



Handbook
2018-2019 Season

www.htfcjuniors.co.uk

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Welcome

Hungerford Town Juniors Football Club was established in 1982 to provide junior football to the youth of Hungerford and surrounding areas.

Over the years the club has grown significantly and has an active committee developing the club for the benefits of the members.

The club enters teams into the North Wilts Youth Football League with training taking place during weekday evenings and on Saturday mornings. The club is affiliated to the FA through the Berks & Bucks County FA.

This handbook provides all the members and parents with information on the club's constitution, code of conduct, procedures and contacts within the club.

From this point onwards Hungerford Town Juniors Football Club will be referenced as "The Club".

We hope you will find it useful.

Hungerford Town Juniors FC
Committee

Club Aims and Mission Statement

OUR AIMS

The aims of Hungerford Town Juniors Football Club are as follows:

- To encourage and promote the development of junior and youth football in a safe environment, within the community of Hungerford.
- The club will strive to provide an opportunity for players of both sexes to enjoy and participate in football at all age levels and at the highest possible level.
- We will endeavour to facilitate the provision of the best playing amenities and equipment available to us in line with the growth of sport in Hungerford.

We will achieve the above by:

- Encouraging the development of football at all levels from mini soccer to youth and into senior football.
- Achieving this through a policy of equal opportunity where the best possible facilities are made available for both sexes and all ages.
- Encouraging sportsmanship and fair competition at the highest possible levels, where improvement of performance and enjoyment is far more important than results.
- Supporting the development of football and sport in general throughout Hungerford and supporting attempts to improve sporting venues and facilities.

OUR MISSION STATEMENT

- To establish Hungerford Town Juniors FC as the flagship junior football club within West Berkshire, offering facilities and coaching in an atmosphere that is conducive to the development of every young person in terms of self-discipline, good behaviour and teamwork.
- To provide all the boys and girls within Hungerford Town Juniors Football Club the maximum opportunities to develop their football, personal, social, educational and sporting skills to their full potential with the children's welfare and enjoyment a priority in all decisions we make.
- This will be achieved by providing dedicated, screened, trained and qualified coaching staff within a caring, safe and fun environment for learning and development.

In the 2018-2019 season the Committee's focus includes the following:-

To encourage more parents/guardians from younger age groups to volunteer to ensure the continuation of the club for future seasons.
To encourage Respect from all parents towards Club officials and visiting teams.
To continue to feed our junior teams with new players and also enable the continuation of team development from the Under 7 age group upwards.
To explore the introduction of establishing a girls/ladies football section at varying age groups, through partnerships with Hungerford Primary School and John O'Gaunt School or by entering in the Hungerford Town Academy
To actively promote the Club and increase the profile throughout the local Community

Club Mission Statement for Season 2018-19

- To fill in existing team gaps with the aim of providing football at all levels. This includes the recruitment of new managers, coaches and players.
- To ensure that volunteers, managers, coaches and club officials receive adequate training to undertake their roles.
- To improve communication throughout the club.
- To encourage and support club members in their attempts to gain coaching, refereeing, first aid and other qualifications.
- To encourage all our Coaches and helpers to attend an FA recognised 'Working with Young Children' seminar.
- To endorse, encourage and advertise Hungerford Town Juniors FC's commitment to the FA Respect Campaign.
- To improve the club's profile within the community of Hungerford and the wider area.

Club Directory

Role	Details	Role	Details
President	Steven Skipworth M: 07785 725356 E: steve@lewiselectrical.net	Chairman	Darren Pettifer M: 07775 510143 E: darren.pettifer72@gmail.com
Vice Chair	Position Vacant	Secretary	Tracey Akehurst M: 07595 766242 E: traceya2000@hotmail.co.uk
Treasurer	Kevin Fry M: 07824 349680 E: kevin.fry@365itms.co.uk	Club Welfare Officer	Diana Watson M: 07584 483250 E: dianabunce8@gmail.com
Minutes Secretary	Tracey Akehurst M: 07595 766242 E: traceya2000@hotmail.co.uk	Clothing/ Merchandise Officer	Serious Sport Group Ltd W: 01256 398633 E: sales@serioussport.co.uk
FA Charter Standard Co-ordinator	Tracey Akehurst M: 07595 766242 E: traceya2000@hotmail.co.uk	U6 Manager	Darren Pettifer M: 07775 510143 E: darren.pettifer72@gmail.com
U7 Manager Black	Darren Pettifer M: 07775 510143 E: darren.pettifer72@gmail.com	U7 Manager White	Tim Davis M: 07966 381395 E: timofthetrees@gmail.com
U8 Manager White	Sam Peacock M: 07733 432732 E: lilsammyp@hotmail.co.uk	U9 Manager Black	Ben Page M: 07825 588424 E: benpage75@btinternet.com
U9 Manager White	Mike Stone M: 07798 887278 E: Michael.stone216@gmail.com	U10 Manager	Colin Simmonds M: 07557 337659 E: simmonds.colin@gmail.com
U11 Manager	Jez Waters M: 07900 682886 E: jezwaters@aol.com	U12 Manager Black	Wayne Dumelow M: 07502 573977 E: wayne.dumelow@gmail.com
U12 Manager White	Alistair Dornan M: 07714 775437 E: alistairdornan@hotmail.com		

Role	Details	Role	Details
Goalkeeping Coach	Dean Humphreys M: 07887 531406	Managers' Representative /Football Development Officer	Alistair Dornan M: 07714 775437 E: alistairdornan@hotmail.com
Club Respect Officer	Darren Pettifer M: 07775 510143 E: Darren.pettifer72@gmail.com	Pitches Secretary/ Town Link Officer	Darren Pettifer M: 07775 510143 E: Darren.pettifer72@gmail.com
Webmaster/ Press Officer	Colin Simmonds M: 07557 337659 E: simmonds.colin@gmail.com	Volunteer/ Fund Raising Officer	Steve Bass M: 07860 925016 E: thebassfamily@btinternet.com
General Committee Member	Fiona Simmonds M: 07747 604609 E: fmsimmonds@gmail.com	General Committee Member	Rebecca Coleman M: 07702 958126 E: boobumble@hotmail.co.uk
General Committee Member	Tamara Reay M: 07711 824864 E: tamara.reay@btinternet.com	General Committee Member	

Role of Officers

Role	Role & Responsibilities
Chairperson	<ul style="list-style-type: none"> ▪ Chair's Committee Meetings. ▪ Leads Club Direction. ▪ Represent the club in a positive and professional manner. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
Secretary	<ul style="list-style-type: none"> ▪ Responsible all correspondence in and out of the club. ▪ Registers the club with the FA. ▪ Registers the club with the Leagues. ▪ Arranges insurance for club and players. ▪ Arranges training facilities. ▪ Ensures appropriate kit is available for playing and training. ▪ Organises Presentation Evening and the AGM. ▪ Attends League meetings. ▪ Processes all player registrations and organises signing on evenings. ▪ Represent the club in a positive and professional manner. ▪ Represent the club at the Town Council Monthly Parks & Recreation Committee Meetings. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
Treasurer	<ul style="list-style-type: none"> ▪ Responsible for the finance of the club. ▪ Processes income and expenditure of the club ensuring the best use is made of club funds. ▪ Ensures that an audited set of accounts are available for each year's AGM. ▪ Represent the club in a positive and professional manner. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
General Committee Member	<ul style="list-style-type: none"> ▪ Attends monthly committee meeting. ▪ Helps with club activities where appropriate. ▪ Abiding by the code and conduct of the football club.
Club Welfare Officer	<ul style="list-style-type: none"> ▪ Ensure the club's activities are always run in accordance with Child Protection policies. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
Pitches Officer/Town Link Officer	<ul style="list-style-type: none"> ▪ Arranges pitches for match days. ▪ Arranges the marking out of the pitches. ▪ Arranges the availability and payment of changing rooms. ▪ Organises or assists with the club's representation at the Hungerford Carnival, Victorian Evening, Remembrance Sunday Service, Liguell Tournament and Town Displays. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.

Fund Raising Officer	<ul style="list-style-type: none"> ▪ Looks for opportunities and organises fund raising opportunities for the club. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
Clothing Officer	<ul style="list-style-type: none"> ▪ Organises the purchasing of club branded clothing. ▪ Attending monthly committee. ▪ Abiding by the code and conduct of the football club.
Manager	<ul style="list-style-type: none"> ▪ Registering players during the signing on period. ▪ Attracting players to the club. ▪ Organising Training for their team. ▪ Arranging Matches with opponents. ▪ Attending yearly League Managers' meeting. ▪ Responsible (but funded by club) to take FA Coaching Level 1 course and First Aid Course. ▪ Attending monthly committee meeting if required. ▪ Following the rules of the league their team is entered. ▪ Abiding by the code and conduct of the football club.
FA Charter Standard Co-ordinator	<ul style="list-style-type: none"> ▪ Leads the club to maintain the grading of FA Charter Standard. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
Web Master/ Press Officer	<ul style="list-style-type: none"> ▪ Manages the creation and update of the structure and content of the clubs web site (http://www.htfcjuniors.co.uk) ▪ Arranges for match reports and club articles to be printed in local appropriate newspapers. ▪ Abiding by the code and conduct of the football club.
Managers' Representative	<ul style="list-style-type: none"> ▪ Represent Managers' views to the Club Committee. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
Volunteer Co-ordinator	<ul style="list-style-type: none"> ▪ To co-ordinate the Club's volunteers. ▪ Attending monthly committee meeting. ▪ Abiding by the code and conduct of the football club.
Club Respect Officer	<ul style="list-style-type: none"> ▪ Promote the Respect Programme within the football club. ▪ Ensure Club Officials are familiar with and adhering to the Respect Programme. ▪ Monitor behaviour in our club and report back through the League Respect Officer. ▪ Attending monthly committee meeting. ▪ Abiding by the code of conduct of the football club

Club Constitution

1. NAME. The club shall be called Hungerford Town Juniors Football Club (the Club).
2. OBJECTIVES. The objectives of the club are the encouragement, promotion of, and provision of opportunities for, the playing of Association Football by children of ages to be determined by the Club at a general meeting, and arrange social activities for its members.
3. STATUS OF RULES. These rules (the club rules) form a binding agreement between each member of the club.
4. RULES AND REGULATIONS.
 - a) The Club shall have the status of an Affiliated Club of the Football Association by virtue of its affiliation to/membership of the Football Association. The rules and regulations of the Football Association Limited and Berks & Bucks County Association and any League or competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club rules.
 - b) No alteration to the Club rules shall be effective without prior written approval by the Berks & Bucks Association.
 - c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. CLUB MEMBERSHIP
 - a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
 - b) Any person who wishes to be a member must apply on the membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
 - c) The membership of the Club shall consist of
 - (i) The Officers of the Club
 - (ii) The Life Vice Presidents (who may be elected for outstanding services to the Club at the AGM)
 - (iii) The League registered Players (playing members)
 - (iv) The Non-Playing members
 - (v) The Parents of the registered playing members
 - d) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - e) The Football Association and Berks & Bucks County Association shall be given access to the Membership Register on demand.

6. ANNUAL MEMBERSHIP FEE

- a) An annual membership fee payable by each playing member shall be determined from time to time by the Club Committee at the Annual General Meeting (AGM.) Any fee shall be payable on a successful application for membership and annually by each playing member. Fees shall not be repayable.
- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the club.

7. RESIGNATION AND EXPULSION

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interest of the Club for them to remain a member. There shall be no appeal procedures.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any of the Club Property.

8. CLUB COMMITTEE

- a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Minutes Secretary and Managers' Representative. In addition Team Managers and a minimum of five other members, elected at an Annual General Meeting, shall be ordinary members of the Club Committee. The Club Committee shall have the power to co-opt ordinary members as it deems necessary.
- b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at a Special General Meeting (SGM.). One person may hold no more than two positions of Club Officer at one time. The Club Committee shall be responsible for the management of all affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club committee meeting. The Chairperson of the Club Committee shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be five.
- c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Minutes Secretary and the Club Secretary.
- d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee will meet at least once a month usually on the second Thursday of the month.
- e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGM's shall be filled by a member proposed and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- f) Any Club Committee Member who fails to attend three consecutive Club Committee Meetings without a valid reason shall cease to be a member of the Club Committee. Managers may attend Club Committee Meetings, or provide their views and information via the Managers' Representative. The Club

Chairperson can request the presence of any Manager at any Club Committee Meeting to discuss exceptional circumstances involving their team.

- g) As provided for in the rules and regulations of The Football Association and The Berks & Bucks County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. ANNUAL AND SPECIAL GENERAL MEETING

- a) An Annual General Meeting (AGM) will be held in the last full week of June of each year to:
 - (i) Receive a report of the activities of the Club over the previous year.
 - (ii) Receive a report of the Club's finances over the previous year
 - (iii) Elect the members of the Club Committee
 - (iv) Consider any other business
- b) Nominations for election of members as Club Officers, members of the Club Committee or Team Managers shall be made in writing by the proposer and seconder, both of whom must be existing Members of the Club, to the Club Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.
- c) The Club Auditors shall be elected at the AGM.
- d) A Special General meeting (SGM) may be called at any time by the committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five members stating the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- e) The Secretary shall send to each member at their last known postal address/e-mail address written notice of the date of a General Meeting with the resolutions to be proposed at least 14 days before the meeting.
- f) The Quorum for a General Meeting shall be ten.
- g) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each Member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the chairperson of the meeting shall have a casting vote.
- h) The Minutes Secretary or, in their absence, a member of the Club Committee shall enter Minutes of General Meetings into the minutes book of the Club.

10. CLUB TEAMS

- a) The elected Team Managers will be responsible for managing the affairs of each of the Club's football teams. The Team Managers will be expected to report to the Club Committee on issues involving their team either personally or via the Managers' Representative.
- b) An individual may only be the Team Manager for a single age range at any one time with the exception of the Under 6 Team Manager who may also manage another age group.
- c) Where a team exists, a player shall register with the appropriate team for his age group. This will not apply to a Player who played with a team out of his age group during the previous season.
- d) A player may only register with a team out of his age group with agreement of both Managers.
- e) Where no appropriate team exists, a Player may, with the agreement of the Manager, register with a team in an older age group.

- f) A Player may not play for another Hungerford Town Juniors team without the agreement of his Manager.
- g) Players that are registered with Hungerford Town Juniors Football Club may not register for any other club in any other Sunday league.

11. CLUB FINANCES

- a) A bank account shall be opened and maintained in the name of the Club (the Club account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two or three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the club. However two of the Officers of the Club may commit the Club financially up to £50, but such commitments must be confirmed at the next Club Committee Meeting.
- d) All funds raised in the name of the Club shall be devoted to the benefit of the Club, and no person shall be entitled to receive any commission, percentage, or similar payment.
- e) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time. The financial year will end on 31 May each year.
- f) The Club Property other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club property as directed by decisions of the Club Committee and entry in the minute book shall be conclusive evidence of such a decision.
- g) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by resolution passed at a General Meeting.
- h) On their removal or resignation a custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an SGM shall be convened as soon as possible to appoint another Custodian.
- i) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. DISSOLUTION

- a) A resolution to dissolve the Club shall only be passed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for winding up of the assets and liabilities of the Club.

- c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the Berks & Bucks Football Association who shall determine how the assets shall be utilised for the good of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the Berks & Bucks Football Association shall determine.

13. OFFICER CONTACT

- a) Unless with prior agreement club officers must **not** be contacted after 9.00pm.

14. 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.

- a) They should report the matter to the appropriate Team Manager.
- b) If the issue is not resolved by the Team Manager then they should provide a report in writing to the Club Secretary or another member of the Committee.
The member's report should include:
 - i. 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.
 - iv. Details of any former complaints made about the incident, date, when and to whom made.
 - v. A preference for a solution to the incident.
- c) The Club Committee will sit for any hearings that are requested.
- d) The Club Committee will have the power to:
 - i. Warn as to future conduct;
 - ii. Suspend from membership;
 - iii. Remove from membership;any person found to have broken the Club's Policies or Codes of Conduct.
- e) There is no right of appeal against the Club Committee's decision.

FA Respect Codes of Conduct

Young 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 The FA is 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, County 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 committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.



Respect

Respect Code of Conduct

Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game. In The FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the sideline.

Play your part and observe The Football Association's Respect Code of Conduct in everything you do.

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me

- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

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

- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.

Match Officials

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines. Play your part and observe The FA's Respect Code of Conduct of match officials at all time.

I will:

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage Fair Play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains

- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

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

I may be:

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee.

Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, 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 (where provided)
- 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 if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA:

I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or County FA Welfare Officer
- Required to meet with the club committee
- 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/County FA could impose a fine and/or suspension on the club.

Policies & Procedures

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 broke then rule 14 of the club constitution should be followed.

When providing details in accordance to rule 14 please provide:

- Details of what, when and where the occurrence took place.
- Any Witnesses, statements and names.
- Names of others treated in the same way
- A preference for a solution to the incident.

Child Protection Policy

The club has adopted the Child Protection Policy which is set out below.

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

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 or bullying.

The club is determined to provide football opportunities for children and young people to the highest possible standard of care. To this end the club has adopted a “Zero Tolerance” approach to inappropriate language and referee abuse. A suitable explanation card to be used by officials and committee members can be found at Appendix B.

These procedures apply to everyone in the club including club officials, managers, coaches and volunteers.

The club will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or sexual offences should be excluded from working with children or young people. This position is re-enforced by U.K legislation and guidance.

Managers/Coaches Vetting Procedure

All new team managers and coaches intending to run youth teams or adult teams which include players under the age of 16 on behalf of Hungerford Town Juniors will undergo a vetting procedure.

This is performed with existing members of the club and also through the FA CRC checks.

Recruitment and Retention Policy

The following policy is within the aims and objectives of the club to

- Encourage and promote the development of football within the community
- Provide the opportunity for players of both sexes and all ages to play competitive football
- To support and provide the best playing amenities and equipment available.

Recruitment

It is club policy to, wherever possible; give priority to players living within the town of Hungerford or the immediate catchment area.

Any team unable to provide a playing squad under the above criteria will be allowed to look further afield for players. If insufficient players are available to run a team, the club will not rule out the possibility of combining with another local team in a similar position.

It is not club policy to approach other clubs with the idea of signing players. If players from outside clubs approach Hungerford Town Juniors they will be accepted in line with the above criteria with priority always being given to locally-based players.

Retention Policy

It is the policy of the club to encourage local players to join the club in line with the above criteria. Once a member of the club, players are encouraged to play a full part in the life of the club by attending training and social events.

If a player indicates a wish to leave the club, it will be the duty of the relevant team manager/coach to establish any reasons for unrest and to report these to the club's committee.

The club will actively back any player and/or official wishing to take coaching, first aid or any other football connected qualifications which are likely to benefit both the individual and the club.

It is hoped that by supporting personal and team development, players will foster a loyalty to the club.

Attracting Players

The club will actively attempt to attract players under the above criteria by:

Liaising on a regular basis with local schools. This will be done by personal contact with staff, posters, information sheets about the club, direct contact with pupils (with the schools permission) and appeals through school newsletters. The club will endeavour to foster good relationships with local schools and to use school facilities wherever and whenever possible. This will include pitches and changing facilities.

- Regular articles in the Media and local promotional outlets. This will include appeals for players whenever possible
- Posters placed in the town at strategic points such as the village library
- Word of mouth and personal contact with existing players who may be aware of other players who wish to join the club
- Through an appeal at the club's annual general meeting.
- Taking part in town organisations' days, fetes and other promotional events.

Members of the club will be responsible for promoting the good name of the club wherever and whenever possible.

Exit Route Policy

The aim of the club is to encourage players to move through the youth teams into adult football. The club's further stated aim is to provide competitive football for both sexes and all age groups from mini soccer upwards.

If, however, a player indicates a wish to leave the club, it will be the duty of the relevant team manager/coach to establish any reasons for unrest and to report these to the club's committee. The same applies to coaches and those helping to run and organise teams.

Players and coaches/managers are encouraged to play a full part in the playing and social side of the club.

The club will not, however, stand in the way of any player who wishes to leave. The club will co-operate in any transfer requests from individual players or other clubs who have the agreement of a player to join them. The club will report to the county FA any incidents of illegal approaches to players and or managers/coaches.

The club respects and supports players' wishes to make the most of their talents. The club will foster and develop these talents wherever possible within the structure of the club. At the same time the club recognises the rights of a player to leave the club if he/she wishes to do so.

Players are encouraged to become part of academy sides and whenever possible the management committee and/or managers and coaches will recommend suitable players for representative honors.

In the event of players wishing to join Hungerford Town Juniors in an age group for which there is not team, the club will suggest alternative local clubs for the player to join. The details of such players will be kept by the club and the players will be contacted if the club starts up a team at the appropriate age level.

Equity Policy

The club has adopted the Football Association's Equity Policy.

The club's aims and mission statement includes the following words:

"The club will strive to provide an opportunity for players of both sexes to participate in football at all age levels."

The club's full Equity Policy is as follows:

The club is committed to providing opportunities for everyone to participate in football regardless of their gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability.

In order to achieve this the club will work closely with the community to ensure that the above policy is adopted. This will include contact with youth groups, schools and other interested organisations both within the town and the catchment area as previously outlined.

The club will also study areas of good practice involving sports clubs both locally and nationally with regards to Equity. This will be done through contact with other clubs through the county football association and through contact with other clubs and groups through officers of Hungerford Town Juniors.

The club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide 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.

The club will abide by the requirements of the Race Relations Act of 1976, the Sex Discrimination Act of 1986 and the Disability Discrimination Act of 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 favorably than others.
- Expecting an individual solely on the grounds stated above to comply with requirements for any reason whatsoever related to their membership which are different from the requirements for others.
- Imposing on individual's 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 are considered as objectively as possible.

The 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 desist forthwith. Since discrimination in its many forms is against the clubs' policy, any members offending will be asked to appear before the Club Committee in accordance with Rule 14.

The 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. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Playing Squad and Selection Policy

In cases where more than one team is organised at any level (e.g. men's and women's) the following selection rules will apply:-

It is in the interest of developing players to their appropriate level that they should have the opportunity to progress.

In these cases the club will operate a "one squad" system where all players are signed to Hungerford Town Juniors Football Club and not to individual teams. Where there is more than one team, the manager of the first or senior team will select and directly contact the 14 players he or she wants to play for him in a particular match.

Players contacted have the option to accept or refuse the invitation to play for that team without fear of recrimination either at the time or in the future. Players are encouraged by the club committee to accept selection.

Once this selection is made the team manager will notify details of his or her squad, together with the names of other players known to be available for selection to the reserve or second team manager and club secretary.

The reserve/second team manager will then select and contact directly the 14 players he or she requires for the coming fixture. The reserve or second team manager must then notify details of his/her squad together with the names of any other players known to be unavailable for the coming match to the third team manager and the club secretary.

This procedure will be repeated until all team places are filled.

Should team managers incur call offs after they have notified their squads they may only approach players after consulting with the appropriate manager or, if not possible, the club secretary.

Team managers can select who they want to play for their team without direction from anyone else, subject to the player being both available and willing to play and not having been selected for a higher team. Players not in the 14 are not owned by the Manager nor should they be promised games in lower teams.

The club secretary will help co-ordinate the activities each week and monitor the situation to ensure that ground rules are being adhered to.

Unregistered Players

The club will take every possible step to ensure that unregistered players do not play. Managers will be reminded to play only previously registered players or those legally

registered on the day in keeping with league rules. Managers transgressing this rule will be asked to appear before the Club Committee in accordance with Rule 14.

Mini Soccer Policy

The club has a policy of providing competitive football for all ages from 11 upwards in line with the FA Youth development programme.

It actively encourages the development for mini soccer for boys and girls under the age of 10 and regularly provides a venue for local competitions at this age group.

Club members also take part in coaching sessions at this level in local schools. Youngsters of either sex are encouraged to take part in mini soccer within the club's retention, equity and general policies (all underlined above).

The club will have dedicated marked out pitches specifically for mini soccer at Hungerford Primary School.

Staff Development Programme

Players, coaches and club officials are encouraged to undertake a variety of qualifications and acquire skills which can be utilised by the club. Financial support has been made available for this.

This has resulted in members gaining coaching, first aid, sports psychology, child protection and administrative qualifications over the past couple of years.

A register of skills and qualifications has been established. All requests for financial support for development are discussed by the club's committee. The committee regularly looks at additional development programmes in a number of areas.

Referees' Development

The club fully recognises the importance of referees to the game of football. All players are instructed to accept the decision of the match referee. Dissent from players towards match officials is not tolerated and persistent offenders can expect to be asked to answer to the club as well as the relevant disciplinary bodies.

In order to further the development of referees, the club is keen to recruit qualified officials and it is our intention to appoint a qualified referee to look after recruitment and retention of qualified officials within the club.

In addition the club will encourage players, officials, managers and coaches to undertake referees' courses and to pass on their expertise to other club members. Our ultimate aim is to have one qualified referee for each of our teams.

Development of New Teams

The club prides itself on providing football for all ages and both sexes. This has resulted in running up to 10 squads each season. This has included mini soccer for those under the age of 10 and also girls' teams.

At any one time the club can be running up to eleven youth and minor teams and actively encourages new managers and coaches to come forward to organise new teams and "fill in" any gaps which exist.

New team managers are encouraged to join the club committee and take an active part in club life. Full support is given to new teams. This includes facilitating entry into local leagues, arranging fixtures and ensuring they have satisfactory equipment.

It is the aim of the club to run mixed teams at Under-11, Under-12, Under-13, Under-14 and Under-15, boys teams at Under-16 and Under-18; girls teams at Under-13 and mini soccer. It is hoped to achieve this target within five years. New teams will receive the full backing of the officers of the club. All new and potential youth team managers will be fully vetted by the club committee. This will involve obtaining two independent references and also asking the individual to appear before a club committee meeting. Only after this procedure has been followed to the satisfaction of the club committee will that person be allowed to organise, coach and run a youth team.

Anyone interested in running additional teams is encouraged to contact any of the club's officials.

State of Pitches Policy

The club has a responsibility towards the pitches that it uses and must consider the longer term implications of playing on pitches that are considered unfit.

A decision on whether a pitch is playable should rest with the owners, club officials and the match referee (if one is appointed).

Matches should be postponed if

1. The pitch is deemed to be unsafe and a hazard to players.
2. The pitch is deemed to be safe but unplayable
3. Playing on the pitch will cause irreparable damage to the playing surface.
4. Line markings are indistinct and there are no facilities for marking the pitch out available

Definition of the above is as follows:

The pitch is deemed to be unsafe and a hazard to players when, in the opinion of officials, playing a match could lead to players suffering injuries due to the pitch condition. Examples would be frost, ice, snow and flints and stones.

The pitch is deemed to be safe but unplayable when there are specific reasons why the game should not go ahead e.g. standing water or snow.

Playing on the pitch will cause irreparable damage to the playing surface when it is considered by officials that to play on the surface will severely affect the state of the pitch for future matches e.g. will turn the surface into mud.

Line markings are indistinct and there are no facilities available will occur when the match referee decides that the markings are insufficient to go ahead with the match. This could be through lack of markings or through snow.

In addition to the above, the club will regularly monitor the state of pitches, ensuring that line markings and grass cuttings are undertaken on a regular basis.

Insurance

The club provides two levels of insurance

- **Public Liability.** Public Liability Insurance is provided through the clubs affiliation to the Berks & Bucks FA. This covers the club in accordance with the standards set out by the FA.
- **Personal Injury Insurance.** The club subscribes to a scheme each year to provide personal injury insurance for the playing members of the club. For more details please speak to your team's manager.

Business Case for Sponsorship

The club actively seeks sponsorship for a number of reasons including the following:

- To raise funds for the club
- To improve our professionalism through better equipment facilities
- To improve links with the local community
- To improve links with companies

Included below is a section on what we can offer sponsors in return. The club is very aware that sponsorship is a two-way matter and that sponsors should be made welcome and feel part of the club.

In return for sponsorship we will undertake to:

- Promote the sponsors' name through internal documents including headed notepaper and an internal club newsletter.
- Promote the sponsors name via the clubs web site at www.htfcjuniors.co.uk
- Encourage club members to use the sponsors and generally promote the sponsors' name wherever and whenever possible.
- Obtain high profile Media coverage (e.g. presentation of shirts and articles throughout the season).
- Provide Press coverage of the club as a whole during the season.
- Invite sponsors to high profile club events such as presentation evenings, annual meetings, social events etc.
- Prominently display an advertising board at home matches, provided by the sponsors to any design they wish.
- Purchase goods associated with the sponsors' name.

By sponsoring our club you will help us to achieve our aims and in return we will promote your products whenever and wherever possible

HUNGERFORD TOWN JUNIORS FC

EMERGENCY ACTION PLAN (EAP)

Below is an essential list of items required for each team for both home and away games. **Remember you must put safety first.**

1. Make sure you are aware of the local Hospital details close to the venue of the game.
2. Ensure your First Aid kit is equipped correctly. You should only carry and use medical items that you have been trained to use.
3. Mobile phone(s) available or awareness of the nearest landline number.
4. List of all players medical conditions.
5. List of emergency contacts.
6. A copy of the FA Emergency aid manual.
7. Your Emergency First aid qualification must always be up to date.
8. Copies of the Hungerford Town Juniors FC Accident form.
9. In advance request a nominated helper should one be required to assist you.
10. As a 'pitch side' first aider you should be in a location where you can see the field of play and all the participants.
11. An ambulance should be called for as soon as it is recognised that a player has a life-threatening or serious injury/illness.

EMERGENCY NUMBERS 112 OR 999

OUR VENUES

Hungerford Town FC/Hungerford Primary School
Bulpit Lane
HUNGERFORD
RG17 0AX

John O'Gaunt School
Priory Road
HUNGERFORD
RG17 0AN

LOCAL HOSPITALS

Great Western Hospital (A&E)
Marlborough Road
SWINDON
SN3 6BB

Royal Berkshire Hospital (A&E)
London Road
READING
RG1 5AN

West Berkshire Community Hospital (Minor Injuries)
Benham Hill
THATCHAM
RG18 3AS

If you are unsure about any of these items or need assistance then please contact the Club Secretary or Club Welfare Officer.

Appendix A - Accident Report Form

Accident Report for Hungerford Town Juniors	
Age Group	
Site where accident took place:	
Name of person in charge of session/competition:	
Name of injured person:	
Address of injured person:	
Date and time of incident/accident:	
Nature of incident/accident:	
Were any of the following contacted?	Police/Ambulance
Give details of how and precisely where the accident took place. Describe what activity was taking place (e.g. training programme, getting changed):	
Give full details of the action taken including any first aid treatment:	
Name(s) of the first-aider(s):	
What happened to the injured person following the incident? (e.g. went home, went to hospital, carried on with session)	
Name <i>PRINT</i> and Sign:	
Date:	
Parent/Guardian Advised:	Yes/No
PARENT SIGNATURE	

Appendix B – Zero Tolerance Abuse Card

The following card can be used by officials and committee members to remind anyone at an HTJFC match of the Club's policy with regard to inappropriate language & referee abuse.

ZERO TOLERANCE

INAPPROPRIATE LANGUAGE & REFEREE ABUSE

PLEASE READ CAREFULLY AND ADHERE TO THE FOLLOWING:

- HTJFC acknowledges that every child, young person or adult who plays or participates in football should be able to do so in an enjoyable and safe environment.
- HTJFC acknowledges that all of the above should be protected from poor practice and from all forms of abuse.
- HTJFC will not tolerate any form of inappropriate language or threatening behaviour from parents, guests, spectators, visitors, officials or club representatives on match sidelines, particularly that aimed towards match officials and participating children.
- HTJFC reserves the right to ask any individual demonstrating actions deemed to conflict with this policy to move away from the match sidelines and, if necessary, to leave club premises.
- HTJFC thanks you for your co-operation.