



RESPECT

CLUB HANDBOOK



This handbook is for informing our members and others associated with our Club, and for anyone who might be interested in joining, this Handbook includes the following:

- Codes of Conduct for players, coaches, team officials and parents/spectators
- Child Protection Policy
- Anti-Discrimination Policy
- Rules and Constitution
- Club Complaints Procedure

Code of Conduct for Players

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. However, this does not mean winning at any cost – fair play and respect for all others in the game is fundamentally important.



Obligations towards the game

A player should

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

Obligations towards one's own team

A player should

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

Respect for the Laws of the Game and competition rules

A player should

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

Respect towards Opponents

A player should

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards the Match Officials

A player should

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Respect towards Team Officials

A player should

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition. **Obligations towards the**

Supporters *A player should:* 1. Show due respect to the interests of supporters.

Code of Conduct for Coaches

Coaches are key to the establishment of ethics in football. Their concept of ethics is that their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay extreme care to the moral aspect of their conduct. Coaches must be aware that almost all everyday decisions and choices of actions, as well as strategic targets, have ethical implications. It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude. Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a priority, before the achievement or the reputation of the club, school, coach or parent.

1. Coaches must respect the rights, dignity and worth of every person and treat each equally within the context of the sport.
2. Coaches must place the wellbeing and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. fair play & FA Respect Policy) 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.
11. Coaches must consistently display ambitious standards of behaviour and appearance.
12. Not to use or tolerate inappropriate language.

Code of Conduct for Team Officials

This Code applies to all team / club officials (although some items may not apply to all officials).

Obligations towards the Game

The team official should:

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, considering the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. 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.
7. Not use or tolerate inappropriate language.

Obligations towards the Team

The team official should:

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results by the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect to the interests of players, coaches and other officials, at their own club/team and others.

Obligations towards the Supporters

The team official should:

1. Show due respect to the interests of supporters.

Respect towards the Match Officials

A team official should:

1. Accept the decisions of the Match Official without protest.

2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

Code of Conduct for Parents / Spectators

Parents / Spectators have an enormous influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. However good a child becomes at football, we think it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.



A parent's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

We seek to ensure that parents / spectators within our Club are always positive and encouraging towards all the children, not just their own.

We encourage parents / spectators to:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Refrain from shouting and screaming.
- Respect the referee's decision.
- Give attention to each of the children involved in football, not just the most talented.
- Give encouragement to everyone to participate in football.

We seek to ensure that parents / spectators within our Club agree and adhere to our Club's Code of Conduct and Child Protection Policy.

Child Protection Policy

Dorchester Town Youth Football Club (DTYFC) along with our Parent, Dorchester Town Football Club (DTFC), believes that every child and young person that plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

DTYFC 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 aims of this policy are:

- To develop a positive and pro-active position to best protect all children and young people who play football.
- To demonstrate best practice in respect of child protection.
- To promote ethics and Very High standards throughout football.

The key principles underpinning this 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, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Anti-Discrimination Policy

Dorchester Town Youth Football Club (DTYFC) is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at DTYFC means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

Dorchester Town Youth Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Dorchester Town Youth Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.

Rules and Constitution

1. NAME The club shall be called Dorchester Town Youth F.C. (the Club)
2. OBJECTS The objects of the Club shall be to arrange association football matches, provide coaching and training 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 Member Club of The Football Association by its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and Dorset County Football 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. The Club shall also be affiliated to Dorchester Town FC.
 - (b) No alteration to the Club Rules shall be effective without prior written approval by the parent 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 playing members (the Membership Register) which shall be maintained by the Club Treasurer, and the Volunteer Register which shall be maintained by the Child Protection Officer.
 - (b) Any person who wishes to be a playing member must apply on the Club Registration Form and deliver it to the appropriate Team Manager. Any person who wishes to be a volunteer member must apply on the Volunteer Registration Form and deliver it to the Club Secretary. 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 or Volunteer Register.
 - (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the appropriate Register.
 - (d) The Football Association and Dorset County Football Association shall be given access to the Membership Register on demand.
 - (e) Membership for playing members shall be open to boys and girls aged under 18 years at midnight on 31 August/1 September at the beginning of a season.
 - (f) At the AGM each playing member may be represented by no more than one parent or other representative.
 - (g) Membership entitles a playing member to training facilities and coaching, but decisions regarding selection for match teams are at the discretion of the team manager.
6. ANNUAL MEMBERSHIP FEE
 - (a) An annual fee payable by each playing member shall be determined from time to time by the Club Committee, which shall be payable annually, in two instalments, by each 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.
 - (c) If a membership fee is not paid by 6 weeks following the date of receiving the notice of fees due, then membership at the discretion of the committee is deemed to have lapsed. The player then cannot play for DTFYC in any

capacity (including friendlies). Players can be reinstated as members at the committee's discretion when agreed fees have been paid.

- (d) In cases of financial hardship alternatives may be arranged in consultation with officers of the club.
- (e) In recognition of the activities and costs involved in being an officer or manager the fees may be waived for the first child only of officers or managers, and for the first and second child if anyone holds the posts of both an officer and a manager.
- (f) Following the introduction of the new General Data Protection Regulation (GDPR) in May 2018, a new privacy note is written below;

Dorchester Town Youth is committed to high standards of information security, privacy and transparency. We place a high priority on protecting and managing data in accordance with accepted standards including ISO 27001 and PCI-DSS. The Organisation will comply with applicable GDPR regulations when they take effect in 2018, including as a data processor, while also working closely with our members to meet contractual obligations for our procedures, products and services.

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 interests 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: President, Chairman, Club General Secretary, Finance Officer, Youth League Co-Ordinator, Mini Soccer Co-Ordinator, Girls Football Co-Ordinator, Registrations Co-ordinator, Welfare Officer, Website & Comms Co-Ordinator, Kit & Equipment Manager, Development Co-Ordinator and DTYFC to DTFC Link officer all elected at an Annual General Meeting. In addition, all managers are expected to attend the Club's Management Meetings which will be advised of well in advance to the date, if you cannot attend a representative MUST attend on your behalf.
- (b) Each Club Officer shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Management shall be made by a simple majority of those attending the Club Management Meeting. The Chairman of the Club Management Meeting shall have a casting vote in the event of a tie. Meetings of the Club Management shall be chaired by the Chairman or in their absence the General Secretary. The quorum for the transaction of business of the Club Management Meeting shall be Eight.
- (c) Minutes of the Club Management Meetings shall be kept by the Club General Secretary and communicated with managers present.
- (d) Any member of the Club Committee may call a meeting of the Club Management by giving not less than 7 days' notice to the Chairman. The Club Management shall hold not less than four meetings a year.
- (e) An outgoing Officer of the Club may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (f) Save as provided for in the Rules and

Regulations of The Football Association and the

Dorset County Football Association, 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) shall be held in each year to:

- receive a report of the activities of the Club over the previous year
- receive a report of the Club's finances over the previous year
- elect the Officers of the Club
- consider any other business.

(b) Nominations for election of members as Club Officers 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 21 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 21 days before the Meeting.

(c) 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 purposes for which the Meeting is required, and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

(d) The Secretary shall advertise in the local press (supplemented as far as practicable by other means of communication, such as email, to Officers and managers) the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

(e) The quorum for a General Meeting shall be 10.

(f) The Chairman, 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 Chairman of the Meeting shall have a casting vote.

(g) The Club General Secretary, or in their absence a member of the Clubs Board, shall record Minutes of General Meetings.

10. CLUB TEAMS

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Management Meetings a verbal report on the activities of the team.

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 Chairman, the Club General Secretary and the Finance Officer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Finance Officer 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 Board shall have 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.

(d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

(e) Team managers are responsible for the Club's property (principally training equipment, balls and kit) which has been allocated to each team.

Additional property (principally the stock of the Club's shop) is the responsibility of the Finance Officer

12. DISSOLUTION

- (a) 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.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Board shall be responsible for the 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 parent Association who shall determine how the assets shall be utilised for the benefit 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 parent Association shall determine.

Club 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.

1. They should report the matter to the Club General Secretary or another member of the Committee.

Their 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.

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:

- 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

The Club Follow the Procedures and Advice Set Out in The FA Respect Guide

Footwear Policy for the Avenue Stadium

The Avenue stadium at Dorchester Town Football Club (DTFC) has undergone major renovation this year (2018) to install a new 3G artificial pitch, this will now become the home of Dorchester Town Youth Football club (DTYFC) to abide by guidelines the main club, DTFC, has installed this footwear policy for all to follow.

Any persons entering the playing zone of areas relating will, at no excuse adhere to this ruling, any persons failing to wear correct footwear will be denied access to the pitch.

It is the responsibility of managers to adequately ensure that their players are aware of the ruling as important to advise the opposition in plenty of time.