

THE CONSTITUTION OF WELLAND JUNIOR FOOTBALL CLUB

Founded 1989

Affiliated to the Worcestershire County Football Association

1) Name

The name of the Club is '**Welland Junior Football Club**' and is herein after called 'the Club'. The Club shall be affiliated to the Worcestershire County Football Association. The official Club colours are:

- Boys - Yellow with Navy trim
- Girls - Navy with Yellow trim

2) Objectives

The Club's primary objective shall be to provide Association Football, coaching and personal development for all the playing members, plus social activities as deemed desirable by the General Committee.

3a) Ethos

The ethos of the Club is to generate an atmosphere and environment where young players can develop their skills and enjoy the game in a friendly non-competitive environment until such time that they are mature enough to take part in competitive fixtures and leagues. The emphasis must always be on development, enjoyment, fair play and fostering team spirit rather than simply being winners.

3b) League Football

It is the policy of the Club not to engage in League Football for members aged under 11 years (i.e. whilst still at Primary School). The only exception is for the Club to be able to enter sides into the WFA affiliated 'Mini Soccer Leagues', for the U8, U9, U10 and U11 age groups, if it chooses to do so. This is not automatic for each age group and will be determined by the General Committee on a case by case basis each season. Any decision to introduce League Football (11-a-side or Mini Soccer) to any other age group within the Club must be agreed at an Annual General Meeting.

The Club will support girl's teams equally with boy's teams, both within the Club, in League Football and Mini Soccer, provided there are sufficient girl members to make it viable.

4) Officers

There are 19 clearly designated roles of Officers within the Club. The Officers are as follows: President, Club Chairman, Vice Chair Person, Honorary Secretary, Club Secretary, Minute Secretary, Treasurer, Child Welfare Officer, Registration Secretary(s), Webmaster, Female Football Coordinator, School Liaison Officer, Volunteer Coordinator, Administrator Fines, Senior League Manager Fixtures, Senior Managers - Ambassador & Mercian Leagues, Charter Standard WFA Representative and Newsletter Editor.

The appointment to these positions (with the exception of Team Managers) shall be by election from the membership at the Annual General Meeting.

Team Managers will be appointed by the General Committee for each year from U12's to U18's plus as many managers as is appropriate to represent the 5 -11 year old age range, dependent on membership and involvement in Mini Soccer.

Each Team Manager can appoint his own Assistant or Joint Manager, with the Committee's approval.

For a list of the duties and responsibilities of each Officer see Appendix A.

5) General Committee

The Club shall be controlled by a General Committee, hereafter called the Committee, comprising 12 members, plus a Minute Secretary, all of whom shall be elected at the Annual General Meeting. The President, Chairman, Vice Chairman, Club Secretary and Treasurer shall comprise 5 of the places on the Committee with the remaining places being made up from Club members so that the Committee as a whole represents a good cross-section of all the playing ages within the Club.

In addition to the members so elected to the Committee, the Committee may also co-opt up to two further members. Such members shall be entitled to vote at meetings of the Committee. All members of the Committee shall by definition be deemed to be Full Members of the Club and as such shall be entitled to vote.

Any vacancy which occurs on the Committee during the season may be filled by the Committee, and the member appointed may hold office until the next Annual General Meeting, at which point he must stand for election to the position if he/she wishes to continue.

The Committee shall meet on no less than 6 occasions throughout the season to maintain the welfare of the Club, at dates agreed by the Club Chairman as he sees fit. The proceedings at such meetings shall be duly recorded by the Minute Secretary. At such meetings of the Committee 5 members inclusive of the Club Chairman (or Vice Chairman) and Club Secretary shall form a quorum. Decisions taken by the Committee need a simple majority of those voting members present in order to be confirmed.

The Committee should represent the Club at all times when dealing with all official bodies over Club matters but all correspondence must be directed through the Club Secretary.

6) Powers of the Committee

- a) To appoint such sub-committees as may be deemed necessary from time to time, and shall receive reports from such sub-committees at its meetings.
- b) To fill such vacancies as may arise in its Constitution between Annual General Meetings.
- c) To declare a seat vacant should a member be absent from 3 consecutive meetings without an explanation deemed to be satisfactory.
- d) To employ and pay any person or persons to carry out work for the Club. In particular, but not limited to, secretarial duties and pitch & ground maintenance, external coaching expertise. To pay expenses, such as travelling or out of pocket expenses, at the discretion of the Committee.
- e) To subsidise Club members up to the value of 100% for attending training courses such as Coaching or First Aid, at the discretion of the Committee.
- f) To purchase, lease, rent, hire or otherwise acquire any property for the promotion of the objectives of the Club and may construct, maintain and alter any buildings necessary for the work of the Club.
- g) To make regulations for any property which may be so acquired.
- h) To sell, let, mortgage, dispose of or turn to account, any or all of the property or assets of the Club, subject to such consents as may be required by law.
- i) To borrow or raise money for the said objectives of the Club and on such security as shall be deemed necessary, subject to such consents as may be required by law.
- j) The property, assets and finances of the Club shall be vested in the Committee.
- k) All members of the committee have equal voting rights with any split decision to be decided by the casting vote of the Club Chairman.

7) Discipline

A Disciplinary Sub-Committee formed from members of the Committee shall be convened as necessary. They shall have the powers to fine or suspend players and to prevent parents from attending matches should it become necessary. The Disciplinary Sub-Committee shall have power to recommend for expulsion any member deemed guilty of conduct deemed prejudicial to the good name of the Club. (See Para 9 Membership)

8) Suitability of Individuals

In the interests of all the membership any person connected with the Club in any capacity, including helpers, will be submitted for positive vetting by the police, or any other appropriate body, as to their suitability to be working with children. The decision of the Committee will be final.

All members of the Club must abide by the current Code of Conduct. Failure to do so will result in the individual appearing before the Disciplinary Sub-Committee (see Para 9 Membership).

All members of the Club must abide by the current Child Protection Policy (See Appendix B). Failure to do so will result in the individual appearing before the Disciplinary Sub-Committee (see Para 9 Membership).

9) Membership

- a) Playing membership shall be open to children aged 4 to 18 years currently registered with the Club, and who have paid the annual subscription, as determined by the Committee and signed and returned the Club Code of Conduct document.

Membership of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of football. The Club will keep subscriptions at levels that are fair and non-discriminatory that will not pose a significant obstacle to people participating. The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee (see Section 9g).

The Club Secretary shall approve playing membership. A register of all playing members of the Club will be kept by the Registration Secretary(s), at all times. Membership is open to both boys and girls, although Football Association and League rules can govern the appearance of girls and boys in matches after reaching a certain age. All playing members within the Club will be deemed to be junior members of the Club. Junior members shall not be entitled to vote.

- b) Full membership of the Club shall be open to any parent/guardian of a current playing member or an elected Officer of the Club (See Section 4 for list of Officers) even if that Officer is not the parent/guardian of a current playing member. Note: Team Managers are classed as Officers of the Club, but not Joint Managers, Assistant Managers or Coaches (See Section 4).
- c) Membership is conditional on the individual having signed and returned the Club's Code of Conduct document, this applies to both playing members and non-playing members.
- d) Associate members (i.e. not necessarily parents of playing members) may be granted membership of the Club at the discretion of the Committee.
- e) Full members shall be entitled to vote at meetings of the Club. Associate members shall not be entitled to vote. Voting shall be restricted to one vote per Full Member. Hence, if both parents of a playing member attended an AGM or EGM, then only one would be eligible to vote on their child's behalf. If the parent/guardians were representing two or more of their children, then they would both be able to vote, once each.
- f) The Committee will have the final decision if necessary, over the movement of playing members between teams within the Club when their age makes them eligible for both. They shall decide in the best interests of the player and the Club.
- g) The Committee shall have the right to warn an individual member as to their future conduct, suspend them from the Club for a given period, or expel them from the Club. (See also Section 22 for Complaints Procedure).
- i) To expel a member from the Club, a minimum of 5 members of the Committee familiar with the circumstances, shall inform the Club Secretary in writing. The Club Secretary shall then communicate with the member, so that they may have the opportunity to explain or resign, and shall call a meeting of a Disciplinary Sub-Committee which is empowered to make the decision (See Para 7). The Club Secretary shall also attend in a non-voting capacity. If the majority of the 5 members of the Committee present vote for his expulsion the member shall be expelled. Any member so expelled shall have the right of appeal exercisable by notice in writing to the Club Secretary within 14 days of expulsion. If such an appeal is made the member will be summonsed within 21 days to attend a meeting of a second subset of the Committee and explain his case. The second subset shall comprise a different 5 members of the General Committee including the Chairman. The Club Secretary shall also attend in a non-voting capacity. If a majority of the 5 members of the Committee present vote for the member's expulsion then it shall be confirmed. If not confirmed the member shall be reinstated.
- ii) Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all such rights to or claim upon the Club or its property or funds as he otherwise would have by reason of his membership. He shall not be entitled to any return of subscription and shall immediately become liable to pay any monies outstanding at that time.

10) Annual Subscription

The annual subscription for each playing member shall be agreed by the Committee before the start of each season but will gradually reduce for the second and third child respectively in the same family,

Subscriptions are due at the start of every season and shall be collected no later than the end of the 3rd month into the season.

The Club Secretary has the discretion to waive subscription fees for specific members in exceptional circumstances or cases of hardship. Any such decisions must be recorded and made available to the Committee for inspection.

In the event of non-payment of subscription within 3 months of the commencement of each new season an individuals' membership can be terminated.

11) Additional Subscriptions

Subscriptions for players taking part in competitive games such as League Fixtures or Cup Competitions where additional expenses will be incurred (e.g. Referee's fees) plus registration fees for acceptance into such leagues and competitions shall be raised from the specific members concerned. The actual costs can vary dependent on age group and league, and shall consequently be decided by the Committee at the start of each season.

12) Insurance

The Committee will ensure that an insurance policy is in place and paid for prior to the commencement of every season that covers managers and players from each team against bodily injury whilst playing, training, travelling to/from organised fixtures.

Note: An individual policy taken out by the Football Association will cover the Club for Public Liability.

13) Duration of Season

The Committee will agree the operating dates for each season but in principle the Club will typically close down during the summer for approximately 10 weeks during May, June and July and for approximately 4 weeks over the Christmas and New Year period.

14) Annual General Meeting

The Annual General Meeting shall be held not later than the end of August each year. The Club Secretary shall give a minimum of 14 days notice of such meeting to all members.

The Financial Statement and Secretaries' report shall be received by the Meeting which will also elect the Officers and General Committee by ballot, appoint auditors and transact any other business. All serving Officers wishing to continue for an additional term must be re-elected.

Only full members aged 18 and over have the power to vote.

Items which fall under the heading of 'Any Other Business' which will require a vote by the membership should be submitted in writing to the Club Secretary at least 7 days prior to the meeting. Any items raised after such a date, or at the meeting itself, shall only be accepted with the approval of the Club Chairman.

15) Extraordinary General Meeting

An Extraordinary General Meeting may be convened by the Committee when deemed desirable and also on the written request of at least 5 full members.

The Club Secretary shall give 7 days notice to all members of such a meeting at which 12 voting members shall form a quorum.

16) Finance

The Committee shall ensure that a proper Book of Accounts be kept and that it is independently reviewed by a properly qualified person on an annual basis. Official receipts for all monies received shall be signed by either the Club Secretary or Treasurer. The Committee shall authorise all cheques to be signed by at least 2 of the 3 named signatories at all times. The 3 named signatories must all be members of the Committee. The only exception is for the provision of On-line banking, for which the Club Chairman can be set up as a sole 'Primary User' on the account, to facilitate the making of On-line payments on the clubs behalf. In addition the Primary User will be authorised to make payments using the Club Debit card linked to the Welland Juniors HSBC Account.

17) Club Property

No member shall, without the consent of the Committee, take away or permit to be taken away, damage or destroy, any property belonging to the Club.

18) Charter Standard Club

The Club shall at all times endeavor to ensure that it maintains its status as a Charter Standard Club.

19) Constitution

- a) A copy of the Constitution of the Club shall be available to all members on request from the Club Secretary.
- b) The Club shall have the status of an Affiliated Member 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 parent 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 Constitution.
- 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.

20) Alteration to the Constitution

No alteration to the Constitution shall be made except at an Annual General Meeting or at an Extraordinary General Meeting convened for that purpose. Changes made at an AGM require a simple majority of those voting members present, whereas at an EGM any decision must be supported by at least 60% of those voting members present.

21) Members bound by Constitution

Every member shall be bound by, and submit to, the Constitution of the Club.

22) Complaints Procedure

All complaints of any kind should be reported in writing to the Club Secretary. If they are unable to deal with them they shall submit them to the Committee whose decision shall be final. In no incidence shall any Club member assume responsibility to directly reprimand any other member. Any member wishing to complain about any third party external to the Club (including Officials, Referee's, Managers, players, visiting Supporters etc.) must without exception do so via the Club Secretary.

The written report should include:

- i) Details of what, when and where the occurrence took place.
- ii) Any witness statement and names.
- iii) Names of any other who you believe to 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 to a solution to the incident.

23) Other Business

Any matters not governed by the foregoing Rules shall be dealt with by the Committee, the decision of such body shall be final and binding.

24) Interpretation

The use of the word 'he' within this document is assumed to be interchangeable with the word 'she' in all cases. For any differences in playing restrictions between boys and girls see Membership Section 9.

For the interpretation of this Constitution the Interpretation Act 1978 shall apply as it applies with interpretation of an Act of Parliament.

25) Dissolution

A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any remaining assets shall not be paid or distributed amongst the Full Members of the Club. All surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent county 'Football Association' (Worcestershire) who shall determine how the assets shall be utilised for the benefit of the game and other voluntary organisations having similar objectives to those of the Club.

Welland Junior Football Club

Appendix A - Roles and Responsibilities of Officers

1) President

- To be an active and enthusiastic figure-head for the Club.
- To represent the Club at all levels and act as ambassador at all times. To assist with the running of the Club at all levels.
- To act in an advisory capacity to the Club as a whole, and the Committee in particular.

2) Club Chairman

- To actively lead the Club forward into the future.
- To be responsible for the direction, policy and image of the Club. To act as Chairperson for the General Committee.
- To ensure that the General Committee fulfills all its responsibilities and commitments. To ensure that the Constitution of the Club is maintained at all times.
- To act as a focal point for all members and parents and be available accordingly.
- To represent the Club with the leagues, Referees Society and F .A. etc. at all times.

3) Vice-Chairman

- To assist the Chairman in the running of the Club.
- To act as deputy for the Chairman as and when appropriate.

4) Honorary Secretary

To work closely with the Club Secretary in an advisory capacity and be specifically responsible for :

- Player registration for Mercian & Stourport Leagues
- Attend Stourport meetings as required, when U18's manager is not available.
- To fulfill the role of Mercian League minute secretary and Welland representative
- Secretary of the Disciplinary Committee
- Cheque signatory
- Manage the procurement and engraving of all trophies for 'World Cup Day'
- To act in a supporting role to the Club Child Welfare Officer.

5) Club Secretary

- To work in partnership with the Honorary Secretary, taking advice and guidance as appropriate.
- To be responsible for all aspects of membership as defined in the Constitution. To keep adequate and appropriate records of all meetings and decisions. To arrange the dates, times, places and agendas of all meetings.
- To ensure all members are informed of all meetings on a timely basis.
- To produce and issue a newsletter on a periodic basis to keep all members up to date. To act as liaison person with all team managers for arrangement of fixtures. To liaise with all opposing Clubs over

fixtures, venues, referees, kits etc. To arrange referee's for all home league fixtures

- To represent the Club with the leagues, Referees Society and F .A. etc. at all times. To assist with the arrangement and execution of any Club organised social activities.
- Help maintain the Club's Charter status and work towards the Community standard
- To maintain close liaison with the WFA and football development team regarding training, junior players and mentor initiatives.
- Development of referees
- Communication within the Club on WFA training sessions, coaching seminars, Futsal, disabled football & girls football.
- Attend League meetings and accompany different managers to attend on a rota basis

6) Minute Secretary

To keep full and correct minutes of all Club meetings and decisions taken.

7) Treasurer

- To maintain an accurate and up to date Book of Accounts at all times
- To be responsible for all moneys paid into and out of the Club at all times. To keep and issue appropriate receipts for all transactions.
- To make the accounts available to the General Committee and auditor(s) on request. To actively make it his/her business to ensure all financial activity is handled properly.

8) Child Welfare Officer

The Club Welfare Officer has two key responsibilities:

1. To be clear about the clubs responsibilities when running activities for children and young people. This involves:
 - Ensuring these responsibilities are well understood by others
 - Working with the Youth League Welfare Officer
 - Working with the County FA (CFA) Welfare Officer and other CFA staff as appropriate, (e.g. CFA Disciplinary staff)
 - Helping to develop best-practice processes and promoting The FA's Respect Programme.
 - To Process and monitor DBS applications in accordance with FA Safeguarding procedures in close liaison with the Club's General Committee.
2. To help Club personnel understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis It is essential that the Club Welfare Officer is perceived as being approachable, having a child centred approach and the ability to maintain this perspective when carrying out their role.

9) Registration Secretary(s) – League & Non League

- To maintain a Club register at all times, of all playing members.
- To collect Club registration fees from all players, within the appropriate timescale set out in the Constitution.
- To similarly maintain the league registration forms and fees for each league player and to submit to the WFA.
- To ensure that the fees collected, reconcile to the playing membership list at all times.

- To ensure that all subscriptions are banked as soon as possible.
- To also keep a register of all temporary playing visitors and collect the associated fee.
- To make the registration records available to the Committee, upon request.
- To distribute the Club Code of Conduct to every member (not just playing members) and ensure that a signed copy is returned and filed.

10) Webmaster

To maintain the Club website.

To enable free internet access to all Club activities, keeping within WFA guidelines and in accordance with Club's child protection policy. All content published must be as a result of close liaison with the General Committee and be with their full and prior agreement.

11) Female Football Coordinator

- Roles and responsibilities pending

12) Schools Liaison Officer (Charter Standard Club role)

Look to establish links with local schools by:

- Meeting with local schools at least twice per year
- Be a contact for local schools
- Ensuring local schools receive information on the Club
- Establishing ways the Club can support the schools football programme.

13) Volunteer Coordinator (Charter Standard Club Role)

- To recruit new volunteers.
- To ensure volunteers are provided with an induction to the Club
- To provide volunteers with a brief of their role
- To ensure there is a training programme available for volunteers

14) Administrator Fines

- Roles and responsibilities pending

15) Senior League Manager Fixtures

- Roles and responsibilities pending

16) Senior Managers - Ambassador & Mercian Leagues

- Roles and responsibilities pending

17) Charter Standard WFA Representative

- Roles and responsibilities pending

18) Newsletter Editor

- Roles and responsibilities pending

Appendix B – Safeguarding Children Policy & Procedures



Respect



Safeguarding Children Policy and Procedures

Club Template

Using this Policy

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.

WELLAND JUNIOR

Football Club Safeguarding Children Policy

1. WELLAND JUNIOR Football 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 (The FA) Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy are that:

- the child's welfare is, and must always be, the paramount consideration
- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that 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 poor practice and abuse.

WELLAND JUNIOR Football Club recognises that this is the responsibility of every adult involved in our club.

3. WELLAND JUNIOR Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
- Specify what the role is and what tasks it involves
 - Request identification documents
 - As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
 - Ask for and follow up with 2 references before appointing someone
 - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current WELLAND JUNIOR Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit'.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of WELLAND JUNIOR Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the

opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. WELLAND JUNIOR Football Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA or alternatively by going direct to the Police, Children's Services or the NSPCC.
- WELLAND JUNIOR Football Club encourages everyone to know about it and utilise it if necessary.

6. WELLAND JUNIOR Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

8. **Respect** codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by WELLAND JUNIOR Football Club. In order to validate these **Respect** codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

¹The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act, 2006 due to come into effect in July 2010. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.

9. Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns - no action is not an option.**

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
 - deal with the matter themselves or
 - seek advice from the CFA Welfare Officer
- iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - contact your CFA Welfare Officer directly
 - contact the Police or Children's Services
 - call The FA/NSPCC 24 hour Helpline for advice on 0808 800 5000 or Deaf users text phone 0800 056 0566

NB - The FA's Safeguarding Children Policy and Procedures are available via www.TheFA.com/Footballsafes – click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

10. Further advice on Safeguarding Children matters can be obtained from:
- Mrs Dominique Kent
 - T: 07963 481429
 - E: dominiquekent14@yahoo.co.uk
 - County Football Association's Welfare Officer
 - T: 01905 827137 Ext 214 (Office)
 - E: CountyWO@ Anna-Maria Konstantinides
 - www.TheFA.com/Footballsafes
 - Emailing - Footballsafes@TheFA.com
 - The FA Safeguarding Children general enquiry line 0845 210 8080