



**“LET THEM PLAY”**

**Cookstown Youth Football Club  
(CYFC)**

**Code of Conduct  
& Policies**





# Cookstown Youth Football Club

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### ***Please Note***

*CYFC Code of Conduct & Policies may be amended and added too throughout the season and notification of any changes will be sent to all CYFC Members*



# Cookstown Youth Football Club

## Section 1 Introduction

Cookstown Youth Football Club (CYFC) fully endorse the Irish FA Youth Football Strategy Summary Document 2015-2025.

We support the IFA's vision of  
***“To promote, foster and develop youth football for all in Northern Ireland, creating a fun, safe and inclusive culture which inspires a lifelong love of the game.  
Creating opportunities, inspiring change and helping young people fulfil their potential on and off the pitch.  
Serving the community through football and education. “***

CYFC fully endorse the policies and guidelines contained within the IFA's "Safeguarding Children in Football".

### **CYFC is Responsible for Ensuring:**

- That everyone within the club (club members), whatever their role, has read, agreed and signed up to their relevant Code of Conduct and understands the actions which could be taken if there is any breach of these Codes
- To collect and retain the signed agreement forms, where applicable
- To deal fairly and consistently with anyone who breaks 'their' Code.

CYFC will do all it reasonably and practically can to show its level of commitment to stamp out discreditable conduct and will deal with cases of reported misconduct and unacceptable behaviour from players, coaches, club officials or spectators that bring the club into disrepute.

The club will not tolerate any offensive behaviour or chanting. The action and sanctions by the club can range from education, mentoring, official warnings and advice, suspension, or even exclusion from the club and its grounds.

Where criminal offences have been committed the police will be asked to intervene and arrest and prosecute where appropriate.

CYFC's introduction of this Code of Conduct should result in the provision of football in an environment where everyone feels safe and included.

This Code of Conduct applies to all CYFC members and supporters.



# Cookstown Youth Football Club

## Section 2

### Code of Conduct for Children / Young Player

Cookstown Youth Football Club (CYFC) is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that staff/coaches/volunteers and parents/guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, everyone is encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with our Committee.

As a member of CYFC participating in training, matches or an event, you are expected to abide by the following code of practice:

#### **Children / Young players are expected to:**

- Be loyal and always promote the club in a positive manner
- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team mates, offer comfort when required
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Be responsible for their own kit
- Be wearing a CYFC kit (¼ zip, training t-shirt and bottoms) at training, to and from matches, at all times on tour and also at events if required
- Wear appropriate footwear/shin pads
- Bring their own water bottle/fluid
- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach/volunteers
- Take care of equipment owned by the club
- Refrain from the use of bad language or racial/sectarian references
- Refrain from bullying or persistent use of rough and dangerous play

- Refrain from engaging in inappropriate use of social media – this includes posting comments or images on social media sites that may cause harm to other users or bring CYFC into disrepute
- Not allowed to smoke, drink, or take drugs of any kind whilst on club premises, or during club sessions.
- Not participate in any CYFC football activity whilst under the influence of alcohol or drugs
- Show respect to other players, coaches / volunteers MUSA staff and parents / guardians
- Report inappropriate behaviour
- Play fairly
- Respect officials and accept decisions
- Be gracious in defeat
- Shake hands with the other team and the referee at the end of the match
- Respect opponents
- Not use violence
- Advise team manager/coach of any injury or medical condition sustained before or during CYFC activities
- Advise the team manager/coach if I am unavailable to play or participate in CYFC activities
- Not take a phone, iPad or any electronic device into a bedroom at any time during a tournament tour
- Advise the team manager/coach if I am playing or participating in a tournament for another team other than CYFC
- Pay training and transport fees as requested
- Pay the annual CYFC Registration fee
- Arrive on time
- Be collected on time

#### **Children/young people have the right to:**

- Be safe and happy in football
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy football in a safe environment
- Be referred to professional help if needed
- Be protected from inappropriate behaviour/abuse by other club/centre members or outside sources



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- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed when asking for help

### **Discipline**

Any breach of the Code of Conduct for Children/Young Players will be addressed by the immediate coach/volunteer and reported verbally and in writing to the designated Child Welfare Officer.

If a child/young player continues to breach the Code of Conduct after an initial verbal warning from the immediate coach/volunteer, the following disciplinary action should take place:

### **1st Official Warning**

This shall be communicated (verbally and in writing) to the player by a member of the Committee (or, in the case of a junior player the player's parent/guardian) and will result in a 2-week suspension. In cases of Gross Misconduct, a 1st

Official Warning may not be issued and the Club may go straight to a Final Warning and possibly immediate dismissal.

### **2nd Official (Final) Warning**

This shall be communicated (verbally and in writing) to the player by a member of the Committee (or, in the case of a junior player the player's parent/guardian) and will result in a 2-week suspension. In extreme cases expulsion will be considered.

If players or parents/guardians wish to appeal any of the Committee's decisions they must do so in writing, by email to [cyfcgrievance@gmail.com](mailto:cyfcgrievance@gmail.com) within 7 days of receiving official notification.

The decision of the Appeals Committee shall be final and binding on all parties concerned.



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## Section 3

### Code of Conduct for Adult Payer

Cookstown Youth Football Club (CYFC) have a responsibility to promote high standards of behaviour in the game and adhere to all the Guidelines laid down by governing bodies.

As a member of CYFC participating in training, matches or an event, you are expected to abide by the following code of practice:

#### **Adult players are expected to:**

- Be loyal and always promote the club in a positive manner
- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team mates, offer comfort when required
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Be responsible for their own kit
- Be wearing a CYFC kit at training, to and from matches, at all times on tour and also at events if required
- Wear appropriate footwear/shin pads
- Bring their own water bottle/fluid
- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach/volunteers
- Take care of equipment owned by the club
- Refrain from the use of bad language or racial/sectarian references
- Refrain from bullying or persistent use of rough and dangerous play
- Refrain from engaging in inappropriate use of social media – this includes posting comments or images on social media sites that may cause harm to other users or bring CYFC into disrepute
- Not allowed to take drugs of any kind whilst on club premises, or during club sessions.
- Not participate in any CYFC football activity whilst under the influence of alcohol or drugs

- Show respect to other players, coaches / volunteers MUSA staff and parents / guardians
- Report inappropriate behaviour
- Play fairly
- Respect officials and accept decisions
- Be gracious in defeat
- Shake hands with the other team and the referee at the end of the match
- Respect opponents
- Not use violence
- Advise team manager/coach of any injury or medical condition sustained before or during CYFC activities
- Advise the team manager/coach if I am unavailable to play or participate in CYFC activities
- Advise the team manager/coach if I am playing or participating in a tournament for another team other than CYFC
- Pay training and transport fees as requested
- Pay the annual CYFC Registration fee
- Arrive on time

#### **Adults have the right to:**

- Be safe and happy in football
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy football in a safe environment
- Be referred to professional help if needed
- Be protected from inappropriate behaviour/abuse by other club/centre members or outside sources
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed when asking for help

#### **Discipline**

Any breach of the Code of Conduct for Adult Players will be addressed by the team manager and reported verbally and in writing to the Committee.



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If an adult player continues to breach the Code of Conduct after an initial verbal warning from the team manager, the following disciplinary action should take place:

### **1st Official Warning**

This shall be communicated (verbally and in writing) to the adult player by a member of the Committee and will result in a 2-week suspension. In cases of Gross Misconduct, a 1st Official Warning may not be issued and the Club may go straight to a Final Warning and possibly immediate dismissal.

### **2nd Official (Final) Warning**

This shall be communicated (verbally and in writing) to the adult player by a member of the Committee (or, in the case of a junior player the player's parent/guardian) and will result in a 2-week suspension. In extreme cases expulsion will be considered.

### **In addition**

The respective League could impose a fine and / or suspension on the club. This fine will be payable by the adult player.

If adult players wish to appeal any of the Committee's decisions they must do so in writing, by email to [cyfcgrievance@gmail.com](mailto:cyfcgrievance@gmail.com) within 7 days of receiving official notification.

The decision of the Appeals Committee shall be final and binding on all parties concerned.



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## Section 4

### Code of Conduct for Parents / Guardians

As primary carers for their children, parents and guardians assume overall responsibility for the positive development of their child and therefore have a responsibility to conduct themselves in a manner which supports this process.

Cookstown Youth Football Club (CYFC) expect all parents and guardians to promote the positive aspects of football by demonstrating exemplary behaviour at all times – this includes encouraging their child's participation in the game, demonstrating respect for staff and officials and behaving responsibly on the side-lines.

Persistent breaches of the code may result in the parent or guardian being requested to not attend any future CYFC activities and may also result in their child being removed from the club.

#### **As a Parent / Guardian I will:**

- Encourage my child to play by the rules and teach them that they can only do their best
- Show appreciation and respect for coaches, volunteers and other players
- Be realistic and never exert undue pressure or expectations on my child
- Praise effort and participation rather than focusing on performance and results
- Accept decisions made by match officials
- Behave responsibly on the side-lines (this includes not screaming or shouting)
- Encourage children to show respect to their coach, team mates, opponents and match officials by demonstrating exemplary behaviour myself
- Promote my child's participation in playing football for fun
- Encourage their child to play by the rules and teach them that they can only do their best
- Refrain from engaging in inappropriate use of social media – this includes posting comments on social media sites that may cause harm to others or bring the club into disrepute

- Complete and return the registration / consent form pertaining to my child's participation
- Deliver and collect my child to and from coaching sessions and matches punctually if required – depending on the age of the young person, venue and arrangements with club coaches / volunteers
- Ensure my child is properly and adequately attired and equipped – particularly for seasonal weather conditions
- Ensure that proper footwear and protective equipment are worn at all times
- Detail any health concerns relating to my child on the consent form, in particular breathing or chest conditions. I will also inform the coach of any changes to my child's health.
- Inform the coach / co-ordinator if my child has been ill or hurt recently
- Inform the coach prior to departure from the field of play if my child is to be collected early from a coaching session
- Inform the coach if my child is playing or participating in a tournament for another team other than CYFC
- Ensure my child's hygiene and nutritional needs are met
- Never attempt to fulfil my own ambitions and aspirations through my child's involvement in football

#### **Parents / Guardians have the right to:**

- Know their child is safe and happy in football
- Be informed of problems or concerns relating to their child
- Be informed if their child is injured
- Speak to staff and voice any concerns about their child

#### **Discipline**

Any breach of the Code of Conduct for Parents / Guardians will be addressed by the team manager or observing CYFC member and reported verbally and in writing to the Disciplinary Committee.

If a Parent / Guardian to breach the Code of Conduct after an initial verbal warning from the





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team manager, the following disciplinary action should take place:

### **1st Official Warning**

This shall be communicated (verbally and in writing) to the Parent / Guardian by a member of the Committee and will result in a 2-week suspension from attending any CYFC activity including training. In cases of Gross Misconduct, a 1st Official Warning may not be issued and the Club may go straight to a Final Warning and possibly immediate dismissal.

### **2nd Official (Final) Warning**

This shall be communicated (verbally and in writing) to the Parent / Guardian by a member of the Committee and will result in a 2-week suspension from attending any CYFC activity including training. In extreme cases expulsion will be considered.

Persistent breaches of the code may result in the Parent / Guardian being requested to stay away from all CYFC activities including training and may also result in their child being removed from the club.

### **In addition**

The respective League will be informed of the details and could impose a fine and / or suspension on the club. This fine will be payable by the Parent / Guardian.

If the Parent / Guardian wish to appeal any of the Committee's decisions they must do so in writing, by email to [cycfgrievance@gmail.com](mailto:cycfgrievance@gmail.com) within 7 days of receiving official notification.

The decision of the Appeals Committee shall be final and binding on all parties concerned.

### **Parents / Guardians and Coaching:**

It has come to our attention that some Parents / Guardians engage with coaches on coaching matters. This is a distraction for busy coaches who must focus on coaching and should not spend time justifying decisions to Parents / Guardians.

Our coaches give freely of their time, knowledge and skills to give your child the very best training they can give. CYFC coaches are passionate about passing on their knowledge to your children and improving themselves as coaches.

We, as a Club, work constantly behind the scenes to support them and provide as much training and support as we can afford. We know, from talking to you, that you recognise the quality of coaching that your child receives at CYFC.

Your role at this Club is one of Child Welfare. We ask you to ensure that your child turns up to training and matches on time, prepared and ready to enjoy their football. That's where your role ends.

Once you hand them into the care of their coach, let the coach do his / her job. You are welcome to watch and offer support. You are not qualified to offer any opinion on coaching matters.

We recognise that Parents / Guardians are passionate about football but this Club is not here to service your passion. We are here to serve your child and, to this end, we will **enforce a zero-tolerance policy on parents discussing coaching matters with Coaches.**

A Parent / Guardian discussing verbally, via letter, text, email, social media or in any way a topic that impacts on coaching – including, but not restricted to, whether a child plays, in which team a child plays, what position a child plays, who a child plays with, how a child plays, instructions a coach gives – is Gross Misconduct in breach of our Parents / Guardians code of conduct. We will issue the Parent / Guardian with a written warning. If the



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offence is repeated, **the Parent / Guardian and child will be asked to leave the Club.**

This is easily summed up in the mantra  
***“Coaches coach. Players play. Supporters support”***

If you are as well educated in coaching as our coaches (or wish to become so), please come and speak to us about possibly being a CYFC Coach. If not, then you have chosen the role of Parent / Guardian and we welcome your input in that role.

You are a valued member of our team. However, **you are not a coach** and, therefore, **you are not permitted to coach our members or offer advice on how a player should be coached.** Coaching a child without acquiring the necessary skills is detrimental to that child’s development as a player.

Any parent on a CYFC touchline issuing coaching instructions to any player – including but not restricted to “Look up!”, “Track back!”, “Support him”, “Use Johnny/Jimmy/Wee Georgie on the wing!” – is guilty of Gross Misconduct.

If a Parent / Guardian is coaching any player or trying to influence the way in which the team plays, the Parent / Guardian will receive a written warning.

A further breach will result in Parent / Guardian and player being asked to leave the Club.

You may not agree with this policy and we recognise that you have the option to take your child to another Club that is happy for you to coach in this manner or to express your opinion to coaches telling them how you think the team should be run or how your child should be treated. This Club will not tolerate it.

Of course, our door is always open to listen to parents and guardians. If you have a problem regarding a coaching matter that you feel cannot be resolved with the Coach directly, please raise the issue in writing, by email to [cyfcgrievance@gmail.com](mailto:cyfcgrievance@gmail.com) and you will be listened to.

Every attempt must have been made by the Parent to resolve the matter informally with the Coach concerned before putting it in writing to the detailed email address. Please note the Grievance Committee only meet quarterly. An ad hoc meeting will only be arranged in the case of extreme Gross Misconduct.

The decision of the Grievance Committee shall be final and binding on all parties concerned.

We will educate our players throughout the season to make them aware that their place at this Club is influenced by the behaviour of their parents and guardians. They will come to know that your misbehaviour can cost them their place at this Club.

Do not put your child in the position that they have to control you. Let them enjoy their football.

Give us your support. We do what we do only for the good of your child. We know you do too.



# Cookstown Youth Football Club

## Section 5

### Code of Conduct for Spectators

While spectators are allowed to show support for their team and bring atmosphere to a football match, they sometimes can display abusive and intimidating behaviour.

This type of behaviour is unacceptable by CYFC and needs to be eradicated from the game so that football can be an enjoyable experience for everyone involved.

Spectators have a role to play in promoting high standards of behaviour in the game so that everyone benefits from the positive aspects of football.

#### **As a Spectator at CYFC activities, I will:**

- Never enter the field of play unless permitted to do so by the referee
- Refrain from the use of offensive, insulting or abusive language or behaviour
- Not condone violent behaviour from coaches, players, match officials, opponents or spectators
- Respect decisions made by match officials
- Praise effort and achievements and never criticise mistakes
- Let the coaches do the coaching
- Encourage young players to respect their opponents and the match officials
- Promote the importance of respect and fair play

#### **Discipline**

Any breach of the Code of Conduct for Parents, Guardians and Spectators will be addressed by the team manager or observing CYFC member and reported verbally and in writing to the Disciplinary Committee.

If a Parents, Guardians or Spectators continues to breach the Code of Conduct after an initial verbal warning from the team manager, the following disciplinary action should take place:

#### **1st Official Warning**

This shall be communicated (verbally and in writing) to the Spectator by a member of the Committee and will result in a 2-week suspension from attending any CYFC activity including training. In cases of Gross Misconduct, a 1st Official Warning may not be issued and the Club may go straight to a Final Warning and possibly immediate dismissal.

#### **2nd Official (Final) Warning**

This shall be communicated (verbally and in writing) to the Spectator by a member of the Committee and will result in a 2-week suspension from attending any CYFC activity including training. In extreme cases expulsion will be considered.

Persistent breaches of the code may result in the Spectator being requested to stay away from all CYFC activities including training and may also result in their child being removed from the club.

#### **In addition**

The respective League will be informed of the details and could impose a fine and / or suspension on the club. This fine will be payable by the Spectator.

If the Spectators wish to appeal any of the Committee's decisions they must do so in writing, by email to [cyfcgrievance@gmail.com](mailto:cyfcgrievance@gmail.com) within 7 days of receiving official notification.

The decision of the Appeals Committee shall be final and binding on all parties concerned.



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### Section 6

#### Code of Conduct for Coach / Volunteer

All coaches and volunteers are encouraged to demonstrate exemplary behaviour in order to protect children in their care and themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within our club.

#### **As a Manager / Coach / Volunteer within this Club I, the undersigned, agree to comply with the following:**

- I will respect the rights, dignity and worth of every person and treat everyone equally within the Club
- I will develop an appropriate working relationship with children based on mutual trust and respect. I will not exert undue influence to obtain personal benefit or reward.
- I will complete an Access NI Enhanced Disclosure via the IFA and renew triennial and provide a copy of the certificate to the dedicated Child Welfare Office
- I will complete a Safeguarding Children & Young People in Football course with the IFA and renew triennial
- I will hold an up to date nationally recognised IFA coaching qualification and this being a minimum of a Level 1 standard
- I will wear a CYFC kit at training, to and from matches, at all times on tour and also at events if required
- Any CYFC kit or equipment provided and paid for by CYFC will remain the property of the club and must be returned if you make the decision to leave or you will be required to repay the full cost
- Any fines imposed from the respective Leagues for a coach who is in breach in the Leagues Rules / Code of Conduct, this fine will be payable by the coach.
- I will always promote the positive aspects of football (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- I will be an excellent role model – this includes not using foul language or taking drugs in the company of young people
- I will always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment, e.g. no secrets)
- I will always put the welfare of each child/young person first, before winning or achieving goals
- I will maintain a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child)
- I will make football enjoyable and promote fair play
- I will ensure that if any form of manual/physical support is required, it is provided openly and according to agreed guidelines. If physical support is needed, I will talk aloud to the child/young person explaining what I am doing and why as it is difficult to maintain hand positions when a child is constantly moving.
- I agree that children/young people should always be consulted before they are touched and their agreement gained. Parental/carer views about manual support will always be carefully considered
- I will involve parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/coaches/volunteers work in pairs
- I will give enthusiastic and constructive feedback, encouraging achievements rather than negative criticism
- I will recognise the developmental needs and capacity of children/young people, including those with a disability – avoiding excessive training or competition and not pushing them against their will
- I will keep a written record of any injury that occurs, along with the details of any treatment given
- I will challenge bullying in any form i.e. physical or emotional. Bullying is not an accepted behaviour towards anyone at football – be they child, coach, volunteer or parent. Anyone found



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to be bullying others will be dealt with seriously both with regard to the behaviour exhibited and the reasons for the behaviour

### Practices I will avoid:

- Avoid spending any time alone with children / young people away from others

### Practices never to be sanctioned by coaches/volunteers:

The following will never be sanctioned. I will never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room/tent/changing room/bath or shower with a child/young person
- Allow or engage in any form of inappropriate touching
- Allow children/young people to use foul, sexualised or discriminatory language unchallenged
- Make sexually suggestive comments to a child/young person, even in fun
- Reduce a child/young person to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Undertake personal care for children/young people.
- Invite or allow children to stay with you at my home, unless as part of a pre-arranged tournament hosting agreement or as a friend of my own child. But always with parents' permission.

I understand any misdemeanours or breach of this code will be dealt with immediately and reported verbally to the Committee. Persistent breach of the code will result in **immediate** dismissal from the club. Dismissals **CANNOT** be appealed by the coach / volunteer with final decisions taken by the club Board.

I will agree to enter into a contract of coaching for CYFC and will adhere to all the Guidelines laid down by governing bodies and CYFC Code of Conduct.



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## Section 7 Training Policy

CYFC are committed to providing all our coaches and volunteers with the best learning and training experience.

We are dedicated to attracting new coaches into the club by providing experience and training courses and helping volunteers towards formal qualifications. We provide resources and promote the opportunities available to volunteer at grassroots clubs or point you in the right direction if you're looking upwards at the coaching pathway as a potential career.

We also strive to develop existing coaches with links to further education, guidance on the IFA Coaching Licenses and there are Coach Mentors available to guide you through your journey.

**As a Manager / Coach / Volunteer at CYFC participating in any training provided, I will agree to comply with the following:**

- All requests for training will require an application and approval by the Committee and this may also include an interview with the Manager / Coach / Volunteer concerned.
  - A Level 2 (UEFA B) Coaching qualification will require approval by the club Board and the Coach **must remain with the club for 24 months** from receipt of their Coaching Qualification or you will be required to **repay ALL training costs**.
  - If CYFC pays in full for any training course and the Any members that receive training paid for by CYFC must remain with the club for 24 months or they will be required to repay the costs. This includes ANY Training not only Coaching Qualifications.
- **I will** obtain and maintain an IFA Level 1 Coaching qualification.
  - Payment for this Level 1 Coaching qualification will be provided by CYFC and the Coach **must remain with the club for 24 months** from receipt of their Coaching Qualification or you will be required to **repay ALL training costs**.
  - Cancellation - if no notice or 5 days or less notice is given before the start date of a training course you will be required to repay the cost.
  - If a coaching qualification that has been paid for by CYFC has not been completed the Coach you will be required to repay ALL training costs.
  - On completion of ALL training courses / coaching licences you must provide a copy of you certificate and licence number to your Manager or the club PRO.



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## Section 8 Health & Safety Policy

All clubs have a duty to ensure that there is a safe environment for the players to train and play.

### Outdoors

Before training the coach should just walk over the area where the players will be training to check for broken glass, dogs' dirt, potholes, hollows etc. By walking the area, he can quickly assess if it is safe for players to train. He will identify any areas where players should not go.

If training or playing near water then an adult should be sent at all times to retrieve the ball from the water. Where the ball, is inaccessible then leave it. Whilst the cost of the ball may be expensive it certainly isn't worth putting a life in danger over it. You may have no way of telling how deep it is or how strong the currents are.

### Indoors

Again, the coach should make himself/herself familiar with the surroundings. He should identify where players should not stand or sit e.g. behind doors or on the window ledges.

Remember in the eyes of the law the coach is responsible for the safety of the players.

It is advisable for the coach to jot down the hazards he has identified and the measures he has taken to reduce the risk. Any identified hazards must be reported to the owner of the facility.

This is effectively a risk assessment and as such can be dated and signed by the coach. This will be useful should an incident occur. Whilst you will be covered by liability insurance you must demonstrate that every precaution was taken to prevent an accident from happening.

At all club activities, there must be:

- Two adults present at all times
- One of these adults must be a qualified first aider

- There must be a first aid kit available
- A mobile phone should be on hand in case such an emergency should arise

### Accident Reporting

As soon as possible after the incident, and after the injured person has been attended to, an Accident/Incident Report should be completed. (found in the CYFC Handbook) This may have to be carried out by a committee member who was not present if the coach or officials in attendance are the subject of the incident or are too distressed. It is however best if completed by the club official present at the time of the incident.

The most important reason for making such a report is that it helps any subsequent investigation and can help prevent a similar occurrence from happening.

Copies of the accident report should be sent to the NIBFA Administration Officer so that they can collate all accidents and if necessary circulate warnings to clubs.

### Mobile Goal Posts

All clubs should make the people responsible for erecting mobile goals familiar with the Mobile Goals Safety Code. Goal posts should be checked on a regular basis and a record kept of the check and its results.

### Goal posts should only be erected by responsible adults.

### Goal Nets

Goal nets must be of the recommended gauge and mesh size. Thin filament netting can cause serious cuts and wide mesh can lead to tripping and young children can get their heads through with consequent dangers.

Adults should put goal nets in place. Use steps to hook onto a crossbar. Velcro strips are ideal for securing them to the posts and bars. The use of sticky tape should be avoided as it can remove the paint from the goalpost.



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## Section 9 Child Protection Policy

1. Cookstown Youth Football Club (CYFC) 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 Irish Football Association's (IFA) child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document
2. The key principles of the IFA Child Protection 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 orientation
  - 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 or 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
  - CYFC recognises that this is the responsibility of every adult involved in our club
3. CYFC 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 accepted that everyone in football whether in paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff
4. We endorse and adopt the IFA's child protection and best practice guidelines for recruiting volunteers and will:
  - Develop a role profile
  - Request identification documents
  - As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.
  - Require an IFA Access NI Enhanced Disclosure where appropriate in line with guidelines
5. All current CYFC members with direct access to children and young people will be required to complete an Access NI Enhanced Disclosure via the IFA and complete a Safeguarding Children & Young People in Football course with the IFA. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of CYFC guidance will be sought from the IFA.

It is noted and accepted that the IFA will consider the relevance and significance of the information obtained via the Access NI form and that all decisions will be made in the best interests of the children and young people. It is accepted that the IFA 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
6. CYFC have three appointed Club Welfare Officers (CWO) in line with the IFA's role profile and were required to complete the Child Protection and Best Practice Workshop. The post holders will be involved with designated





## Cookstown Youth Football Club

person's training provided by the IFA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the IFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

7. Codes of Conduct for players, parents or spectators, officials and coaches have been implemented by CYFC. In order to validate these Codes of Conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the IFA in more serious circumstances. All prospective members will be informed of these codes.

Further advice on child protection matters can be obtained from:

- The Irish Football Association's Child Protection Officer
- The Irish Football Association/NSPCC Child Protection
- 24-Hour Helpline 0808 800 5000

CYFC three appointed Club Welfare Officers are:

- Andy Kelly
- Leanne Gibson
- Tommy Patterson

To contact any one of the above Welfare Officers above please email [cyfc1991@gmail.com](mailto:cyfc1991@gmail.com) with your contact details and one of them will return your call.

If an urgent matter please speak to a CYFC Coach or Committee Member and they will request an urgent call back or provide you with a contact number.



## Cookstown Youth Football Club

### Section 10 Safeguarding Policy

Cookstown Youth is committed to good practice, which protects children and adults from harm. Staff and volunteers accept and recognise their responsibilities to provide an environment that promotes the safety of the child at all times.

#### **To achieve this, we will:**

1. Develop an awareness of the issues which may lead to children and adults being harmed through internal training of our own policies.
2. Create an open environment by identifying volunteers to whom the children/adults can turn to if they need to talk.
3. Adopt child centred and democratic coaching styles when working with young males and females.
4. Adopt Safeguarding guidelines through Codes of Conduct for members and all volunteers at the club.
5. Ensure careful recruitment, selection and management procedures. These procedures will include regular support and supervision is provided to staff/volunteers.
6. Ensure complaints, grievance and disciplinary procedures are include in our constitution.
7. Share information about concerns with children and parents and others who need to know.
8. Provide information as required to the management committee.
9. Ensure good and safe working/playing practices.
10. Be involved in training made available through the various agencies and strengthen links with these agencies.
11. Keep Safeguarding policies under regular review (every 3 years at a minimum).
12. Have procedure relating specifically to bully, away trips, transport and use of photography.
13. Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.
14. Ensure all volunteers/coaches are Access NI qualified and have necessary qualifications.
15. Ensure there is a first aid qualifies coach/volunteer on site when any activities are taking place.
16. The names of the Children's Officers will be displayed on the notice boards and are included in this document and can be requested from the committee / head volunteer.



## Cookstown Youth Football Club

### Section 11 Equality Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that our club is equally accessible to all.

Cookstown Youth Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

Cookstown Youth Football Club in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. The club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.

Cookstown Youth Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination.

This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Cookstown Youth Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Cookstown Youth Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010.

Cookstown Youth Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

Our commitment is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Management and Committee who are responsible for the implementation of this policy.



# Cookstown Youth Football Club

## Section 12

### Privacy & Data Protection Policy

#### **General Statement of Intent**

Cookstown Youth Football Club takes the privacy of its members very seriously. This policy relates to all personal data requested, stored and used by Cookstown Youth Football Club in the pursuance of its activities. Cookstown Youth Football Club takes reasonable care of all personal information and ensures it is kept secure and prevents any unauthorised access or unlawful use of it. All information is processed in accordance with the applicable UK data protection legislation and The General Data Protection Regulation (GDPR).  
Collection of personal information

Cookstown Youth Football Club will request members to provide information at point of registration through the players registration form, club forum and at other times dependant on special events and activities and therefore the information requested will vary depending on the reason for the collection. The information provided includes, but is not limited to, name, age, home address, telephone numbers, email address and any medical information. In some instances, the provision of certain information will be mandatory.

#### **Storage of Personal Information**

Cookstown Youth Football Club stores information in respect of the club membership electronically and in paper format. All electronic data is held in a secure manner. Access to this data is strictly controlled by the member of Committee assigned to that specific task that holds such data. If there are any paper copies of any club members data this is held by the Secretary of the club, PRO or Chairman. Individual team data in electronic or paper format is held by each Manager and Coaching staff (as required) of the team.

#### **Use of the Personal Information**

Cookstown Youth Football Club will use personal information for the purposes of running the club and the teams within it. It is also used for the purpose of verifying member's identity, responding

to enquiries, sending information to members and registering that player with the league of the team they are playing for. Cookstown Youth Football Club holds appearance information for the purposes of club records. The Cookstown Youth Football Club management system and club form will hold members data in teams to support communication of team activities, the team set up, team communications and team progress. Our website may contain links to other sites. Please be aware that Cookstown Youth Football Club is not responsible for the privacy practices of these sites and users are to be aware when they leave the website of Cookstown Youth Football Club that they need to read the privacy statements applicable on the other sites they are linked to.

#### **Updating of Personal Information and Circumstances**

In the event that there is a change to a member's personal information or circumstance for example their contact details or leaving the club, the team manager must be informed. It is their responsibility to ensure the Club Secretary and committee member responsible for updating the information is informed ASAP to ensure all Club records are maintained as accurately as possible.

#### **Access to Members Personal Information**

Members and their parents have the right to access the information that Cookstown Youth Football Club holds about them. In order to do this a written application is to be made to the Club Secretary via email to [cyfc1991@gmail.com](mailto:cyfc1991@gmail.com). Such information will be provided within 30 days.

#### **Disposal of Personal Information**

Data will be disposed of securely and permanently as required.

#### **Data Retention**

Data obtained via the registration process is only kept for the period of the current season and a further 2 seasons. Any member leaving Cookstown Youth Football club must inform their Manager and the Club Secretary by emailing [cyfc1991@gmail.com](mailto:cyfc1991@gmail.com) so we can securely delete the data.



# Cookstown Youth Football Club

Section 13  
Constitution

Attached overleaf.



# Cookstown Youth Football Club

## Constitution

The organisation shall be called Cookstown Youth Football Club [CYFC]

### 1) Mission Statement

- i. **The objectives of CYFC.** [est. 1991] is to promote and provide the sport of football in the community of Cookstown and its surrounding area, as well as providing the opportunity to play organised association football.
- ii. **CYFC** is a wholly independent football club, affiliated to the Irish Football Association [I.F.A], the Northern Ireland Boys Football Association [N.I.B.F.A.], the Mid Ulster Football Association (M.U.F.A) and to its respective football league(s).
- iii. **CYFC** is a sporting organisation, which is non-political, non-racial and non-sectarian.

### 2) Organisation

- i. The **Club** shall elect its officers to include Chairman, Vice Chairman, Secretary, Treasurer, Public Relations Officer, First Aid Officer, Child Welfare Officer and General Committee at its AGM.
- ii. The Chairman shall have the casting vote in any debate, discussion or dispute.
- iii. The Club shall have a Board, consisting of 5 members of Cookstown Youth F.C (must include Chairman of the Club). Each member must have a minimum 10 years membership with the Club. Board

Members will only be required to change if a member leaves the Board. The Board's function will be as an advisory capacity to the Management Committee. The Chairman can request any other Club member to attend a Board Meeting, as necessary. The Board shall meet on an ad-hoc basis, as and when required.

- iv. It shall be mandatory that all members of Cookstown Youth F.C management committee shall be fully paid up members of the club.
- v. Each team shall have a member of staff who holds a recognised coaching qualification, or who will commit to gaining such recognised qualification.
- vi. All team officials and members of the management committee shall undergo the Child Protection course and commit to the club's **Child Protection Policy**.
- vii. The **Club** shall vet any adult wishing to join the club in an official capacity, and ensure as far as is reasonably possible that such individuals are of good character and can commit to the ideals of the club.
- viii. The **Club** shall meet monthly during the football season at an agreed venue. Monthly meetings shall require a quorum of 6 people (to include either Chair or Vice Chair of the Club).
- ix. The **Club** shall collectively agree on which leagues, age groups and tournaments that its teams shall compete in.



## Cookstown Youth Football Club

- x. Team managers shall submit to the treasurer at the monthly meeting any claim for expense on the appropriate expense form. The treasurer will agree and pay the expense in full or seek approval from the **Club**.
- xi. Team managers shall remit to the treasurer at the monthly meeting any income collected on behalf of the club, which shall be documented on an income form.
- xii. The treasure shall give the club a financial summary of the club's finances at the monthly meeting, and a year end report at the **Club's** AGM
- xiii. Any change to the constitution can only be actioned with the agreement of 75% of the management committee.
- i. **Adult supervision:** - there shall be at least one adult for every 6 players. Prior to departure the team manager shall submit a full player roster to the **Club**.
- ii. **Finance:** - each tour must be self-financing.
- iii. **Non-players:** - the team manager must seek permission from the **Committee / Board** if non-playing players wish to travel with the team.
- iv. **Cost:** - Players and officials shall each pay the agreed cost of the trip. The associated costs with each tour must be fully paid in advance of tournament. To defray the individual's cost of the trip, a fund raising event and / or issue sponsorship cards may be organised by the team/s, but must be approved in advance by Club Committee.

### 3) Youth Tournaments

The **Club** shall actively encourage participation in youth tournaments at home and abroad. Team managers must first seek permission from the **Club** when wishing to enter a Youth Tournament first: Once permission is given a business case and financial costings must be submitted to committee/ board by giving prior notice:

- United Kingdom tournaments, not less than 6 months.
- International Tournaments, not less than 10 months.

Permission shall be given subject to the following criteria being adhered to:

- v. **Code of Conduct:** - the team manager shall issue to each player/parent a copy of the clubs code of conduct prior to departure.
- vi. **Insurance:** - **appropriate insurance** must be in place for all tournaments, UK and International.

### 4) Membership

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.



## Cookstown Youth Football Club

Membership of the club shall consist of playing members, management committee members, honorary members. Voting is restricted to members of the executive Management Committee/Board Members.

### **i. Procedure for Player Membership**

- a. Player registration forms must be completed in full and signed by player and parent/guardian (Excluding all players over 18 years of age).
- b. Player Registrations will expire on 31<sup>st</sup> July and are renewable each season.
- c. All registered players must agree to adhere the Club's Code of Conduct and Rules

### **ii. Procedure for Non-Playing Members**

- a. All management committee members will receive a copy of the relevant Code of conduct, a copy of the Club's Child protection policy, and a copy of the Constitution will be available on request.
- b. All management committee members will be required to sign and return an acknowledgement that they have read and agree to abide by the Code of Conduct, the Constitution and the Child Protection Policy.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club Management Committee / Board Members, and decided by a majority vote.

### **5) General Conditions**

The club shall appoint each year two members who will have a remit for child welfare. This will include attending relevant training courses, liaising with relevant agencies when necessary and bringing to the attention of the General Committee/Board Members any incidents or information deemed appropriate.

Cookstown Youth is hereby permitted to borrow funds from its bankers.

In the event of the Organisation's dissolution any monies or other assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. A registered charitable organisation
2. Another Club which is registered CASC
3. The sports national governing body for use by them for related community sports

The Income and property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly, to the Members of the Club.





## Cookstown Youth Football Club

### 6) Complaints and Investigation Procedures

Any person who believes the conduct of another person is contrary to the constitution of the Club, or Governing Body, or whose conduct is likely to bring the Club into disrepute, may inform any member of the Management Committee/Board Members in writing, by email to [cyfcgrievance@gmail.com](mailto:cyfcgrievance@gmail.com).

Every attempt must have been made by the parties concerned to resolve the matter informally before putting it in writing.

Please note the Grievance Committee shall be made up of the Club Board and meet quarterly. An ad hoc meeting will only be arranged in the case of extreme Gross Misconduct.

When a written grievance has been received at no point should the parties involved contact anyone on the Club Board

directly to discuss the matter. This will be deemed as gross misconduct.

The decision of the Grievance Committee shall be final and binding on all parties concerned.

Notification of the complaint will be kept on file.

**Authorised by**

A handwritten signature in black ink, appearing to read 'Gerry Quinn'. The signature is stylized with a large 'G' and 'Q'.

**Gerry Quinn**

Chairman Cookstown Youth Football Club

**Date: 27.08.2019**

Ref No: CYFC01	Issue No: 3	Issue Date: 27.08.2019
Department: Club	Document Owner: DF	Review Date: 01.08.2020



**Cookstown Youth Football Club  
(CYFC)**

**Code of Conduct  
& Policies**

**#believe #cyfc**

