.

Individuals who are bullying need to learn different ways of behaving. The impact of bullying on a child or a young person can be devastating, and in some cases, it can affect all aspects of their life. In very extreme cases it can lead to suicide threats or even attempts.

Stotfold Junior Football Club has a responsibility to respond promptly and effectively to bullying. We aim to achieve this by ensuring –

- All club members, coaches and officials should familiarise themselves with the content of this policy.
- All club members, coaches, officials, and parents / carers should understand what bullying is.
- All club members, coaches, officials, and parents / carers must report bullying in accordance with club guidelines.
- Players, parents / carers are supported when bullying is reported.
- Bullying in any format will not be tolerated.

### Signs and indications of bullying

A child may indicate by signs of behaviour that he / she *is being bullied*. Adults, coaches, all members of the club should be aware of the following signs:

- If he / she says they are bullied
- Is unwilling to go to training / games.
- Becomes anxious, withdrawn or lacking in confidence.
- Feels ill before training sessions.
- Comes home with belongings torn or equipment missing.
- Has possessions go missing regularly.
- Asks for money **or** steals money to pay the bully.
- Has unexplained cuts or bruises.
- Is fighting to say what is wrong.

### In more extreme cases

- Starts stammering.
- Cries themselves to sleep / nightmares.
- Becomes disruptive, unreasonable, or aggressive.
- Is bullying others, siblings.



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- Stops eating.

To support our bullying policy, the Club have developed the following procedural steps to eradicate bullying:

- Report all bullying incidents to the Child Welfare Officer, or a Club official. In cases of serious bullying the incidents will be forward to the FA's Child Welfare Officer for advice, and if required the FA Case Manager.
- Reconciliation - by getting the parties together, it may be a genuine apology solves the problem.
- If this fails or is not appropriate a review panel comprising of the Chairman, the Child Welfare Officer, Secretary, and other Management committee members shall meet with the parents / carers and the child alleging the bullying to obtain the details of the allegation. Minutes of the meeting shall be taken and agreed to be a true account.
- The same panel members shall also meet with the parents / carers and the child accused, to ensure their side of the allegation is also heard. Minutes shall be taken of this meeting and agreed to be a true account.
- If the review panel concludes bullying has taken place the parents / carer will be notified, and corrective steps will be agreed with the parents / carer to attempt to modify the child's behaviour.
- Where necessary the parent / carer of the bullied and the bully maybe requested to attend training sessions and matches until further notice.
- The relevant managers/coaches will be made aware of the incident and asked to be extra vigilant of all involved to ensure the correct behaviours are being observed.
- If no change is seen and the bullying continues the club will action disciplinary measures.

In the case of an adult reported to be the bully:

- The Child Welfare Officer shall be made aware and advise on action to be taken where appropriate.
- It is anticipated that in most cases where the allegations are made against a team manager, officials, or coach., the FA's Child Protection and best practice awareness training may be recommended.
- More serious cases may be referred to the police and / or child services.





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## Equality Policy

Our aim is to ensure that every member of our club is treated fairly and with respect, and that Stotfold Junior Football Club is accessible to everyone.

Stotfold Junior Football Club values and ethos apply to everyone involved with the club irrespective of level or ability, this helps to ensure that football belongs to, and should be enjoyed by, everyone who wants to participate in it.

Stotfold Junior Football Clubs commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

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

We will not tolerate harassment, bullying, abuse, or victimisation of an individual, which for the purpose 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.

We will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

We are committed to a policy of equal treatment of all members and require all members to abide and adhere to these policies, and the requirement of the relevant equalities legislation- Race Relations Act 1976, Sex discrimination Act 1975 and Disability discrimination Act 1995.

Stotfold Junior Football Club commits itself to the immediate investigation of any claims, when it is brought to their attention and where such is found to be the case, a requirement that the practice stop, and sanctions imposed as appropriate.



# Stotfold Junior Football Club

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## Health & Safety Policy

Stotfold Junior Football Club is committed to providing a safe environment for all our football activities.

Our Health & Safety Policy below helps achieve our aims of providing a safe environment in which to play football:

- The relevant club officials are aware of the procedures relating to Health and Safety and ensure any changes in legislation/procedure are appropriately communicated within the club.
- We are part of The FA's Goalpost Safety Guidance.
- The club maintains public and civil liability insurance and follows the expectations of the insurance policy.
- Managers/Coaches have knowledge as to where / how emergency services gain access to all our pitches.
- Managers/Coaches ensure goalposts are erected appropriately and safely prior to use; appropriate supervision is provided when required.
- All club equipment is checked regularly and maintained or replaced when needed.
- All Managers/Coaches are responsible for inspecting pitches / training field for potential hazards ie broken glass, drinks cans, dog mess and ground holes (trip hazard) before anyone can access the pitch/training area.
- Managers/Coaches have access to a mobile phone for emergency use.
- Managers/Coaches shall be qualified in a recognised FA Emergency Aid qualification and shall maintain this for the duration of their coaching.
- Managers/Coaches shall take a complete and in date First Aid Kit to all training sessions and matches. They shall also be aware of any player illnesses/allergies and what course of action to undertake should they run into difficulties.
- Managers/Coaches shall always carry with them the Parental Consent form as completed during registration. This form contains details of the player's doctor, and an emergency contact.
- Any incident / accident shall be reported to a member of the Club Management Committee.



# Stotfold Junior Football Club

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## Complaints & Disciplinary Procedure

The procedure as written below shall be followed in the event of a club member suffering discrimination or the club policies, rules, or code of conduct have been breached:

- A complaint shall be submitted in writing to the club at [secretary@stotfoldjuniorfc.co.uk](mailto:secretary@stotfoldjuniorfc.co.uk). If the complaint is related to child welfare this must be reported immediately to the Child Welfare Officer at [childwelfare@stotfoldjuniorfc.co.uk](mailto:childwelfare@stotfoldjuniorfc.co.uk).
- The complaint must detail who was involved, what happened, when and where, and include names of any witnesses.
- All other types of complaints should be made to the appropriate Manager/Coach who will make the Chairman aware of the said complaint.
- All written reports to support the complaint should be kept to a clear accurate factual account of what happened.
- Any witness statement(s) should be included as well as contact details.
- Details of any former complaints made about the incident or occurrence, including the date when and to whom they were made.
- The Manager / Coach involved with the child will be made aware.

Failure to record the complaint as outlined above may result in your complaint not being acted upon by the Club Management Committee.

If a meeting is required to review the complaint, this will firstly occur with the Child Welfare Officer, Chairman and Secretary. Minutes of the meeting will be taken and agreed to be a true account of the incident. It may be necessary to hold a separate meeting with all individuals involved.

### **The Club Management Committee have the following disciplinary options:**

- Issue a warning as to future expected conduct and behaviour.
- Suspend from training sessions, matches for a period of time / suspend membership.
- Remove membership.
- Undertake further training / learning with Manager/Coach or Chairman over seeing future sessions for a period of time.

## Appendix B – Equipment Ordering Form



### Stotfold Junior FC Equipment order 2021/22 Season

Email to: [sjfc.equipment@gmail.com](mailto:sjfc.equipment@gmail.com)



Age Group	Team Name	Manager	Date

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	Item	No. Of	Size	Colour
Example	Bibs	5	Child	Blue
Example	Match balls	2	5	N/A
Example	Training Balls	16	3	N/A
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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Space Markers → Flat Cones → Traffic Cones

Equipment budget does not cover ice packs