



## **Information and Guidelines Season 2017/18**

Hayes & Yeading United Football Club Development Centre has been set up to provide quality football opportunities for local talented players, whilst supporting the First Team in developing young players who may have the potential to play professionally for Hayes & Yeading Utd FC.

When signing, you are joining a club that holds two things dear – that football should be fun and that players should always seek to improve themselves. Our philosophy is that players sign for the Club, not individual teams. We manage multiple teams at most age groups and believe that players should play alongside and against players of similar abilities. We therefore operate a grading system throughout the Club that may mean players moving between teams within his or her age group.

When signing, a player is committing to train regularly during the week or Saturdays as directed, and be available to play at any time on a match day Weekday or Sunday. That player is also accepting the Club's grading policy and understands that he or she may move teams, usually between seasons, though in younger age groups, potentially during the season.

### **PLAYER GUIDELINES 2017 / 2018**

Below are guidelines on how Hayes & Yeading Utd FC wish its players to conduct themselves, both in their appearance and their attitude. Every player is seen as an ambassador for the Club, not only by our club but also visiting teams and officials.

Club kit should be worn as requested by your manager, must be clean, and should be worn in a presentable manner, i.e. shirts tucked in & clean footwear.

Mobile Phones to be switched off at training and matches.

All players are responsible for the safeguarding of their own property.

Arriving late for games, or just not turning up, will not be tolerated. Always contact your manager/coach contact.

Bookings and sending offs, may incur a fine from the Club, as well as the fine levied for the offence by the FA or respective League.

At all times players should be courteous to all Club officials, opposing officials, other players and match officials. Failure to comply with this may result in a player being suspended, pending release. A player's registration would be held by the club until all outstanding accounts were settled.





The team captain is the manager's voice on the pitch. He/She has the authority to instruct and direct the play on the manager's behalf. Players will act courteously to his/her instructions.

Equipment used in training sessions must be returned to the coaching area after the session i.e. cones collected, bibs and balls collected in and water bottles returned to their carrier or discarded within rubbish bins provided.

Any rubbish must be taken with you and not left pitch side after games or training.

All players should shake hands of coaching staff when leaving the field of play or training.

Any player walking off the pitch during a match will be suspended by the Club pending release.

## **CLUB 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 should follow the procedures below.

1. They should report the matter to the Club Secretary [secretary@hyufc.com](mailto:secretary@hyufc.com) or Club's Welfare Officer [youth@hyufc.com](mailto:youth@hyufc.com). The report should include:

- *Details of what, when, and where the occurrence took place. ii. Any witness statement and names. iii. Names of any others who have been treated in a similar way.*
- *Details of any former complaints made about the incident, date, when and to whom made. v. A preference for a solution to the incident.*

2. The Club's Board of Directors will sit for any hearings that are requested.

3. The Club's Board of Directors will have the power to:

- *Warn as to future conduct;*
- *Suspend from membership;*
- *Remove from membership;*

any person found to have broken the Club's Policies or Codes of Conduct.





## **Guidance taken from the FA Football Development Programme Good Practice Guide.**

### **RESPECT CODES OF CONDUCT**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high.

This code applies to all those involved in football under the auspices of The Football Association. Community Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

**Equality** - Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

**Participants** - Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

**Young People** - Football acknowledges the extent of its influence over young people and pledges to set a positive example. Propriety Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

**Trust and Respect** - Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

**Violence** - Football rejects the use of violence of any nature by anyone involved in the game. Fairness Football is committed to fairness in its dealings with all involved in the game.

**Integrity and Fair Play** - Football is committed to the principle of playing to win consistent with Fair Play.



### **'SWEARING – Let's Tackle It'**

Hayes & Yeading Utd FC supports the FA 'Lets Tackle It' initiative on taking action and change for the better, tackling foul & abusive language in the game.





## RESPECT CODE OF CONDUCT FOR PLAYERS

**We all have a responsibility to promote high standards of behaviour in the game.**

As a player, you have a big part to play. That's why we and the FA are asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability;
- Play fairly – I won't cheat, complain or waste time;
- Respect my team-mates, the other team, the referee or my coach/manager;
- Play by the rules, as directed by the referee;
- Shake hands with the other team and referee at the end of the game;
- Listen and respond to what my coach/team manager tells me;
- Talk to someone I trust or the Club Welfare Officer if I'm unhappy about anything at my club.

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

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

In addition: My club, Middlesex FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct;

- The FA/Middlesex FA could impose a fine and suspension against my club.





## **RESPECT CODE OF CONDUCT FOR PARENTS / SPECTATORS**

**We all have a responsibility to promote high standards of behaviour in the game.**

Hayes & Yeading Utd FC is supporting The FA's Respect programme to ensure football can be enjoyed by everyone in a safe and positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

### **I will:**

- Remember that children play for FUN;
- Applaud effort and good play as well as success;
- Always respect the match officials' decisions;
- Remain outside the field of play and within the Designated Spectators' Area (at the club this is behind the fenced cage);
- Let the coach do their job and not confuse the players by telling them what to do;
- Encourage the players to respect the opposition, referee and match officials;
- Avoid criticising a player for making a mistake – mistakes are part of learning;
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

**I understand that breaches of the code may result in action being taken by my Middlesex FA and /or The FA.**

- Issued with a verbal warning from a club or league official;
- Required to meet with the club, league or Middlesex FA Welfare Officer;
- Required to meet with the club Board of Directors;
- Obligated to undertake an FA education course;
- Obligated to leave the match venue by the club;





- Requested by the club not to attend future games;
- Suspended or have my club membership removed;
- Required to leave the club along with any dependents.

In addition:

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

Signed ..... Player Name .....

Signed ..... Parent Name .....

Signed ..... Parent Name .....



## **Social Media Policy**

### **Policy statement**

This policy is intended to ensure Club members make appropriate decisions about the use of social media such as social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn.

This policy outlines the standards we require our Club to observe when using social media, the circumstances in which we will monitor your use of social media and the action we will take in respect of breaches of this policy. This policy supplements the Clubs *Disciplinary Policy*.

### **Who is covered by the Policy**

This policy covers all individuals working at all levels, including Directors, Club Officials, players, managers/ coaches, parents and volunteers.

### **The scope of the policy**

All members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our Club and our sponsors. Breach of this policy may be dealt with under our Code of Conduct and, in serious cases, may be treated as misconduct leading to a formation of a Discipline Committee and actions such as Club suspensions/ ground bans.

### **Responsibility for implementation of the policy**

The Directors have overall responsibility for the effective operation of this policy. The Club Secretary and Head of Development Centre are responsible for monitoring on a day to day basis and will review the operation of this policy and making recommendations for changes to the Board of Directors.

All Directors, Club Officials, managers/ coaches, players, parents and volunteers are responsible for their own compliance with this policy and for ensuring that it is consistently applied. They should ensure that they take the time to read and understand it. Any breach of this policy should be reported to the Club Secretary or the Head of Development Centre.

### **Using social media sites in our name**

Only the club's appointed person and/or designated person is/are permitted to post material on a social media website and web site in our name and on the Clubs behalf. Any breach of this restriction will amount to misconduct.

### **Monitoring use of social media websites**

All members of Hayes & Yeading Utd FC should be aware that any use of social media





websites will be monitored and, where breaches of this policy are found, action may be taken under the Clubs Disciplinary Policy. Uploading, forwarding or posting a link in regards to Hayes & Yeading Utd FC to any of the following types of material on a social media website, whether in a professional or personal capacity, will amount to misconduct.

- (1) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- (2) a false and defamatory statement about any person within the Club;
- (3) material which is offensive, obscene, criminal discriminatory, derogatory or may cause embarrassment to the Club, directors, Officials, managers/ coaches, players, parents or volunteers.
- (4) confidential information about the Club or any person associated with the club who has not given express authority to disseminate
- (5) any other statement which is likely to create any liability
- (6) material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Policy. Where evidence of misuse is found we may undertake a detailed investigation in accordance with our Disciplinary Policy involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation. If you notice any use of social media by other members of the Board of Directors, Club Officials, players, managers/coaches, parents or volunteers in breach of this policy please report it to the Club Secretary or the Head of Development Centre.

### **Monitoring and review of this policy**

**This Code is fully supported by the Board of Directors at Hayes & Yeading Utd FC who is responsible for its implementation and regular review.**

**The Board, written June 2017, reviewed June 2018. Next review December 2018**

**CAN YOU HELP?**





Hayes & Yeading Utd FC organisation is set up to provide football for local talented players, whilst supporting the First Team in developing young players who may have the potential to play professionally for Hayes & Yeading Utd FC.

As such we are always looking for offers of assistance, when required, and actively encourage parents to get involved where they can

If you can help, please complete this form and return to your team manager or a Club Official

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Tel (Home)** ..... **(Mobile)** .....

I am interested in helping out with Hayes & Yeading Utd FC (First team and Youth Teams)

(Please Circle A B C D E)

- A) Club activities**
- B) Social Level**
- C) Club facilities Sponsorship**
- D) Match / Training Day Assistance**
- E) Tea & Coffee shop**
- F) Other (Please specify)**

**Player(s) Name(s):** .....

**Team(s)/Age Group(s):** .....

**Get involved... you'll gain more than you give! Thank you**

## PLAYER REGISTRATION FORM





Full Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Home Tel \_\_\_\_\_

Mobile Tel \_\_\_\_\_

Date of Birth \_\_\_\_\_

E-mail \_\_\_\_\_

Signed.....

Player Position (Please circle) Goalkeeper    Defender    Midfield    Forward

**Medical Details**

**PLEASE STATE ANY MEDICAL CONDITIONS, ALLERGIES, ANY LEARNING DIFFICULTIES OR ANY OTHER MATTERS WE SHOULD BE AWARE OF (IF YOU WOULD LIKE TO DISCUSS THESE IN CONFIDENCE WITH THE CLUB'S CHILD WELFARE OFFICER PLEASE INDICATE)**

Details.....

Ed





Headteacher \_\_\_\_\_

PE Teacher \_\_\_\_\_

School \_\_\_\_\_

Current School Year \_\_\_\_\_

Telephone No \_\_\_\_\_

E-mail \_\_\_\_\_

Contact Details:

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Emergency Telephone No \_\_\_\_\_

Mobile No \_\_\_\_\_

E-mail \_\_\_\_\_

In the event that the above named person cannot be reached, please give two extra emergency contact names and numbers

Name _____
Emergency Contact No _____

Name _____
Emergency Contact No _____

Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

Hayes & Yeadon Utd FC requires your permission to publish documents and





pictures. Please indicate below your wishes. We Follow the FA Code of Good Practice and as such we will not publish an individual picture with full name, nor specific dates and address details of Group Photos

By completing the signatures below I agree to further agree to abide by the club code of conduct issued by Hayes & Yeading Utd FC and signed by player and parents and that I have no outstanding monies/equipment due to previous clubs represented. I agree to make subscription payments when due. I understand that if no payment is made the player will be suspended from club activities until such time as payments are brought up to date.

In the event that my child is injured whilst playing football/travelling to and from football events and I cannot be contacted, I hereby give my consent for my child to receive medical attention. I agree that in the event of a medical emergency the above details can be made known to qualified medical personnel.

**PLAYER NAME & SIGNATURE** \_\_\_\_\_

**PARENT NAME & SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Cheques should be made payable to **Hayes & Yeading Utd FC Limited.**

Parents should be aware that a basic Sports Injury insurance policy is taken out by Hayes & Yeading Utd FC with the Middlesex County Football Association via the clubs FA affiliation.

Parents should be aware that it may be advisable to take out an individual policy on behalf of their child if they so wish.

