



Haydock Juniors Football Club

Code of Conduct

Contents

1. Introduction.....	2
2. Our Team Rules.....	2
3. Code of Conduct – Football	2
4. Code of Conduct – Coaches	3
5. Code of Conduct – Players:.....	4
6. Code of Conduct – Team Officials.....	5
7. Code of Conduct – Parents & Spectators re: Children.....	5
8. Code of Conduct – Anti-Discrimination and Equal Opportunities Policy	6
9. Child Welfare and Safeguarding	7
10. Goal Post and Match Day Equipment and Safe Usage:	8
11. Social Media:.....	8
12. Medical Emergencies and Medication:	8
13. Club Monies:	9
14. Club Venues:	10
15. Complaints And Appeal Procedure:.....	11
16. Club Contacts:.....	12
17. Version Control:.....	13



Haydock Juniors Football Club

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1. Introduction

Haydock Juniors Football Club (“the Club”) hold the Football Association’s Standard Charter club status. To ensure the Club retain this prestigious status we are committed towards coach & player development. One of the requirements to ensure the Club maintain its Standard Charter club status is that we have a Code of Conduct in place to ensure a safe and enjoyable environment is created for players, coaches, parents, team, club officials and opponents and the communities in which we have playing venues.

When joining the Club all personnel are expected to read and adhere to the clubs Code of Conduct for the duration of their time with the Club.

2. Our Team Rules

- 2.1. Play in accordance with the rules and spirit of the game.
- 2.2. Display and maintain self-control in all situations.
- 2.3. Never use foul or abusive language before, during or after a game or training session.
- 2.4. Be confident to “Speak Out” if you have concerns regarding the game, other team members, the coaching or coaching staff. You must voice your concerns for us to deal with any concern and should be able to approach any of the following:
 - a) Your own manager and/or coach,
 - b) Any manager and/or coach within the wider Club
 - c) Any member of the Club’s committee
- 2.5. Respect all club personnel, teammates, parents and supporters both on and off the pitch during and after any game, training session or team event.
- 2.6. Respect the opposition, to include managers and/or coaches, players, parents and supporters. Treat them as you would like them to treat you.
- 2.7. Respect the referee. Never dispute his or her decisions. Acknowledge they are only human, and they may make mistakes, just like you.
- 2.8. Train and play to the best of your ability, have a positive attitude towards all personnel, both within the Club and opposition personnel, and encourage others to do the same.
- 2.9. Be on time and be prepared for matches and training sessions.
- 2.10. Turn up for training and matches in appropriate and clean clothing. Ensure you have all the necessary and appropriate kit to participate in a safe manner.

3. Code of Conduct – Football

- 3.1. **Community:** The Club will engage, where necessary with, and consider the feelings of the community when making decisions.
- 3.2. **Equality:** The Club is opposed to and will NOT tolerate discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.
- 3.3. **Participation:** The Club is committed to a constitution that will allow appropriate consultation at all levels of the game.
- 3.4. **Young People:** The Club acknowledges the extent of its influence over young people and all members pledge to set a positive example.



Haydock Juniors Football Club

Founded 1996



- 3.5. **Propriety:** The Club acknowledges that public confidence demands the highest standards of financial and administrative behaviour. Corruption or improper practices will NOT be tolerated.
- 3.6. **Trust and Respect:** The Club is committed to uphold a relationship of mutual trust and respect with all those involved in football and/or any person the Club engages with in executing its responsibilities.
- 3.7. **Violence:** The Club deplores and will NOT tolerate the use of violence in the game at all levels.
- 3.8. **Fairness:** The Club is committed to demonstrating and promoting fairness with everyone participating or involved in the game.
- 3.9. **Integrity:** The Club is committed to the principle of 'playing to win' during competitive matches and the continuous development of playing and coaching personnel during non-competitive matches whilst always recognising and being consistent with fair play principles.

4. Code of Conduct – Coaches

- 4.1. Coaches must ensure they always hold a current and valid Disclosure and Barring Service (DBS) certificate whilst working with young players.
- 4.2. Coaches must ensure that they and all coaching personnel have undertaken and hold the current FA Safeguarding Children course and renew as required to maintain the most up to date qualification.
- 4.3. Coaches must ensure either they or a member of their coaching staff has completed the FA Introduction to First Aid in Football as a minimum qualification and ensure a qualified person is present at all games and training sessions and renew as required to maintain the most up to date qualification.
- 4.4. Coaches must respect the right, dignity and worth of every person and treat everyone equally within the context of the sport.
- 4.5. Coaches must always ensure the safety of all players and employ appropriate safeguarding techniques resulting in a safe environment in which games and training can take place.
- 4.6. Coaches must place the wellbeing and safety of each player above all other considerations, including the development of performance.
- 4.7. Coaches must adhere to all guidelines laid down by governing bodies.
- 4.8. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
- 4.9. Coaches must not use their position to obtain personal benefit or reward.
- 4.10. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
- 4.11. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- 4.12. Coaches should, at the outset, clarify with the players (and where appropriate, the parent(s)) exactly what is expected of them and what they are entitled to expect from their coach.
- 4.13. Coaches must co-operate fully with other specialists (e.g., other coaches, officials, doctors etc.) in the best interests of the player.
- 4.14. Coaches must always promote the positive aspects of the sport (e.g., fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- 4.15. Coaches must consistently display high standards of behaviour and appearance.



- 4.16. Coaches must not use or tolerate inappropriate language.

5. Code of Conduct – Players:

5.1. Obligations towards the game:

- a) Make every effort to develop their own sporting abilities in terms of skill, technique, tactics and stamina.
- b) Give maximum effort and strive for the best possible performance during a game, even if their team is in a position where the desired result/outcome has already been achieved.
- c) Set a positive example for others, particularly young players and supporters.
- d) Avoid all forms of gamesmanship and time-wasting.
- e) Always have regard to the best interests of the game, including when publicly expressing an opinion on the game and any aspect of it, including others in the game.
- f) Not use inappropriate language.

5.2. Obligations to one's own team:

- a) Play for whichever team and in whichever position selected by the manager and/or coach.
- b) Make every effort consistent with fair play and the Laws of the Game to help his own team.
- c) Encourage positivity during games and training across all teammates and must not negatively impact the confidence or enjoyment in participating of any other player.

5.3. Respect for the Laws of the Game and competition rules:

- a) Know and abide by the Laws, rules and spirit of the game and the competition rules.
- b) Accept success and failure, victory and defeat, equally.
- c) Resist any temptation to take banned substances or use banned techniques.

5.4. Respect towards opponents:

- a) Always treat opponent with due respect, irrespective of the result of the game.
- b) Shake hands with the opposition and match officials at the end of every game.
- c) Must not increase, through their actions, any risk of injury to an opponent and ensure the physical fitness of opponents is always safeguarded through avoiding violence and rough play.
- d) Where an opponent is or appears injured bring the incident to the attention of a match official as soon as possible and help any injured opponent to the best of their ability.

5.5. Respect towards Match Officials:

- a) Accept the decision of any match official without protest.
- b) Avoid words or actions which may mislead a match official.
- c) Show due respect towards match officials before, during and after any game.

5.6. Respect towards Team Officials



Haydock Juniors Football Club

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- a) Abide by the instructions of their Coach and Team Officials provided they do not contradict the spirit of the Code.
- b) Show due respect to the Team Officials of the opposition before, during and after any game.

5.7. Obligation towards the supporters:

- a) Show respect to all supporters regardless of which team they are supporting.

6. Code of Conduct – Team Officials

This code applies to all Team / Club officials (although some items may not apply to all officials).

6.1. Obligation towards the game:

- a) Set a positive example for others, particularly young players and supporters.
- b) Promote and develop his/her own team having regard to the interest of the players, supporters and the reputation of the national game.
- c) Share knowledge and experience when invited to do so, considering the interests of the person or organisation that has requested this rather than personal interests.
- d) Avoid all forms of gamesmanship.
- e) Show due respect to Match Officials and others involved in the game.
- f) Always have regard to the best interests of the game, including where publicly expressing an opinion of the game and any aspect of it, including others involved in the game.
- g) Not use or tolerate inappropriate language.

6.2. Obligation to the team:

- a) Give priority to the interests of the team over individual interests.
- b) Resist all illegal or unsporting influences including banned substances and techniques.

6.3. Promote ethical principles:

- a) Show due respect to the interests of players, coaches and other officials at their own club / team and those of opposition clubs.

6.4. Obligation towards supporters:

- a) Show their due respect to the interests of supporters.

6.5. Respect towards match officials:

- a) Accept the decisions of Match Officials without protest.
- b) Avoid words or actions which may mislead a Match Official.
- c) Show due respect towards Match Officials

7. Code of Conduct – Parents & Spectators re: Children

7.1. Respect towards Match Officials



Haydock Juniors Football Club

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- a) A parent / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:
 - i. Other players.
 - ii. Officials.
 - iii. Managers.
 - iv. Spectators.

- b) Parents and spectators involved with The Club should:
 - i. Not enter the field of play and always remain outside of respect barriers
 - ii. Applaud the opposition as well as your own team.
 - iii. Avoid coaching the child during the game and allow coaches to do their job.
 - iv. Respect the referee's decision and encourage players to do the same.
 - v. Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
 - vi. Give attention to each of the players, not just the most talented.
 - vii. Give encouragement to everyone to participate in football and not criticise any player for making a mistake

Parents / Spectators must agree and adhere to the club's Code of Conduct and Child Protection Policy

8. Code of Conduct – Anti-Discrimination and Equal Opportunities Policy

8.1. Anti-Discrimination Policy:

- a) The Club is committed to confront and eliminate discrimination whether by reason of sex, sexual orientation, gender identity and/or expression, race, nationality, ethnic origin, colour, age, religion, disability or medical/genetic condition.

8.2. Equal Opportunities Policy:

- a) The Club will not discriminate or in any way treat anyone less favourably on grounds of sex, sexual orientation, gender identity and/or expression, race, nationality, ethnic origin, colour, age, religion, disability or medical/genetic condition. This includes:
 - i. The advertisement for volunteers.
 - ii. The selection of candidates for volunteers.
 - iii. Participation in or attendance on football courses.
 - iv. External coaching and education activities and awards.
 - v. Football development activities.
 - vi. Selection for Teams.
 - vii. Appointment to honorary positions.

8.3. The Club will not tolerate any harassment or other discriminatory behaviour whether physical or verbal in relation to and including but not limited to the content of point 8.1 and will work to ensure that such behaviour is met with appropriate action.

8.4. The Club is committed to promote the eradication of discrimination within its own organization and in the wider context, within football.



All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995 as amended from time to time

9. Child Welfare and Safeguarding

- 9.1. The Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.
- 9.2. All Club coaches shall undertake and pass the appropriate Football Association "Safeguarding Children Course"
- 9.3. In the event any child welfare or safeguarding concern arises, the Club coaches are advised to report and document any allegation or concern and immediately contact the Club Welfare Officer who will either:
 - a) Deal with the matter themselves
 - b) Seek advice from the LCFA Welfare Officer, or,
 - c) If the concern is more serious (e.g., possible child abuse) where possible contact the LCFA Welfare Officer first, then immediately contact the Police or Children's Services.
- 9.4. If the child needs immediate medical treatment the coaches are advised to take them to a hospital or call an ambulance and tell them this is a child protection concern and inform the Club Welfare Officer
- 9.5. FA Photography & Film Guidelines – **DO's**
 - a) Share The FA's guidance on taking images with all parents, carers and members when they join the club
 - b) Ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g., club website or newspaper article. This is essential in relation to point c) below
 - c) Ensure that any child in your club, who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care
 - d) Focus on the activity rather than the individual
 - e) Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts)
 - f) Aim to take pictures which represent the broad range of youngsters participating safely in football e.g., boys and girls, disabled people, ethnic minority communities
- 9.6. FA Photography & Film Guidelines – **DONT's**
 - a) Publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so, and you have informed the parents as to how the image will be used.
 - b) Use player profiles with pictures and detailed personal information on websites



Haydock Juniors Football Club

Founded 1996



- c) Use an image for something other than that which it was initially agreed, e.g., published in local press when initially produced for a clubhouse commemorative picture
 - d) Allow images to be recorded in changing rooms, showers or toilets
- 9.7. Where any concern is identified further advice can be sought or can be reported through any of the following channels
 - a) Tell the Club Welfare Office (see point 16 for contact details)
 - b) Via e-mail at safeguarding@LiverpoolFA.com
 - c) Via telephone to Liverpool County FA on 0800 169 1863
 - d) Via telephone to NSPCC 24-hour Helpline for advice on 0808 800 5000
 - e) Via telephone to Childline 0800 1111
 - f) Via telephone to the Police on 999
 - g) The Football Association Safeguarding Children Policy and Procedures are available via [Safeguarding - Rules & Regulations | The Football Association \(thefa.com\)](https://www.thefa.com)
- 9.8. Further advice on Safeguarding Children matters can be obtained from Janet Barker, the Club Welfare Officer (See Section 16 for contact details)

10. Goal Post and Match Day Equipment and Safe Usage:

- 10.1. All Club members are responsible for ensuring all equipment provided by the Club is always protected and maintained in a safe and secure manner to avoid any loss or damage
- 10.2. Club equipment, including playing kit, should be intended for the sole use of Club members unless otherwise agreed with the Management Committee prior to use.
- 10.3. We would ask all concerned with The Club to do everything possible to ensure accidents are avoided or minimised where possible.
- 10.4. All match day equipment should be checked to ensure it does not present or can cause any unnecessary injury to any match attendee
- 10.5. All equipment, including but not limited to, goal posts, corner flags, safety barriers and ropes should be in good condition, securely anchored to the ground and stable. If any equipment is deemed to be unsafe it must not be used and subsequently reported to the club secretary
- 10.6. Under no circumstances should goalposts be used as gymnastic equipment.

11. Social Media:

- 11.1. Due to the popularity of social media The Club wish to protect both its members and the public from inappropriate online behaviour/content. Whilst social media is a vital tool to promote the Club and in engaging with the public, if used improperly it can cause problems and may even lead to legal proceedings.
- 11.2. The Club insist all social media relating to the club be used in such a manner as not to harm/damage the club's reputation nor cause conflict with other internal members or external parties including opposition clubs.
- 11.3. Following the Football Association's policy on non-competitive football, no results should be posted on social media relating to non-competitive football matches

12. Medical Emergencies and Medication:



Haydock Juniors Football Club

Founded 1996



- 12.1. At the beginning of any season or if a new player is signed the Club coaches will gather the information required to register players to the club & league systems which will include the capture of any information relating to any medical conditions the player may have.
- 12.2. If any player of The Club has the need to carry medication, the coach of that team will ask the player if:
 - a) They have with them the appropriate medication to allow them to participate safely in the game, and/or
 - b) Additional medication to be held and kept, where practical to do so, with the safety equipment taken to each training session and match as a backup for any forgotten items on the day.
- 12.3. In the event this is not possible, the safety of the player is paramount and should always be followed. If the player cannot participate in a safe manner, the player may be held back from participating on that day or until such time as it is safe for them to participate.
- 12.4. All The Club coaches as a minimum carry a first aid kit to all training sessions and matches
- 12.5. All coaches shall ensure the first aid kit is adequately stocked with any required items to treat any injuries adequately.
- 12.6. All The Club coaches shall be first aid trained and have completed the appropriate Football Association First Aid course
- 12.7. The Club shall have defibrillators that shall be serviced and maintained annually to ensure they are always in working order. These are located at:
 - a) Haydock Cricket Club, Lyme Park, Piele Road, Haydock, St. Helens, WA11 0JZ
 - b) Club container, King George Playing Fields, Chapel Street, Haydock, WA11 0TS
 - c) St. Marks Centre, Park Street, Haydock, St. Helens, WA11 0BG
- 12.8. All coaches shall know the nearest hospital Accident and Emergency Department is located at Whiston Hospital, Warrington Road, Liverpool, L35 5DR
- 12.9. In the event of an emergency that results in a player being taken to hospital, the coach shall ensure that the player is
 - a) Accompanied by an appropriate adult
 - b) Where the accompanying adult is not the parent or legal guardian of the child, contact the parent or legal guardian to advise what has happened and make appropriate arrangements for them to join the child as soon as possible
- 12.10. All coaches shall know the address and postcode for each fixture of any playing location, home or away, to advise the emergency services in the event an ambulance is required

13. Club Monies:

- 13.1. The Club shall appoint a Treasurer to manage all financial transactions undertaken by the Club
- 13.2. The Club shall collect fees for each player on a basis and frequency to be agreed and subject to change each season dependent on such agreement. This will normally be through either:



Haydock Juniors Football Club

Founded 1996



- a) Signing-On fee, due in August of each playing season, and/or
 - b) Monthly player fee to be collected on the 1st day of each month for the entire playing season, which runs August to July inclusive, or for any duration as agreed by the Management Committee from time to time.
- 13.3. Club shall clearly communicate the agreed fee collection method outlined in point 13.2 and guidelines to be used each playing season and ensure appropriate tracking and maintenance of collected money is in place.
- 13.4. The players parent and/or Legal Guardian shall ensure any requested fees as set out and communicated under point 13.2 shall be paid in a timely manner as requested.
- 13.5. The Team Managers and/or coaches shall be responsible for engaging with players and parents to ensure any required fees are collected in a timely manner.
- 13.6. In the event any money due for a player is not received for a period of two months or more and is unable to provide a valid explanation, it may result in action being taken by the Club until any outstanding money is paid or an agreement is reached between parent and the Club. Such action may result in,
- a) Player suspension until all money is paid up to date
 - b) Player being removed from the Club for any persistent failure to pay money owed
- 13.7. Such money collected shall be used to ensure the Club can adequately pay any costs and charges regarding the ongoing operating and function of the Club. Such charges are, but not limited to, pitch costs, referee fees, winter training pitch hire, kit purchase (new and replacement), equipment, continuous coach training, league fees & fines, presentation costs, accountancy & insurance.
- 13.8. Payment of any monetary disciplinary fine issued by the Football Association against a player shall be the responsibility of the player to pay any such fine levied. Payment of any monetary disciplinary fine issued by the Football Association against a Team may, as determined at the discretion of the Management Committee, be the responsibility of the team to pay any such fine levied
- 13.9. The financial status of the club, including revenue and/or expenditure in the year is monitored and shall be audited and reported at the Club Annual General Meeting each year.

14. Club Venues:

- 14.1. The Club has various playing locations, detailed below, that should be used for training and playing home matches at.
- a) Vista Road, Haydock, WA11 0SA
 - b) Park Street Park, Park Street, Haydock WA11 0BL
 - c) Cooper Lane, Haydock, WA11 0JH
 - d) King George Playing Fields, Chapel Street, Haydock, WA11 0TS
 - e) Haydock Cricket Club, Piele Road, Haydock, WA11 0JZ
 - f) St. Marks Centre, Park Street, Haydock, St. Helens, WA11 0BH
 - g) Haydock Leisure Centre, Clipsley Lane, Haydock WA11 0JG
- 14.2. All coaches shall ensure that training and matches classified as 'Home' should only be played at one of the locations outlined in point 14.1



- 14.3. These venues should be for the sole use of the Club for the purpose of training or playing matches at the allotted time and frequency agreed with the provider of the playing location.
- 14.4. Any Club member shall not agree to the use or loan of these playing locations to any other club or individual during the allotted times of use by the Club to protect the playing surfaces and venues.

15. Complaints And Appeal Procedure:

- 15.1. If any member of the Club feels they (the Complainant) have suffered discrimination in any way or that any club Policy, Constitution and Rules or Code of Conduct has been broken, they should report the matter immediately, in confidence, to the Club Secretary or any other member of the committee.
- 15.2. The report should include:
 - a) The person(s) who has committed the offence or breach of Policy, Constitution or Club Rules
 - b) Details of the incident, who the complaint is against, what the incident was, where it took place and when it took place
 - c) Any names of witnesses to the incident.
 - d) Names of others who have been treated in a similar way.
 - e) Details of any former complaints made about the incident, when and to who made.
 - f) Any preference should the complainant have one, for a solution to the incident.
- 15.3. The club's Management Committee will undertake to investigate any complaint lodged with the Secretary within seven (7) days and will determine the best course of action to do so. This may, dependent on the nature and seriousness of the complaint, include any or all the following stages.
 - a) Discuss the incident with the alleged offender to establish the details of the incident from their perspective
 - b) Appointment of an independent Investigating Officer, who shall be a Club member, and will be responsible for investigating the complaint, including interviewing any witnesses detailed in the complaint under point 15.2
 - c) Interview the person against who the complaint has been made to gather and establish additional facts and information
 - d) Conduct a disciplinary hearing in which the case should be heard from both the complainant and the alleged offender.
- 15.4. Where a disciplinary hearing is convened, it shall be within seven (7) days of the complaint being lodged with the Secretary
- 15.5. Where a Panel is convened to hear a complaint, it must consist of a minimum of two club members
- 15.6. The Panel will determine if any person(s) is found to have broken the club's Policies, Constitution, Club Rules or Code of Conduct and determine the outcome of any complaint.
- 15.7. Where an individual has been found to have breached any criteria as laid out in point 15.6 it may result in one of the following sanctions being imposed:
 - a) Issuance of a verbal and/or written warning in relation to the incident and to the future conduct of the offender



Haydock Juniors Football Club

Founded 1996



- b) Suspension of their Club membership for a defined period
 - c) Removal of their Club membership permanently
- 15.8. The Panel must notify the outcome of any hearing to both the person who lodged the complaint and the person against who the complaint was made in writing within five (5) days of the hearing
- 15.9. Any individual will have the right to appeal any outcome and/or sanction imposed under point 15.7 but must do so within seven (7) days of the outcome being issued. Such appeal should be sent to the Club Secretary
- 15.10. The Management Committee will appoint an independent Appeal Panel who were not involved in the initial hearing to hear the appeal
- 15.11. The Appeal Panel shall advise all parties involved of the date and time for the appeal to be heard which must be within seven (7) days of receipt of the appeal by the Secretary
- 15.12. The Appeal Panel shall convene to hear the appeal and any new evidence presented in support of the appeal
- 15.13. The Appeal Panel shall determine an outcome, based on the appeal hearing and any new evidence or information presented, which may:
- a) Uphold the original hearing outcome
 - b) Determine a revised outcome for the incident in accordance with point 15.7
- 15.14. The outcome of the Appeal Panel shall be notified to all relevant parties in writing within five (5) days of the appeal hearing
- 15.15. Any such decision reached as the outcome of an Appeal hearing shall be final and not subject to any further review by the Club.

16. Club Contacts:

ROLE	NAME	CONTACT NUMBER
CHAIRMAN	Geoff Bates	07514 309505
SECRETARY	Graham Barker	07754 525892
TREASURER	Pete Evans	07557 339688
WELFARE OFFICER	Janet Barker	07784 575865
CYBER OFFICER	Graham Barker	07754 525892



17. Version Control:

DATE	VERSION	AUTHOR	CHANGE REASON
12 th May 2016	HJFC Code of Conduct	Martin Hayes	Document redraft and review
24 th Feb 2022	HJFC Code of Conduct 220224.1	Pete Evans	Document review and refresh
5 th Aug 2022	Minor post review amendments	Pete Evans	Document review and refresh
18 th July 2023	Pre-season Document Review	Pete Evans	Document review and refresh