

Wakefield Owls Policies and Procedures



24 July 2022



Introduction

This booklet contains our Policies and Procedures, including a summary of our Values and our expectations of all of those involved in the Club. There is also some practical information, for example about matches and kit.

If you have any questions about the information in this booklet, please contact the Committee.

Wakefield Owls Policies and Procedures

Contents

Introduction	2
Our values	4
Conduct of Club officials	5
Conduct of Team coaches.....	6
Conduct of Players	7
Conduct of parents and spectators.....	8
Anti-discrimination policy	9
Equal opportunities policy	10
Child protection policy	11
Complaints procedures.....	12
Finances and subs	13
Kits and merchandise.....	14
General / other	15

Our values

Passion

We are passionate about sport and developing ourselves and others. For example, coaches will be given opportunities to take part in professionally run courses to develop their skills set. Also, wherever possible, teams will be encouraged to enter competitions in order to be able to measure their development.

Integrity

Everything we do is open to examination, criticism and input. We have regular meetings so that everyone has a voice.

Fun!

Our starting point is that sporting activity should be fun for everyone involved whether playing, coaching, officiating, or supporting. Our successes will not be measured by trophies in a cabinet, but by increasing sporting opportunities, together with increasing levels of involvement and membership.

Respect

We respect ourselves and all others involved in our sports and the community of which we are a part. This means all participants will be valued, not just on sporting ability, but by what they offer and bring to the Club and the local community.

Conduct of Club officials

Our expectations for committee members, coaches and other Club officials

Lead by example

Set a positive example for others, particularly young players and supporters.

Develop

Promote and develop the Club and teams, having regard to all others and the good reputation of the Club.

Work together

Share knowledge, information and experience, to help one another, the Club and the teams.

No gamesmanship

Play fairly!

Respect

Show respect to all others involved, always. Use appropriate language.

Conduct of Team coaches

Our expectations for team coaches and those involved in running any team

FA Criminal Records Check

All Club coaches working with under 18's must be FA CRC checked, or supervised by someone who is until their application is processed. No one (CRC checked or otherwise) should work alone with anyone who is under the age of 18.

Fun

Football should be fun at all times.

Open discussions

Discussions about player time or positions will be discussed openly with the team, not with individual players/parents.

Working with the Club's committee

Coaches will refer any matters relating to a player's welfare to the Club's committee, and any matter that affects the running of the Club or its reputation.

Responsible for players

A coach shall be responsible for the conduct of their players during Club activities and ensure players always follow the Club rules.

Reporting

A Coach will record and report immediately, any instances of bullying, discrimination, abuse and poor practice to the Club Welfare Officer and/or relevant official be it internally or externally of the club. They must always take any complaints of the above seriously and record and report them accordingly.

Trust and respect

A Coach must not exert undue influence to gain personal benefit or reward. The relationship between a Manager/Coach and Player must be based on mutual trust and respect.

Conduct of Players

Players are any Club members who participate in any competition in which the Club has entered either themselves as an individual, or the teams of which they are part of.

Laws of the game

Players must abide by the laws of the game, the rules of the Football Association, the rules of the Club and any rules of competitions in which they participate.

Be graceful

Players must accept victory/defeat with good grace and without excessive displays of emotion.

Respect decisions

Players must accept all decisions of the Committee, the Manager/Coach and Match Officials without protestation.

Respect each other

Players shall by no means whatsoever unfairly criticise, disagree, belittle or discredit any player of the Club or any other club.

Speak nicely

Be polite! Players shall not use foul, abusive or offensive language including racist, sexist or homophobic language or gestures likely to insult or provoke others.

No drugs

Players must never use prohibited drugs or other performance enhancing substances.

Medical conditions

Players must ensure that their Managers/Coaches are made aware of any medical condition and/or the use of any prescription drugs.

Conduct of parents and spectators

Our expectations for parents of, or those responsible for, players

- Encourage your child and the Owls teams. But also applaud the opposition as well.
- You are responsible for the conduct and behaviour of your child when engaged in Club activities.
- Support your child by being there on match days and other club events.
- Let the coaches coach! Try to avoid coaching your child during the game.
- The Club is always on the lookout for new coaches and would welcome anyone with the right attitude and approach. ☒Consider if you could help?
- Provide positive support at all times. No shouting!
- Respect the Referee's decision. We all make mistakes and the Referee is no exception. ☒
- Give attention to every child, not just the most talented.
- Be welcoming, respectful and courteous to other teams/parents. Let's not argue with each other! If unfriendly situations arise, report any such behaviour to a Club Official. ☒
- Coaches, Managers, Match Officials and Volunteers are all human and will, by definition, make the odd mistake.

Anti-discrimination policy

This applies to how people are treated by other individuals and applies to everyone who is a member of, or volunteer at, the Club.

Wakefield Owls is responsible for setting standards and values to apply throughout the Club at every level. Football belongs to, and should be enjoyed by, everyone equally. Our commitment to our members is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion, or disability.

Equality of opportunity at Wakefield Owls means that in all our activities we will not discriminate or in any way treat anyone less favourably on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes, but is not limited to:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching, educational activities and awards.
- Selection for teams.
- Appointments to honorary positions.

Wakefield Owls will not tolerate sexually or racially motivated harassment or any other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with an appropriate action in whatever context it occurs.

Wakefield Owls is committed to the development of ongoing training and awareness in order to promote the eradication of discrimination within the Club, in sport and the community.

Equal opportunities policy

This applies to all aspects of the Club including recruitment, offering opportunities, organising events, involving everyone in its activities and the general day to day treatment of its volunteers, members, and players.

Wakefield Owls is committed to a policy of equal treatment of all members and requires all members to abide by and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986, and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic/national origin, religion, sexual orientation, or disability less favourably than others.
- Expecting an individual solely on the grounds stated above, to comply with requirement(s) for any reason whatsoever related to their memberships, which are different from the requirements of others.
- Imposing individual requirements, which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition, which makes it more difficult for members of a particular race or sex to comply, than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual by virtue of discrimination.
- Any other act or omission of an act, which has as its' effect, the disadvantaging of a member against another or others, purely on the above grounds. Thus, in the entire Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament be considered as objectively as possible.

Wakefield Owls commits itself to the immediate investigation of any claims of discrimination on the above grounds and, where such is found to be the case, a requirement that the practice ceases immediately, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to cease immediately. Since discrimination in all forms is against the Club's policy, any members offending will be dealt with under the disciplinary procedure.

Wakefield Owls commits itself to those with a disability whenever possible and will treat such members, in all aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting, assistance will be given wherever possible to ensure that disabled members are helped in gaining access.

Child protection policy

Sport can contribute positively to the development of individuals not just physically, but personally, socially and emotionally. With the FA, Wakefield Owls is committed to ensuring those who play or participate in sport should be able to take part in a fun and enjoyable, but safe environment and be protected from abuse.

What is child abuse?

This is a term used to describe ways in which children or young people are harmed, usually by adults/peers. Often these are people they know and trust. It refers to the damage done to the child/young person's physical, mental, or emotional health. A child or young person is classed as someone under the age of 18.

At Wakefield Owls, every effort is made to ensure that abuse is eradicated as the club recognises its' responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect and bullying. Our policies are in place to help reduce situations in which abuse can occur and help volunteers by promoting good practice.

Examples of child abuse

- **NEGLECT** - In sport, neglect can occur if children do not have proper supervision, clothing, or are allowed or encouraged to play whilst injured or poorly.
- **PHYSICAL ABUSE** - In sport, physical abuse could happen where training methods are inappropriate for the developmental age of the child, where they are allowed to play with an injury or whilst poorly, or where inappropriate drugs or alcohol are offered or accepted.
- **SEXUAL ABUSE** - Sexual abuse can occur in sport. For example, if photographs are taken or adapted and placed on child pornography websites, or where there is inappropriate touching or contact, or where intimate relationships occur.
- **EMOTIONAL ABUSE** - In sport, coaches or parents emotionally abuse children if they constantly criticise, abuse their power or impose unrealistic pressure to perform to a high standard.
- **BULLYING** - Bullying between children typically takes place when adults aren't around but that doesn't mean it never happens. Emotional and verbal forms bullying are usually more common but can lead to physical bullying.

Raising concerns

Speak up if you have any concerns and a child's welfare. Please see the About us page to see the details for the Club's Child Welfare Office.

NSPCC 0800 11 11 (for children concerned about abuse)

NSPCC 0808 800 5000 (for adults concerned about a child)

The Club Welfare Officer has the automatic right to suspend any person(s) whose actions are deemed to be of concern.

Complaints procedures

If any member or player has any complaint, please follow the steps below.

- Report the matter to the Club Secretary or another member of the Committee.
- Where possible, try to write down a report which should include:
 - Details of the complaint or incident.
 - Any witness statements and names.
 - Any names of others who have been treated in a similar way.
 - Details of any former complaints made about the incident, date, when and to whom made.
 - A preference for a solution to the incident.
- The Committee will sit for any hearings that are requested.
- The Committee will consider the appropriate action to take to resolve the complaint.
- In resolving complaints, or investigating breaches of the Club's policies and procedures, the Committee may warn the offender about their future conduct, suspend the offender from membership, remove the offender from membership.

Finances and subs

Important information about Club finances and paying subs

Club Treasurer and Assistant Treasurer

It is crucial that any payments in connection with Club activities or subs are made to the Club Treasurer or Assistant Treasurer. Any questions about payments or Club finances should be directed to the Club Treasurer or Assistant Treasurer.

The Club Treasurer and Assistant Treasurer are able to (upon request) issue receipts for payments to the Club.

A copy of the Club's (including individual teams) accounts can be provided on request.

Subs

The Committee will advise each year the subs that are payable and the form and timing of the payments.

Money raised from subs are used to provide each team with a new home and away kit at minimum intervals of 2 years, as well as paying for pitch rental and upkeep, training facilities, purchase of equipment, for the development of Coaches and/or volunteers, and meeting Club expenses.

Subs are only accepted by bank transfer (including standing order) to:

- Account Name- Wakefield Owls
- Account Number- 53981940
- Sort Code- 20-45-45
- Reference – Please enter the player's surname and age group as a reference (e.g. Smith u8's)

Team fundraising

In addition to subs, teams can complete their own fundraising activities including sponsorships. Money raised by individual teams in this way will be paid into the Club account via the Treasurer or Assistant Treasurer. As well as issuing a receipt, the Club Treasurer/Assistant Treasurer will keep a side column in the accounts for individual teams so that their fundraising money is available should that team decide it is needed for things the Club is not ordinarily fund (for example, Christmas parties, subsidising football tours, extra kit).

Club fundraising

In the event of a Club fundraising event (for example a Christmas raffle, or the Summer gala), any funds raised will be distributed as equally as possible between teams. Accounts for any such events will be recorded by the Club Treasurer/Assistant Treasurer and will be available upon request.

Kits and merchandise

Kits

Each new player joining the Club will receive a new red kit and a yellow kit at the start of their first season with the Club. Red kits are for matches and yellow kits are for training (or away games where red kit clashes).

The Club aims to replace these at two year intervals, or as and when required beyond this. In the interim period, the Club has an approved kit list for items that may need replacing. These items can be purchased at cost from Club's kit supplier.

Players should bring their own football boots and shin pads. Shin pads are required for training sessions and matches. Players should also bring a water bottle or suitable drink.

You are very welcome to use the Club's Facebook pay to arrange the exchange of football boots.

Merchandise

We also have a great selection of clothing and merchandise available to purchase from the Club's supplier. Most of which will be embroidered with the Club logo and can be personalized with your initials. Please contact your coach or the Committee for the supplier's contact details.

The Club may receive funds from each purchase, which helps to meet the Club's running costs – please contact the Treasurer if you have any queries about this.

General / other

Here are some additional points to note

Match days

Players should arrive on time – for a match day, this will usually be at least 30 minutes before kick-off. Also we ask that everyone leaves together once everything is packed away.

Please help to put up and taken down goals, corner flags, respect barriers and the tuck shop. This helps the coaches to get the kids warmed up and prepare for kick-off.

Success

We measure our success as a Club on the development of our players, and not by trophies won. We try to be as competitive as possible, whilst aiming to give all players an equal share of, and as much game time as possible over each season.

Signing On Policy

New players are invited to train free of charge for a period of four weeks before receiving welcome packs and making a decision on whether OWLS is the correct club for them. Each team has a limit on their squad size to ensure that player development is a top priority. Any player wishing to join after this limit is reached will be placed on a waiting list until a space becomes available or the Club is in a position to bring on another team. Players will only be permitted to de-register once a season.

Social events

We try and arrange regular social events. Sometimes this is a grownups only night and other times a family event. We are happy for any of our members to go ahead and organize any social event but we ask that everyone involved with the Club is invited. A great way of doing this is through our Facebook Page.

End of season presentation

Experience at other Clubs has shown that giving out trophies at the end of the season for things like “Player of the Year”, “Parents Player of the Year”, “Players Player of the Year”, etc, has a negative effect on teams. This is because it’s easy for one player to walk away with a hoard of trophies leaving other players feeling downhearted and less valued when they have put in just as much effort over the season. For that reason, we encourage coaches to award everyone the same trophy at the end of each season, but personalise it to the individual, taking in to account something that they’ve done really well during the season. Previous awards have included; “Demon Defender”, “Wicked Winger”, “Super Shot-Stopper”, “Midfield Maestro”, “Long-Ball Specialist” to name but a few.

Communications

Our Facebook Page and Club website provide lots of usual information and Club news – please check them regularly. Teams and coaches also use WhatsApp to communicate – please ask your coach for the details to join so you receive important information about matches and training.