

Codes of Conduct of Keyworth United Community Football Club

COACHES

The moral principles and attitude of coaches directly affects the behaviour of players under their supervision. Coaches have to be aware that all of their football decisions and choices of action, as well as their strategic targets, will have ethical implications. Coaches should disassociate themselves from a "win at all costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, coach or parent.

The FA Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) is set out below and forms the Code expected to be followed by coaches of KUCFC.

Coaches should, at the outset, clarify with the players (and, where appropriate, parent(s)) exactly what is expected of them and also what they are entitled to expect from their coach.

Coaches must:

- respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
- place the well being and safety of each player above all other considerations, including the development of performance.
- adhere to all guidelines laid down by governing bodies.
- develop an appropriate working relationship with each player based on mutual trust and respect.
- not exert undue influence to obtain personal benefit or reward.
- encourage and guide players to accept responsibility for their own behaviour and performance.
- ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, and physiotherapists) in the best interests of the player.
- always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- consistently display high standards of behaviour and appearance.
- not use or tolerate inappropriate language.

TEAM OFFICIALS (Including Team Managers)

Obligations to the game

All Keyworth United Community FC team officials should:

- Set a positive example for others and in particular to the young players under their supervision, supporters and the families that have come to watch play.
- Promote and develop their own team having due regard for the interest of the Club, the players, the supporters, and the reputation of the game both locally and nationally.
- Share knowledge and experience when invited to do so with other less experienced Club officials or outside bodies, taking into account the interests of KUCFC.
- Avoid all forms of gamesmanship.
- Show due respect to match officials and volunteer assistants involved in the game.
- Always have regard for the best interests of the Club, including where publicly expressing an opinion of the Club or any particular aspect of it.
- Not use or tolerate inappropriate language.

Obligations towards the team

All Keyworth United Community FC team officials should:

- Make every effort to develop the sporting, technical and tactical levels of the team, and to obtain the best results for the team using all permitted means.
- Give priority to the interests of the children under his/her supervision over individual interests.
- Resist all illegal or unsporting influences, including banned substances and techniques.
- Promote decent principles.
- Show due respect to the interests of the players, coaches and officials, both of their own Club and others.

Obligation towards supporters

All Keyworth United Community FC team officials should show due respect to the interests of all supporters and families that have come to watch their team.

Respect towards the match officials

All Keyworth United Community FC team officials should:

- Accept the decisions of the match official and any volunteer assistants.
- Avoid words or actions which may mislead a match official or his assistants.
- Show due respect to the match officials and any volunteer assistants.

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PLAYERS

All Keyworth United Community FC players should:

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during every game.
- Set a positive example for others, particularly younger players and supporters.
- Avoid all forms of gamesmanship and time wasting.
- Always have regard for the best interests of the Club, including where publicly expressing an opinion on the Club or any particular aspect of it.
- Not use inappropriate language.

Obligations towards your own team

All Keyworth United Community FC players should:

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

- Resist any influence or behaviour, which may, or may be seen to, bring into question his/her commitment to his/her team and other members of the squad.
- Accept a coach or team official's reasons for substitution and encourage the team after any such substitution.

Respect for the Laws of the Game

All Keyworth United Community FC players should:

- Know and abide by the Laws, rules and spirit of the game.
- Accept success and failure, victory and defeat equally.

Respect towards opponents

All Keyworth United Community FC players should:

- Treat opponents with due respect at all times.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards match officials

All Keyworth United Community FC players should:

- Accept the decisions of the match official (referee/referee's assistant) without protest.
- Avoid words or actions which may mislead a match official.
- Show due respect to all match officials including opponent's volunteer assistant referees or linesmen.

Respect towards team officials

All Keyworth United Community FC players should:

- Listen to and abide by the instructions of their coach and his assistants, provided they do not conflict with the spirit of this code.
- Show due respect to the team officials of the opposition.

Obligations towards the supporters

All Keyworth United Community FC players should show due respect to the interests of all supporters and their families that have come to watch them play.

PARENTS/SPECTATORS

Parents and spectators have a great influence on children's enjoyment and success in football. All children play football first and foremost because they love the game, it is fun. It is important to remember that however good a child becomes at football within Keyworth United Community FC it is important to reinforce the message that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Increased self esteem.
- Improving the child's skill and techniques.

A parent or spectator's expectations, actions and attitudes will have a significant bearing on a child's attitude towards other players, officials, managers and spectators.

Keyworth United Community FC will endeavour to ensure that parents and spectators associated with the club are always positive and encourage all children and not just their own.

Keyworth United Community FC encourage parents and spectators to:

- Applaud the opposition as well as their own team.
- Avoid coaching their individual child during the game.
- Not to shout or scream.
- Respect the match officials decisions.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Keyworth United Community FC will endeavour to ensure that all parents and spectators associated with the Club agree and adhere to the Club's Code of Conduct and Child Protection Policy.

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ANTI-DISCRIMINATION AND EQUAL OPPORTUNITIES POLICY

Anti-Discrimination Policy

Keyworth United Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability. We will not discriminate nor treat anyone less favourably on any of these, or any other, discriminatory grounds.

This will include:

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

Keyworth United Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Keyworth United Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

Equal Opportunities Policy

Keyworth United Community Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level of authority, to abide and adhere to this general principle and the requirements of the Code 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 or 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 membership, which are different from the requirements for others.
- Imposing on an 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.

Keyworth United Community Football Club 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 cease forthwith, 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 stop forthwith. Since discrimination in its many forms is against the Football Club's policy, any member offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. Assistance will be given, the difficulties of the disablement permitting, whenever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members that request it.

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CHILD PROTECTION POLICY AND PROCEDURE

Information for members and volunteers who are in regular contact with children and/or young people during their duties with the Club.

Policy

Keyworth United Community Football Club (The Club) acknowledges, and accepts, as its main responsibility, the well-being and safety of those children who are training or playing with the Club. It does so in the belief that placing their welfare at the centre of its concerns provides a solid foundation for the development of young players of the future and for effective Child Protection practice.

Objectives

The Club:

- Promotes and supports good outcomes in terms of health, development and social behaviour in all its junior members.
- Involves parents and member's family as far as is practicable in a working partnership with the Club
- Recognises the significance of ethical and cultural diversity.
- Acknowledges its responsibility to set high football, social standards and behaviour, to be honest, and to take into account the feelings of others.
- Seeks opportunities to celebrate junior member's success, recognise their achievement, effort and behaviour.
- Recognises that good behaviour will be achieved if all those involved with the Club have a clear and mutual understanding of the aims of the Club.
- Provides a disciplined environment where members will work together taking pride in themselves and their surroundings.

The Club recognises that the Social Services Department, the NSPCC, and the Police have a statutory duty to protect children at risk. The Club believes that it has a central role and responsibility for the protection of children and young people who use the Club's facilities and are registered as junior members.

The Club has a designated person to whom any cause for concern about a child's well being must be reported. That person's name is listed in the Clubs staff list which is available from any Committee member and is also posted on the notice board in the Club social room.

Identification and Referral of Child Abuse

All members and volunteers at the Club who are involved with children must have a basic knowledge of how to recognise child abuse and take appropriate referrals to the designated person.

Definitions

Child Protection: Protecting children against abuse and non-accidental injury. It applies to children below the age of 18.

Child abuse: Physical injury;
 Emotional abuse;
 Sexual abuse;
 Severe neglect.

Procedure

If you have a concern that a child has been mistreated, either physically, emotionally, sexually, or by neglect whilst under the control of the Club you **must** report it to the designated Child Protection Officer.

- Keep the matter confidential, only tell those who need to know.
- Write a dated note of what has been seen, said or done, and give this to the designated Child Protection Officer.

It is not your responsibility to investigate. The matter will be dealt with by the Child Protection Officer, who will gather information and decide whether or not to contact the Social Services Department.

The Social Services Department and the police have a duty to investigate cases of suspected abuse. Those who work with the Club have a duty to co-operate with any such investigation. This may involve the provision of monitoring a child, or in some cases attending a child protection conference.

Reporting abuse

The designated Child Protection Officer will ask for a brief written factual statement from the person making the report.

If the report involves an allegation about another member of the Club, then that person will also be asked to write a brief report. If any statement has been made by the child, this should be reported in the child's own words. These reports should be confined to facts and should not include any opinion or interpretation of judgement.

The Club will ensure that any child concerned is immediately removed from any possible risk of harm.

Child Protection investigations into abuse require careful management. They can be complex and require particular experience and expertise, and wherever practical should be undertaken by staff who specialise in such work. The designated person should consult and take advice of the Police/Social Services before setting up any internal inquiry and should take their advice on informing the child's parents.

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Signs of Abuse

Signs of abuse may be:

- a) Obvious and sudden, for example an injury or,
- b) Part of a longer period perhaps including:
 - behaviour which is unusual for a child of that age.
 - loss of interest.
 - isolation or introversion.

As a responsible adult you may become concerned if:

- a child tells you about ill-treatment which has happened to them or to a friend, brother or sister or,
- another adult claims that a child has been mistreated.

In any of these cases **YOU SHOULD:**

- Treat the matter seriously, and reassure the child if necessary.
- React to what the child tells you with belief.
- Make it clear that you will have to inform others.
- Tell only those who need to know.
- Seek advice if in doubt.
- Keep a careful watch on the child.
- Keep an accurate record of what you have noticed, what you have been told, or what has happened, and what you have done.
- If a disclosure has been made to you, tell the child what action you will take.

DO NOT:

- Promise to keep the matter secret.
- Contact parents (this is the job of the Social Service Department)
- Interrogate children or ask leading questions.
- Examine a child physically.
- Speak with anyone against whom allegations are made, even if the violations are charged against a colleague or another adult.

All information will be dealt with confidentially and shared only with the people who need to or must know.

If the designated Child Protection Officer is suspected the member forming such suspicions should go to the Club Chairman who must inform the local Social Services Department.

COMPLAINTS PROCEDURE

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules, or Code of Conduct have been broken, they should follow the procedures set out below.

1. They should report the matter to the Club Secretary or another member of the Committee. The report should include:
 - a) Details of what, when and where the occurrence took place.
 - b) Any witness statement and names.
 - c) Names of any others who have been treated in a similar way.
 - d) Details of any former complaints made about the incident, the date and to whom made.
 - e) A preference for a solution to the incident.

2. The Club's Management Committee will sit for any hearings that are requested.

3. The Club's Management Committee will have the power to:
 - a) warn as to future conduct;
 - b) suspend from membership;
 - c) remove from membership;any person found to have broken the Club's Policies, Rules or Codes of Conduct.