



Procedures & Guidelines

The Club. The name of the club shall be the Doddinghurst Olympic Football Club (hereinafter known as 'The Club').

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Goalpost Safety Guidelines

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts.

Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground:

- Portable goalposts must be secured as per the manufacturer's instructions
- Under no circumstances should children or adults be allowed to climb on, swing or play with the structure of the goalposts
- Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may overturn
- Regular inspections of goalposts must be carried out to check that they are properly maintained.
- At the beginning of each session the team Manager (or nominated official) should validate the integrity of the goal posts

2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.

3. The use of metal cup hooks on goals was banned from the commencement of season 2007/08 and match officials have been instructed not to commence matches where such net fixings are evident for safety reasons. Nets should only be secured by plastic arrowhead hooks, Velcro tapes or plastic clips and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks.

4. Goalposts which are "home made" or which have been altered from their original size or construction must not be used. These have been the cause of a number of deaths and injuries.

5. There is no BS/CEN standard for wooden goals and it is unlikely that wooden goals will pass a load or stability test. The FA recommends that wooden goals should be replaced when necessary with compliant metal, aluminium or plastic goalposts. All wooden goals previously tested by independent consultants have failed strength and stability tests.



Venue Risk Assessment (VRA) / Goalpost Safety Checklist

The Club would like to draw your attention to the following guidelines to ensure facilities, venues and specifically goalpost to ensure safety of all participants and spectators.

The Club will perform a VRA and Goalpost Safety check on a regular basis. However, all Managers or activity leaders/coordinators **MUST** ensure that the facility complies with the following checklist items.

If any deficiency is identified, the Manager or activity leaders/coordinators must consider whether the identified issue/problem is of a nature that the activity should be suspended, postponed or continue. The deficiency should be reported to the Club Secretary at the earliest possible opportunity.

Information to be considered / reported:

General:

- Venue
- Date of Check
- Name and Position of person doing the check
- Suitability of the area for the activity

Goalposts:

- Are they fit / sound for the activity and suitable for the age group
- Are the 'Safe' as defined in **Goalpost Safety Guidelines**

Players:

- Check that the Players Register up to date – if not amend and forward to the Training and Development Officer
- Are players appropriately attired for the activity (Shin pads are mandatory for ALL training sessions and matches)

Emergency Points:

- Check that emergency vehicles can access the venue
- Check that emergency points are checked and operational
- Is there a working telephone (or mobile) available

Safety Information:

- Check that evacuation procedures are posted, visible and accessible



Incident / Accident Reporting

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying
3. Alert the first-aider who should take appropriate action for minor injuries
4. In the event of an injury regarding specialist treatment, call the emergency services
5. Deal with the rest of the group and ensure that they are adequately supervised
6. Do not move someone with major injuries. Wait for the emergency medics – **Do Not Leave the injured party unsupervised at any time**
7. Contact the injured person's parent/guardian
8. Complete an accident report form "DOFC_IRF" – Incident Report Form



Disciplinary Procedure

In the unlikely event that a player or club representative is found guilty of a misconduct charge that results in a fine, the club will be notified of the charge, outcome and amount of the fine.

The following procedure will be actioned:

1. The fine will be settled immediately by the club
2. The individual who committed the offence will be notified by the Club Secretary either directly or via the team manager
3. The individual will have 14 days (subject to the individuals availability, ie holiday) to reimburse the club the full amount of the fine in one instalment
4. Failure to reimburse the club within 14 days (or within an agreed duration) following notification will result in either:
 - a. suspension of the Club official pending payment of the fine. The individual will not be permitted to undertake any club activity or represent the club in any context
 - or
 - b. suspension of the player pending payment of the fine – the Team Manager will be requested to surrender the players league registration card, rendering the player unable to play
5. No player will be allowed to re-register for a new season prior to settling the fine.

Following a suspension, at the discretion of the Club Secretary, the individual may be requested to attend a hearing prior to reinstatement.

The hearing will be attended by the Club Secretary and at minimum one other committee member.

1. The Club's Management Committee will have the power to:
 - a. Warn as to future conduct
 - b. Reinstatement the individual
 - c. Remove the individual from post
 - d. Terminate Club membership
2. In the event of termination, the individual will:
 - a. Return all kit and equipment issued by the Club with immediate effect
 - b. Forfeit any registration subscriptions
 - c. Immediately submit a claim for any outstanding expense reimbursement
3. Any hearing decision will be complete and final and not subject to review



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 has been broken, they should follow the procedures below:

1. They should report the matter to the Club Secretary or another member of the Committee. The report (Complete "DOFC_IRF" – Incident Report Form) should include:
 - a. Details of what, when and where the occurrence took place
 - b. Any witness statement and names
 - c. Names of any others who have been treated in a similar way
 - d. Details of any former complaints made about the incident, date, when and to whom made
 - e. A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:
 - a. Warn as to future conduct
 - b. Suspend from membership
 - c. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.



Celebrating Football Photographs and Video

There has been much talk about whether it's safe to take pictures of Under 18s playing sport. The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.

Potential risks

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often referred to as pornography sites);
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'; and
- The identification and locating of children in inappropriate circumstances which include:
 - where a child has been removed from his/her family for their own safety;
 - where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases;
 - in situations where a child may be a witness in criminal proceedings; or
 - other child protection concerns.

The majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety:

Do

1. Share The FA's guidance on taking images with all parents, carers and members when they join the club;
2. 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 3 below;
3. 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 an annual consent form, so that parents/carers can identify if this applies to children in their care (visit www.TheFA.com/Goal and click on the downloads 'Travel and Trips Advice' to access a template annual consent form);
4. Focus on the activity rather than the individual;
5. Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts);
6. 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; and
7. Report any instances of inappropriate images in football to The FA Case Manager or the Internet Watch Foundation (IWF) contact details can be found on the following page.



Don't

1. 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;
2. Use player profiles with pictures and detailed personal information on websites;
3. Use an image for something other than that for which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture;
4. Allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

Remember:

- It's not an offence to take appropriate photographs in a public place even if asked not to do so;
- No one has the right to decide who can and cannot take images on public land;
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk;
- The land or facility owner can decide whether or not photography and/or videoing of football activities will be permitted when carried out on private land. However you need to make this known before allowing individual's access to the private property. If they do not comply then you may request that they leave;

And

- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

Commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football activity ensure you and they are clear about each other's expectations. Remember the key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour;
- Inform them of your club's commitment to safeguarding children and young people and establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumbnails to the club to co-ordinate sales;
- Issue the professional photographer with identification, which must be worn at all times;
- Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to child protection concerns if their image is taken – remember this can be done by using the annual consent form at the start of the season.



DODDINGHURST OLYMPIC F.C.

To report potentially unlawful materials on the internet please contact:

The Internet Watch Foundation:

Email: report@iwf.org.uk

Telephone: 08456 008844

Fax the hotline: 01223 235921

www.iwf.org.uk

FA Case Management

Email: ComplianceQueries@TheFA.com

www.TheFA.com/Goal



Squad Selection / Team Trials / Regular Feedback

The DOFC Player Evaluation spreadsheet (downloadable from the website www.dofc.co.uk/download/DOFC_Player_Eval.xls) is a tool to assist and guide Managers / Coaches on what to look for and how to rate player abilities, it is designed to provide a framework to enable consistency of performance review and feedback mechanisms. It is **not to be used** as a subjective tool to report on Player performance and **must NOT be shared** with anyone outside of the Club Committee or Club Coaching staff.

It is a well documented fact that all parties adjust their approach and style if they are provided with constructive feedback. The Club as outlined in our vision and in the clubs development plan, will regularly provide feedback to all parties, particularly Players (at training and match days) and where applicable Parent / Carers. This will ensure that everyone is aware of each others expectations and identify improvement areas and possible approaches to make the improvement / development.

It is possible / probable that each party may see a circumstance from a differing perspective, this is to be expected and accepted. Decisions relating to player squad selection, starting line-ups, substitutions, time on pitch and position etc are all the responsibility of the Team Manager / Lead Coach.

Squad Selection as part of the Club Membership Process, will include a series of Trial sessions / matches – these may be formally declared or performed ‘in stealth’ (‘stealth’ approach to minimise putting undue stress on young players, which can then cause them to under achieve). All sessions will be attended by the Manager / Lead Coach (or nominated and empowered representative) and one other Coach.

At a time when multiple teams merge to form one new squad (ie from mini-soccer to 9 or 11 aside etc), all current team managers and one team coach will attend the sessions.

In accordance with the clubs’ development plan on Growth and Retention, new players outside of the Club will also be included in Trials sessions, the selection of a new player to an established team, on occasion, may result in an existing player being displaced.

Potentially depending on player numbers at the trial, the club may select multiple teams within the age group, the teams will be designated (or similar depending on League regulations):

- Yellow
- Green
- Red

The coaching / assessment team will rate the combined ‘player pool’ during the trials process and select the strongest group of players to form each team within the age group. The final decision for player selection in each designated team is the responsibility of that teams Manager / Lead Coach. The formation of teams from Soccer School will be the responsibility of the Soccer School Lead Coach in consultation with the Soccer School coaching team and new volunteer Manager(s) / Lead Coach(es) for the newly formed team(s).



Typically, each team will be made up of:

- Mini soccer – between 7 and 10 players
- 9 a-side – between 9 and 13/14
- 11 a-side – between 11 and 15/16 players

Team squad size is considerate of the length of match duration for the age group, physical player growth potential and the level of outside activity involvement.

Squad selection will be based on overall strength and player ability plus the overall strength and positional balance within the team, for example an 11 aside squad may not perform well with 2 good goalkeepers and 9 outfield strikers.

Team Managers / Coaches will advise Players and Parent / Carers of the decision in due course. Depending on numbers, it is possible that some players may not be able to sign-up for a team. League regulations are clear on minimum player numbers that can form a registered team with the league. In this situation it is possible that another team may be formed at the agreement of the Players and Parent / Carers. Typically a Team Manager will only manage and train one team within an Age Group and the new team will require a new volunteer Manager/Coach. New teams without the required player numbers typically play friendly matches throughout that season, until subsequent League registration the following season.

At the discretion of the Managers / Lead coaches, in accordance with League regulations on Player Transfer, players can transfer between each squad. Players will develop different strengths and abilities over time and at a different pace and these abilities generally fluctuate on a regular basis, particularly up to the age of approximately 14/15. The Club supports movement between squads to ensure players are playing at their correct level of playing ability, as this enhances their enjoyment. If both team Managers believe that a player should move to another squad, changes will be made at the agreement of the Player and Parent / Carer.



Kit Management

All kit will be ordered from the defined Doddinghurst Olympic FC Kit Catalogue.

Team Managers (or designated volunteers) will complete the DOFC_KitOder.xls (Excel 2003) order form and send via email to kitman@dofc.co.uk.

No team manager (volunteer or representative) is permitted to order any kit or equipment directly from any supplier without the express permission of the Kit Manager, who may require further authorisation to spend from the Club Treasurer. This includes any kit purchased on behalf of a sponsor and/or self funded by the team.

This approach is specifically to leverage our existing supplier relationships – it will assist in any negotiation on future prices – and ensure that we look consistent as a club.

The Kit Manager may give permission for a Manager to order equipment directly from a supplier. It is likely that common items, ie bibs, balls, poles, hats etc will be ordered in bulk and issued upon request. The Kit Manager will coordinate requests for additions to the catalogue – which will be amended if the Club Committee agrees.

The club will buy a few second 'away' kits to be issued when necessary rather than have each team buy their own. Use of a second kit should extend the life of the home kit. The Club is registered with the League to play in Yellow and Green. In the event of a colour clash it is the home teams responsibility to change, the second kit should then be used but only in agreement with the opposition manager who should be advised 5 days in advance.