



ACCREDITED
PART OF ENGLAND FOOTBALL

Shepshed Dynamo Youth & Juniors Football Club

Players Manual

Codes & Guidelines

Procedures

Rules



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Club Vision:

Shepshed Dynamo Youth & Juniors (Y&J) want to be known for our commitment to developing good football players – on and off the pitch. Better people, better players. We will ensure the interest of the players come first. We want to create a positive, challenging, and enjoyable learning environment which provides the player with the freedom to express and develop their natural ability. We will always act in the best interest of our players.

Our aim is to grow and develop our community partnerships to enhance the current facilities we already have. This will include additional coaching, improved playing and training facilities and access to the latest equipment. We want to help develop our coaches to be the best they can be, which in turn, will help our young players develop. For now, our ambition is to provide the young people of Shepshed and surrounding areas the opportunity to play football at any age group.

Mission Statement:

“To give young people the opportunity to play football regardless of their Nationality, Race, Ethnic, Origin, Colour, Gender or Religion to the best of their ability and encourage them to play by the correct rules of the game”

Development Plan:

The aim of the club is to invite young people to compete in league and cup football fixtures. We encourage, involve and start up new teams or training every year, for both boys and girls, from the ages of under 6's to 18's.

Our Club is affiliated to the Leicestershire & Rutland FA and is totally committed to raising the standards of junior football by adopting procedures and guidelines from the FA Accredited standard set out by the English FA thus creating a safe and secure environment for our young people to enjoy their sport. We require and support the need of all our team managers to complete grade 1 coaching courses to improve the level of football for our young players and improving the standards of management.



Code of Conduct:

Creating the right environments for our players, both on and off the pitch is so important. Even though your role could be slightly different from someone else within your club or league, it's important that we all play our part in creating a fun, safe and inclusive environment.

The Respect codes of conduct are in place to ensure that everyone involved within an FA Accredited club or league is playing their part to give the players a positive experience.

We have individual Respect codes of conduct for:

- [Young Players;](#)
- [Spectators and Parents/Carers;](#)
- [Coaches, Team Managers and Club Officials.](#)

Please help us to create more positive environment for all to enjoy the game.

Young Players:

When playing football I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the referee
- Shake hands with the other team – win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what is best for the team
- Talk to someone I trust or the club welfare officer if I am unhappy about anything at my club
- Encourage my teammates
- Respect the facilities, home and away

I understand that if I do not follow the code I may:

- Be asked to apologise to whomever I have upset
- Receive a formal warning
- Be dropped, substituted or suspended from training



Spectators and Parents/Carers:

I will:

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and Coaches and encourage players to do the same
- Stay behind the Respect Line and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour
- I will make myself familiar with safeguarding practices of the FA at <https://www.thefa.com/football-rules-governance/safeguarding/introduction-to-safeguarding-children>
- Consider completing the free online Safeguarding Awareness for Parents & Carers course at <https://thebootroom.thefa.com/learning/qualifications/safeguarding-awareness-for-parents-and-carers>

I understand that if I do not follow the Code, I may be:

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league, or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended, or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine.

Coaches, Team Managers and Club Officials:

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the Referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests
- I will complete the required Safeguarding Children Course either as part of the Introduction to Coaching Football course or as a standalone course at <https://thebootroom.thefa.com/learning/qualifications/safeguarding-children-course>

I understand that if I do not follow the Code, I may be:

- Required to meet with the club committee, league, or CFA Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn.

Anti Bullying Policy:



We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club welfare office or any committee member. This club is committed to playing its part to teach players to treat each other with respect.

The FA defines bullying as one of the five categories of abuse. Having an Anti-bullying policy in place will help everyone understand what is and is not acceptable within our club. Having a clear process will help our club to manage any issues and hopefully prevent bullying

Find the full Anti Bullying Policy [here](#)

Safeguarding Policy:

Safeguarding is everyone's responsibility

To make sure you have appropriate safeguards in your club or league it is important everyone is aware of your safeguarding children policy and the procedures for reporting a concern about the welfare of a child.

The clubs designated safeguarding officer (club welfare officer) will be able to advise you, but if you want to find out more about how to increase your understanding of safeguarding in football why not complete the Safeguarding Children workshop provided by the English FA.

Every affiliated club and league with youth teams must have in place a Safeguarding Children Policy and Procedures and ours can be found [here](#).

“Whistle-blowing”

Whistle-blowing can be used as an early warning system or when it's recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life.

It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Any adult or young person with concerns about a colleague can also use whistle-blowing by calling 0800 169 1863 and asking for The FA's safeguarding team, or via email on safeguarding@TheFA.com.

Alternatively you can go direct the Police or Children's Social Care and report your concerns there, or to the Child Protection in Sport Unit via cpsu@nspcc.org.uk or the NSPCC Helpline via 0808 800 5000 or by emailing help@nspcc.org.uk.

Play safe – Online:

Our approach to safeguarding – and our responsibility to keep children safe – applies to the online environment as much as to the offline world.

We know that teams, clubs, and leagues really benefit from online and digital technology. Whether communicating team results or a change of venue, promoting social events, or sharing coaching tips and skills to encourage and support new volunteers – it helps teams and clubs to run effectively and be better connected.

For clubs to benefit safely from the online environment, it is important they follow best practice in social media and technology use. Club officials, match officials and parents/carers involved in football should understand how their safeguarding responsibilities apply online.



THE DO's & DON'T's:

Clubs/leagues are advised to adhere to the following:

DO:

- Appoint an appropriate adult(s) to monitor the content of the website, who should also attend The FA's Safeguarding Children Workshop to carry out this role
- Make sure everyone within your club / league knows who is responsible for monitoring the content of the website and social networking areas and how to contact them
- Apply the principles within The FA's photography guidelines. See Guidance Notes 8.3: Photographing and Filming Children (<https://www.thefa.com/-/media/thefacom-new/files/rules-and-regulations/safeguarding/section-8/8-3-photographing-and-filming-children-colour-version.ashx>)
- Place the CEOP, 'Report Abuse' app on your web site and links to the advice offered via its ThinkUKnow.co.uk programmes which give age-appropriate advice to children as well as parents/carers
- Provide a link to TheFA.com safeguarding section – <https://www.thefa.com/football-rules-governance/safeguarding/introduction-to-safeguarding-children>
- Consider the benefits hosting message boards, forums or blogs will bring to your club/league against the potential risks. If you decide to use them ensure that they are password protected and only allow comments to be posted by individuals known and permitted access by the club/league. Remember that the club/league is responsible for all content contained on its website, forum blogs, tweets or social networking areas
- Regularly monitor the content of the above and use The FA's 'Respect Codes of Conduct' and 'Relationships of Trust Statement' as a guide to acceptable behaviour online
- Ensure privacy settings are locked so that that the page(s) are used explicitly for club or league matters and not as a place to meet, share personal details or have private conversations
- Get written parent/carer permission before access to view your club/league social media platforms is given to under-18s

DON'T:

- Host children's or young people's details where they can be seen or used by others to contact them. This includes the mobile phone and email of referees and coaches under the age of 18. Any details hosted should only be done with written parental/carer consent
- Host pictures of individuals without the express permission of parents/carers
- Post detail of individuals which may lead them to be identified e.g. school/class/ year, player profiles detailing personal information e.g. favourite foods, movies, teams etc.
- Post or host items which may be considered to be hurtful, insulting, offensive, abusive, threatening, racist or discriminatory or otherwise may cause offence or harm to another or might incite such behaviour in others
- Post or host match results for teams that are under-11. Remember the focus is on participation not outcome at this age.

Find the full Safeguarding Policy [here](#). Full contact details for our Welfare Office can be found on the website.



Accident Policy:

All club officials and players signed for Shepshed Dynamo Y&J are covered by an accident insurance and public liability policy. The personal accident covers an insured team member who sustains bodily injury while:

- Playing or officiating for the club at home or away fixtures
- Playing football at the club premises
- Taking part in training organised by the club
- Travelling directly to or back from home and away fixtures as part of an organised party under the direction of the club
- Taking part in any social activity organised by the club

Please remember accidents may not affect you immediately but could have a later impact on your health.

To enable a claim to be made, every injury, no matter how small or serious, must be reported in the club's accident book by completing an accident form (see Appendix 2). All team managers or assistant managers must fill in a copy of the accident form within 48 hours of the injury occurring. This will be transferred to the accident book for permanent records. The record of the injury will be forwarded to the insurers within 48 hours of the injury occurring.

Disciplinary and Complaints Policy:

Club Rules

No member shall bring the club into disrepute.

Any member or player guilty of misconduct shall be dealt with as the committee determines. All fines for misconduct imposed by any league will be paid by the club and the player or player's parents / guardians shall reimburse the club in full within 7 days. If the fine is not paid, the player will be suspended until the matter is resolved.

Any grievances shall be first discussed with the team manager and if not settled amicably written notice shall be given to the club Secretary setting out the grievance (see Appendix 1). The Secretary shall ensure that the matter is discussed at the next committee meeting. Both parties will be asked to state their point of view and then leave the meeting. A ballot of committee members will then take place and their decision will be final.

If any persons/member found to have broken the club's rules, policies, or code of conduct the club's committee will have the power to warn as to future conduct, suspend from membership or remove from membership.

Any member or player guilty of misconduct before or after a match or during training shall be dealt with by the team manager and the club committee.

A fine will be imposed, this could be either a job, money, match or training ban or a combination of fines depending on the problem. The committee would ask for the manager's involvement to determine an appropriate fine.

All our policies and procedures can be found on the website by following this link:

[Policy & Procedure - Dynamo Y&J \(shepshedynamoyj.com\)](https://shepshedynamoyj.com)



Youth Team Managers Roles and Responsibilities:

Who will he/she be responsible to:

- Club Committee

Who will he/she be responsible for:

- Day to day running of appointed team age group
- Team players
- Team parents / guardians

What is the role for the youth team manager:

The main purpose of the job is to ensure that the club provides a team to compete in the district youth league and cup competitions. The manager is responsible for all aspects of activity regarding the age group. The manager is permitted to appoint assistants as required, so long as they meet the membership requirements of the club.

What are the tasks involved: **Weekly**

1. Organisation of coaching / training with appointed age group once per week, and more if required
2. Liaise with club secretary regarding league / cup / friendly matches
3. Team selection and substitutes before and during all matches
4. Notify assistants and team players of forthcoming fixtures
5. Ensure there is enough transport for away matches
6. Organisation of the team and parents before / during / after matches
7. Responsible for the team's kit and equipment
8. The safety of equipment used during training and matches
9. Set up of the pitch before and after the game e.g. nets & corner flags etc
10. Collection of training and match fees
11. Phone in the result to the fixtures secretary
12. Complete results card with the correct information, including referees name and class
13. To complete and keep accurate records and data of all players in the team including telephone numbers in case of emergencies
14. Relay club information to players and parents (as required)
15. To assist in the club's organisation and activities, (as required) e.g. fundraising, events etc

What are the tasks involved: **Monthly**

1. Team accounts to be recorded and paid in
2. Expenses sheet to be completed and passed on to club treasurer
3. Attend monthly committee meeting to report team's progress

What are the tasks involved: **Yearly**

1. Attend AGM to report teams progress and any other club business
2. Attend presentation night to report teams progress and present awards
3. Attend appointed league AGM, collect and complete players signing on forms before the start of the next football season

What else is involved:

The club requires the minimum FA qualification of the FA Introduction to Coaching Football. The club will assist you in obtaining this award. Club officials and team managers are always on hand to give



any assistance or advice. The club will provide all the teams with training equipment and match kits as required. A club information pack including handbook, rules, codes, procedures and guidelines will be issued at the start of every season.

What is provided:

- Coaches jacket & top
- Training equipment covering training bibs, cones, balls and pop up goals
- Additional support group from other team managers
- Access to training facilities

If you are interested in joining the club as a coach please get in touch using the contact details above.



FA Standard Charter/England Accreditation:

The F.A. have challenged all football clubs in the UK to complete and comply with the Charter Standard Procedures and guidelines. This will change to England Accreditation from November 2022.

We are currently a Charter Standard club and will move over to be an England Accredited Club from November 2022. England Accredited clubs lead by example, raise the bar and fly the flag for respect and diversity.

Being a Charter Standard / Accredited club, we exist for the players and create opportunities for everyone to experience, deliver inclusive football for our local community and to ensure we all enjoy the game we all love. There is a set criteria for a club to be Charter Standard / England Accredited. Examples of the criteria is as follows.

1. A written constitution and club rules
2. Affiliation
3. Management committee
4. AGM and additional meetings
5. Accounts
6. Membership procedures
7. Child protection policy & procedures - Including all relevant officials have an in-date FA Enhanced Disclosure and Barring Service Check
8. Each team to have at least one coach with level 1 FA coaching qualification, First Aid and Safeguarding Children Course
8. Child protection designated person – Welfare Officer
10. Code of conduct for players, Parents / Guardians / managers & coaches
11. Disciplinary procedures
12. Fair Play
13. Equity – Equality policy and adopt the football league diversity code
14. Development plan

We have completed all this and more. We have a mission statement, safety guidelines in place, accident procedures and accident policies, roles and responsibilities for team managers and a database for players including contact numbers for emergencies, 42 of our members have completed a child protection course, 19 of our managers have completed the grade 1 coaching course. It is our aim to provide and fund the opportunity for all our managers to complete this course. The benefit of having qualified coaches will help to improve the standard of football in Shepshed and for the club in obtaining official status of a Charter Standard/England Accredited Football Club.



Appendix 1 – Disciplinary and complaints form:

Disciplinary & Complaints form

In the event that members feel that they have suffered discrimination in any way or that the club policies, rules or code of conduct have been broken, the following form should be completed.

People

Players / Members Name	
Date	
Team / Age Group	
Team Manager	
People / Members / Players involved	

Details of Occurrence

Where the occurrence took place	
When the occurrence took place (date & time)	
Details of occurrence	

Witnesses (Please attach witness statements separately)



Name of Witness	Statement provided & attached (Y/N)

Details of any former complaints

Any other relevant details

Signed by Secretary: _____ Date:



Accident form

Details of person who has had the accident

Name	
Address	
Telephone number	
Email address	
Football team age group	
Team Manager	

Details of Accident

Date & Time of accident	
Where did the accident happen?	
Details of accident / injury	
How did the accident happen?	

Action taken



Was first aid used? If yes, please specify by whom and what was done	
Were emergency services required? If yes, please specify	
Was the injured person taken to hospital? If yes, please specify what actions were taken	
Was the injured persons parent / guardian called?	
Were there any witnesses to the accident? If yes, please gather contact details and input here	

Details of person completing this form

Name	
Address	
Telephone number	
Email address	
Date	
Signature	

To enable you to make a claim, every injury no matter how small or serious MUST be recorded in the club's accident book.

Please remember, sometimes an accident may not affect the injured person immediately but could have a later impact on their health.



Shepshed Dynamo Youth & Juniors Football Club

Coaching@shepshedynamoyj.com

<https://shepshedynamoyj.com>

All team managers or assistant managers must fill in an accident form within 48 hours of the injury occurring. This will be transferred to the accident book.

This record of the injury will be forwarded to our insurers if any claim is required.