

CASSIOBURY RANGERS FOOTBALL CLUB
"More than just a club that plays football"

CASSIOBURY RANGERS FOOTBALL CLUB

**POLICIES
AND
GUIDELINES**

These have been drawn up with your safety and well-being in mind. Please read carefully and follow these guidelines at all times.

Equal Opportunities Policy

The talents, skills and resources of members will be utilised to the full, and no member will receive less favourable treatment on the grounds of sex, disability, social class, colour, race, sexual orientation, religion/beliefs ethnic origin

The club will not tolerate any discrimination, which can include, but is not limited to: direct discrimination, indirect discrimination, bullying, and/or victimisation.

Actions, which conflict or are against the Club's Equal Opportunities Policy, are considered to be serious disciplinary matters. Any member, parent/guardian who believes that inequitable/discriminative treatment has been applied, should raise the matter through the appropriate internal grievance procedure in writing. Ultimately membership may be terminated in line with the process described under Termination of Membership.

Anti-bullying Policy

The club will not tolerate any form of bullying. Forms of bullying might include, but are not limited to unwarranted conduct that violates a person's dignity and creates a hostile or degrading environment. Any complaint of bullying will be investigated fairly and impartially, and as far as possible in the strictest confidence. If a complaint is upheld the appropriate disciplinary action will be taken. Ultimately membership may be terminated in line with the process described under Termination of Membership. The same principles apply to any form of racial discrimination or bullying, and applies to all members, managers, assistants/helpers, parents/guardians of the Club regardless of status.

Discrimination is unlawful and no-one has to accept it.

Grievance Procedure

If during the course of the season a member or parent/guardian has any question or grievance relating to the football/club they must:

- In the first instance refer the matter to the relevant team manager for informal discussion and resolution
- If the issue remains unresolved, or the member, parent/guardian feels that they have not been fairly treated, they should then contact the Club Secretary in writing within one calendar month.
- The Club Secretary will endeavour to facilitate a resolution to the issue, by holding a formal meeting
- A panel comprising of Club Secretary, either the Chair Person or Football Development Officer- whichever is available-, and a nominated independent person from the pool of team managers, will hear the issue and make a final determination of the matter.

Termination of Membership

In exceptional circumstances the Club may exclude a member or parent/guardian. In this event, and after a formal meeting has taken place (see under Grievance Procedure), a letter will be sent by the Club to the parent/guardian or member, if over 18, informing them of this action

Examples of where an exclusion may occur, are as follows

- Theft of Club or another members property
- Any serious breach or continued (after warnings) breach of the Club Charters
- Malicious damage to Club property
- Wilful refusal to carry out reasonable instructions
- Major breaches of safety regulations or disciplinary code
- Discrimination of any form
- Violent and/or abusive conduct

Child Protection

All Executive, Committee members, managers, assistants and those involved with training are required to submit to a CRB check. Once checked will then be required to wear the Club ID badge at all training sessions and matches. Anyone with any child protection concerns should speak to the Club's Child Protection Officer. This will be done in the strictest of confidence.

Reviewed and updated February 2006

Data Protection Policy

Members personal details will not be disclosed to any-one outside of the Club. Only two elected Officers of the Club will have full access to the Club's database, these being the Club Secretary and the Membership Secretary. Team managers will only hold details of their own members.

Health and Safety Policy

Our health and safety policy is "To provide, ensure and maintain a safe and healthy environment" for all our members, and to provide such information and supervision as they need for this purpose. Our objective is to keep safety a priority at all times.

Members, parents/Guardians 1. Take reasonable care for the health and safety of themselves, and other persons who may be affected by their acts wherever that may be. 2. Must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare for the pursuance of any of the relevant statutory provisions.

First Aid All team managers and assistants must undertake an Emergency First Aid course, which is paid for by the Club

Insurance

Whilst the Club holds third party liability insurance, individual members and managers/assistants are not insured against personal injury

Streaming

Whilst the Club encourages members of all abilities, there is sometimes the necessity to "stream" members in the Under 9 or above age-groups. This is done to ensure that members of similar ability are playing and developing together, and are not being left behind

Leagues

At present there are two leagues within which the Club plays at junior level, The West Herts League (WHL), and The Watford Friendly League (WFL). At present the Club's preferred policy is for the U7s to U11s to play in either the WHL or WFL at 7-a-side, transferring to the WFL at U12's for 11-a-side. However, this is reviewed at regular intervals by the FDO.

Awards

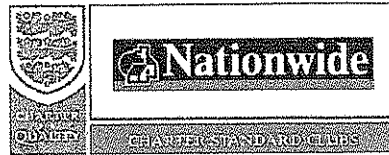
Each player is presented with a trophy at the end of each season, in recognition of their commitment to the Club. Each manager then has a further 3 awards to present within his squad, these usually being Players player, Managers Player and Most Improved Player of the Season.

100/200/300 Club These are awarded by the Club to those players that have represented the Club in matches, at 100, 200 or even 300 appearances.

Tina Groves Memorial Award This was first presented in June 2002. Tina was a very passionate and devoted parent of the Club, who took on a number of roles within the Club. Sadly Tina passed away in January 2002, and this award was set up in her memory. It is presented annually at the AGM, to any-one within the Club for their dedication, support, hard work or achievement to the overall good of the Club. A club member or parent/guardian can nominate an individual for this award.

Jeff Coleman Manager's Award Jeff was our Treasure for many years, and decided to present the Club with this award when he stepped. It is presented to the manager of the year as chosen by the Executive Committee, and was first presented in July 2005.

Reviewed and updated February 2006



THE FOOTBALL
ASSOCIATION

CASSIOBURY RANGERS FOOTBALL CLUB
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CASSIOBURY RANGERS FOOTBALL CLUB

CLUB PHILOSOPHY

CLUB CONSTITUTION

PLAYERS CHARTER

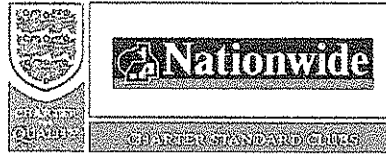
PARENTS/GUARDIANS CHARTER

TEAM MANAGEMENT CHARTER

CLUB STRUCTURE AND VOTING

The Club's Philosophy/Mission statement:

To ensure that children enjoy football, learn the skills of the game and benefit from being part of a club, so that each child's potential can be helped to be fulfilled



CASSIOBURY RANGERS FOOTBALL CLUB

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Play and Training at Parmiters School, High Elms Lane, Garston

CLUB CONSTITUTION

- The Club shall be called Cassiobury Rangers Football Club
- The affairs of the Club shall be controlled by a minimum of three volunteers to be known as Officers of the Club
- The Officers of the Club shall be known as the Executive Committee of the Club
- Each team/age-group will be represented by a team manager to form a body that, along with the Officers of the Club, shall be known as the Committee
- An Officer of the Club should be proposed and seconded by either a Committee member or current Officer of the Club
- The Officers of the Club shall be elected at the Annual General Meeting where each Officer and Committee member may vote
- The Committee shall be responsible for co-ordinating the organisation, finance and all other activities of the Club
- The financial affairs of the Club shall be co-ordinated by the Treasurer with one other Officer, and are authorised to pay for the hire of pitches, affiliation fees, purchase of equipment etc
- The Committee shall fix the annual fees
- Application for membership shall be subject to the approval of the Officers of the Club
- The Officers of the Club shall reserve the right to refuse or terminate membership as set out in the Club Charters and Policies.
- The Constitution, Club Charters, Policies and forms can be amended or reviewed by the Officers of the Club at any time
- The Club is a voluntary organisation, for which no financial remuneration or advantage should accrue, either for the individual or their child. Reasonable expenses will be authorised by the Treasurer. Other costs, such as advanced coaching courses, will be authorised by the relevant Officer.
- An Officer, Committee member, manager, coach or administrative assistant cannot use their position to influence opinion, or to obtain or secure any benefit which is detrimental to the Club, the Club's reputation or its members, or which will or may bring the Club into conflict with any league or the Football Association
- The Club President, as appointed by the Executive Committee, will help maintain links with the Club's partner organisations. Vice-Presidents are appointed at the discretion of the Club President, and are available for help and advice if so required.

Players Charter

Players shall

- Listen to and follow instructions of team managers and coaches at all times
- Adhere to the fact that the manager's decision is final
- Always play fair
- Always try their best
- Attempt to beat opponents only by skill and endeavour
- Maintain self-control and never retaliate
- Learn and observe the laws of Association Football
- Obey the referee and their assistants without question
- Try not to be overzealous when celebrating goals
- Accept victory modestly, and defeat graciously
- Attend training regularly
- To give match days priority, and only miss matches when unavoidable
- To inform managers of non-availability at earliest opportunity
- Players are advised of non-match days or cancelled matches at the earliest opportunity
- At U11 and above players are assumed that most Sundays are match days, and that they will need to make themselves available
- The kit remains the property of the Club, and must be returned when asked by the manager or if leaving the Club
- Players aged 16 or over to ensure any fines, if imposed, are paid promptly
- Once signed to CRFC players are committed to the Club for the season, and will reject advances from other clubs

Parents/Guardians Charter

Parents/guardians shall

- Ensure fees are paid when due
- Ensure that their player arrives on time for training and matches
- Ensure that their player arrives on time for training and matches
- Assists the team manager with kit-washing, transport, admin etc
- Assists the team manager on match days ie running the line, refereeing if so qualified etc
- Adhere to the fact the manager's decision is final
- Remember the referee's decision is also final
- Remember to stand back from the touch line
- Be hospitable to the opposing teams, their supporters and officials
- Never use foul, racial or abusive language
- Not to retaliate if confronted by unwarranted language and behaviour
- Not consume alcohol whilst watching matches
- Are encouraged not to smoke whilst watching training and matches
- Pay any fines imposed on their player promptly
- Advise team managers if their player undertakes other sporting activities on match days
- Not to encourage their player to undertake more than 2 periods of physical exercise on the same day
- Support the club in its fund raising and social activities
- Should not hawk their children around other teams

Team management Charter

The team management shall

- Attend a FACA coaching course
- Attend an emergency First Aid Course
- Encourage other parents to attain these awards
- The team manger is deemed to speak for the team, and at committee meetings will speak on behalf of and will vote on behalf of the team, which may or not concur with their own individual opinion
- Attend all scheduled committee meetings, or arrange for a representative to attend if unable to do so
- Ensure they maintain an accurate squad list and waiting list
- Provide the club and membership secretary with a registered team list
- Undertake not to sign players from sister teams within the club
- Advise membership secretary of any changes to squad
- Ensure kit, footballs and First Aid kit is available
- To be responsible for the safety and well-being of their players at all times
- Ensure their players are given a full warm-up before training and matches, and a warm down afterwards
- Ensure the behaviour of their team and supporters, maintain discipline at all games
- Welcome opposing players, supporters and officials appropriately
- Meet and greet referee promptly, pay him before the match kicks off, enabling him to leave promptly for his next match
- Confirm home matches with the opposition manager within the required time-frame
- Be a genuine communication link between parents, players and club
- Provide honest assessment to players, parents/guardians of players ability and future within team
- Adhere to the rules and regulations of the league within which the team plays
- Provide maps and/or written instructions for parents/guardians when travelling to away matches
- Not to smoke or consume alcohol whilst in charge of the team, during training or matches
- Will not act in any way on or off the field that would bring the club into disrepute
- Will liase with other clubs and referees regarding all league, count matches, cup or otherwise within the required time-scale as laid down in the relevant rules of competition
- Advise the club secretary of any fines imposed on their players, ensuring they are paid promptly
- All kit remains the property of the club
- Under FA rules will submit to a CRB check, ensuring completed forms are returned to the Child Protection Officer
- Will wear club photo id at all training sessions and matches
- Will ask for the Football Development Officer for help and guidance if/when needed
- Will check pitch availability in bad weather conditions
- Will inform Parmiters of any match postponements

Club Structure and Voting

The Club has an Executive Committee, comprising of 7 elected Officers. They are elected annually at the AGM, and have responsibility for oversee-ing the day to day running of the Club.

The elected Officers are as follows

- Chair-person
- Club Secretary
- Treasurer
- Membership Secretary
- Football Development Officer
- Child Protection Officer
- Purchasing Officer

The wider committee comprises of the team managers, who vote on behalf of their team at committee meetings, unless they have notified the Executive Committee that they have passed this responsibility to a nominated representative for the age-group.

Teams for Season05/06

To be advised, and updated each season accordingly

Delegated Roles

West Herts League Rep
Watford Friendly League rep
Olympian League rep
Middlesex Girls League rep
Pitch Co-ordinator
Club leisure wear Co-ordinator
Newsletter Editor
Web-master