



YOUNGS FC CODE OF CONDUCT

Appearance

If we have supplied you with a uniform then you must wear this at all times when required to do so; it is your responsibility to ensure that this is clean and presentable.

Visitors

You should not bring any unauthorised person to YFC coaching sessions without prior agreement from your **LINE MANAGER**, unless you are authorised to do so as part of your job. In these circumstances you are responsible for ensuring that your visitors are appropriately monitored during their stay, and that they do not interfere with coaching sessions or your ability to perform your duties

Personal Property

Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes or bicycles etc. brought to YFC coaching sessions or matches are done so entirely at your own risk. YFC does not accept liability for loss or damage to any personal property whatsoever.

Correspondence

All correspondence produced in relation to your role at YFC should firstly be on YFC headed paper and be approved by the Directors.

Smoking and Other Substances at Work

Smoking is not permitted while you are at work. Bringing alcohol or any unlawful drugs to the workplace is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to your summary dismissal.

Confidentiality

You may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. You have a duty of confidentiality to YFC and you must not discuss any sensitive or confidential matter whatsoever with any outside organisation including the media. Any such breach of confidentiality would be deemed as gross misconduct and could lead to your dismissal.

Computer, email and Internet use

If you have a Company email address, this is provided for responsible use of Company business and should not be used in any other way whatsoever. You must not make reference to the Company or its services or represent yourself on behalf of the Company on social media without formal permission from the Company to do so.

Receipt of Gifts

Your working relationships may bring you into contact with outside organisations where it is normal business practice or social convention to offer gifts. You or any family member should not accept from a supplier, customer or other person doing business with YFC, payments of money under any circumstances, or special considerations, such as discounts or gifts of materials, equipment, services, facilities or anything else of value unless approval is sought from the responsible **YFC Committee**:

YOUNGS FOOTBALL CLUB CODE OF CONDUCT

- **Parent Committee** - The Committee consists of a chair person a secretary the treasure and up to 5 parent members, elected at an Annual General Meeting. The Committee has the power to suspend or expel any member deemed guilty of conduct damaging to the good name of the club. The committee has the power to fill vacancies at the AGM. The committee has the power to declare a seat vacant should a member absents himself from consecutive meetings, this should be entered in the minute book of the club to be maintained by the club secretary
- **Annual membership Fees** – This is payable by each player member all fees are subject and payable after a successful application fees are not repayable, and the club committee has the authority to levy further subscription from the members where necessary to full fill the objects of the club.
- **Club Finances** – The Committee must keep accounts which are to be audited yearly. All proceeds from fund raising or sponsorships will go to the club so to initiate fun days out and equipment for the children/YFC.
- **Volunteers** – The Committee is to help recruit new members for the committee and players for the football teams seeking out possible sponsors for their teams or the club- generally help and assist where they can as the club relies on the parents so to grow.
- **Football Teams** - The club committee members are to appoint team managers who will then appoint parent members from the teams to assist/manage their teams. These managers must be at least level 1 qualified, with CRB assistants must have CRB and able to attend training sessions and attend all home games helping to set up goals etc. the games are on a Sunday. The manager/assistant are to assist in appointing members to collect and submit result sheets on line so not to incur fines with the league. Parents are to ensure that their child arrive on time for each match, and training as this is very important, so to avoid paying fines please note that if the team is short of players and the game does not play the club is fined
- **Registration** - The teams are registered to compete in the harrow soccer combination league and the Capital Girls league. All children are to be registered by the league and can only play when registration has been approved. Any child selected to be part of the team will be required to wear YFC official kit provided by the club and attend training sessions in addition to the

Saturday/Friday/Tuesday training sessions. Photo ID's are required accompanied by a birth certificate or Passport.

- **Parents** - Will not interfere with training/games sessions and must refrain from delivering instructions to any child the coaches must be allowed to run the training sessions or manage without interruptions and/or distractions. Abusive and offence language of any shape or form will not be tolerated on match days and can result in the parent being asked to leave the grounds only to return to collect their child. Ensure that their child comes to training and games with the appropriate training and game equipment. Compulsory items included: shin pads, Astroturf boots (no studs or blades), Drink (water or low-sugar energy drink). Failure to have the correct training gear can result in the child being asked to leave as safety of the all the children is paramount. Parents will need to be at the venue at least 30 minutes before a game and advised not to leave their child for emergency reasons. Parents are not come over to the coach's side of the pitch unless invited to.
- **Coaches** will ensure that each child is treated equally and with respect regardless of race, sex, disability etc. Coaches are NOT allowed to be on their mobile phones at any point throughout the training sessions. Coaches will ensure that they always have appropriate clothing, i.e. uniform, whistles, footwear etc. All coaches to be on time ready for when children arrive at the venue. Coaches to enforce a zero-tolerance policy towards verbal abuse, physical abuse and bullying amongst the children.
- **Players** are to ensure correct clothing is always worn throughout the training session (Astroturf boots, shin pads, appropriate outdoor clothing). NO verbal and/or physical abuse towards another player. Always Respect all other players and coaches. Never speak when a coach is speaking, or this can result in disciplinary action.