



Tingley Athletic
Football Club

Membership Pack 2014/2015



Introduction & Welcome from Tingley Athletic Junior Football Club

Welcome to Tingley Athletic Junior Football Club one of the largest junior football clubs in Yorkshire. We currently operate 20 plus junior football teams involving over 300 children playing football every week, starting with boys/girls under seven's right through to boys under 18 and girls under 16. We also maintain close links with all the local professional clubs for the development of our gifted and talented players.

The Junior Football Club currently holds the prestigious FA Charter Standard Community Club award. This is the highest award possible in the charter standard scheme. **To maintain this award it is vital that everyone involved with Tingley Athletic JFC adheres to the codes of conduct contained in this pack.**

Each junior team at Tingley Athletic JFC has at least one FA qualified coach allocated to them. All the coaches have First Aid and Child Protection training and all the adults dealing with JFC matters are CRB checked. Coach development is encouraged through FA courses, coaching demonstrations, in-service training and the sharing of football and coaching experiences, something Tingley Athletic JFC has in abundance.

As in previous seasons players sign and play for an age group rather than for a specific team. The aim behind this is to improve player development. Dual registering of some players in an age group to both the junior's league and the colt's leagues will allow the movement of players between the two teams in an age group. The Junior Football Club will decide in all cases in which team players will play.

Also being continued this season is are the Coach Mentors with a particular focus on the younger teams. The age group will be associated with an experienced coach mentor who will provide guidance and support to the team managers and coaches.

The coaches and officials of the JFC are all volunteers and give their time and efforts freely because they love the game of football. At Tingley Athletic JFC coaches don't just turn up for training and matches, there are many hours spent away from the pitch organising, preparing coaching sessions and carrying out administrative work to ensure we are successful in delivering football coaching of the highest standard possible for our junior players. We now have our own Tingley Athletic Coaches Association meeting at least once a month to improve the standard of junior football coaching at Tingley Athletic.

Tingley Athletic JFC also supports adults and junior players aged 14+ interested in becoming referees as well as offering access to football coaching courses through the Tingley Athletic JFC link with Leeds Met Carnegie University.

We are always on the lookout for adults prepared to help junior football. The game desperately needs organisers, secretaries, webmasters, administrators, referees, coaches and sponsors. Anyone interested please contact Tingley Athletic JFC with your details and a member of Tingley Athletic Junior Football Club will contact you to follow up your interest.

On a more serious note, if you have any issue relating to **Tingley Athletic JFC please speak first to the manager/coach of the team. Please remember to be polite at all times.**

If you still don't feel to have had a satisfactory response you must use the complaints procedure described in the Junior Behaviour and Conduct section of the pack.



Remember that in sport and particularly football, everyone sees the game from a different viewpoint and people will have differing opinions on most football matters! Sometimes we just have to agree to disagree without falling out.

Our annual Football Gala takes place on the 1st week in June when the junior teams (under eight to under 16) will be playing in the event. This is the main opportunity to raise funds for the club. All the proceeds from the raffle, BBQ car parking, programme sales and stalls go directly to the club for the benefit of all the junior teams. Please support the juniors through purchase of raffle tickets and come along to support all the teams.

Let's hope Tingley Athletic Junior Football Club has another successful season with everyone connected to our club enjoying the game of football.

Yours in football

Tingley Athletic Junior Football Club



Contact & Communication

The Secretary Tingley Athletic Junior Football Club

Dene Ridge
Asquith Avenue
Morley
Leeds
LS27 9QX
Email: secretary@tingleyathletic.co.uk

Our official website is located at: www.tingleyathletic.co.uk

Tingley Athletic JFC Child Welfare Officer

The Tingley Athletic Junior Football Club Child Welfare Officer is Mrs Amanda Spencer.

The contact details are:

Mobile: 07947 881850

Email: amanda-spencer@sky.com

welfare@tingleyathletic.co.uk

The FA/NSPCC Helpline: **0800 800 5000** – 24 Hour free and confidential helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse. For those with a hearing difficulty, there is a text phone telephone: **0800 056 0566**.

If you need to contact anyone on the Tingley Athletic FC committee, please use the following details, but please bear in mind that everyone has another life too, so if you need to telephone, please do so before 9:30pm 😊

Chairperson: Chris Daly

(e) chairman@tingleyathletic.co.uk

(t) 07974 128142

Club Secretary: Dawn Hemmins

(e) secretary@tingleyathletic.co.uk

(t) 07813 700296

Treasurer: Zoe Walmsley

(e) treasurer@tingleyathletic.co.uk

(t) 07736 872019



Child Protection Officer: Amanda Spencer

(e) amanda-spencer@sky.com

(t) 07947 881850

Kit & Equipment Officer: Emma Lamb

(e) emmalamb716@yahoo.com

(t) 07805 532697

Football Development Officer: Richard Graham

(e) hill.kirsty@sky.com

(t) 07921 465673

Pitch Allocations Officer: Paul Rodgers

(e) paul.rodgers@soil-engineering.co.uk

(t) 07776 166515

Fundraising Secretary: Emma Lamb

(e) emmalamb716@yahoo.com

(t) 07805 532697

Communications Officer: John Ainley

(e) john.ainley@exteriormedia.co.uk

(t) 07967 033894

School Liaison Officers: Richard & Paula Harris

(e) richandpaula@talktalk.net

(t) 07879 685561

Registration Secretary & Lettings Officer: Mark Reid

(e) info@tingleyathletic.co.uk

(t) 07752 014661

For a full and updated list of managers, please click [here](#)



Insurance

Tingley Athletic Junior Football Club has public liability insurance through our affiliation fees to the West Riding County Football Association. We also have insurance for serious injury/death to players and coaches.

For our U17, U18 and Open Age teams we **do not** have insurance covering player's loss of earnings.

Managers, Coaches, Players and Parents/guardians of players of all age groups should assess their own individual circumstance and act accordingly. The Football Club can provide details of companies dealing with player insurance.

Everyone is reminded to ensure they have valid and appropriate motor insurance when transporting anyone involved in a Tingley Athletic Junior Football Club activity.

Codes of Conduct, Anti-Discrimination and Equal Opportunities Policies

Football is our national game. All those involved with the game at every level as a player, coach, match official, club official, parent, spectator or administrator, have a responsibility above and beyond compliance with the law, to act according to the highest standards to ensure the reputation of the game remains high.

The codes of conduct and the Anti-Discrimination and Equal Opportunities Policies apply to all those involved in football and in particular Tingley Athletic Junior Football Club.

Tingley Athletic Junior 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 everyone equally. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equal opportunity at **Tingley Athletic Junior Football Club** 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, religion or disability.

Tingley Athletic Junior Football Club will not tolerate sexual or racially based harassment or discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with the appropriate sanction in whatever context occurs.

In the event that anyone feels that they have suffered discrimination in any way or that the JFC policies or Codes of Conduct have not been followed they should report the matter to the JFC Secretary or Child Welfare Officer.

Tingley Athletic Junior Football Club has a process to deal with all issues relating to discipline, behaviour and conduct of anyone associated with the JFC.

Tingley Athletic Junior Football Club is committed to the development of a programme of on-going training, awareness raising events and activities to promote the eradication of discrimination within its own organisation, within football and in a wider context.



Junior Behaviour and Conduct

As an FA Charter Standard Club it is imperative that we ensure that the highest standards of conduct are maintained by everyone both **on and off** the pitch. The key is to ensure everyone involved in junior football adheres to the appropriate Code of Conduct.

The Junior Behaviour and Conduct committee deal with all incidents reported against junior players, coaches, officials, parents or spectators associated with **Tingley Athletic Junior Football Club**.

The committee can impose training and playing bans or removal from the club as sanctions for any offences committed.

Registration as a **Tingley Athletic Junior Football Club** player and as the parent or guardian of the player you are acknowledging having read and agreeing to comply with the FA approved **Tingley Athletic Junior Football Club** codes of conduct and policies of the club.

Tingley Athletic JFC Disciplinary Sanctions

Basic rules have been set out below and cover the main areas of where the disciplinary problems are occurring i.e. training sessions and match days.

We have codes of conduct/behaviour within the club for managers, coaches, parents, spectators and players to adhere to.

- If a player breaks a code or misbehaves then the manager/coach has the right to send a player home from a training session or match venue.
- If a player breaks a code of conduct or misbehaves then the manager/coach has the right to suspend a player from the next training session or match.
- If a player continues to break a code or misbehaves then the manager/coach can refuse to train and play the player.
- If a parent/spectator breaks a code of conduct then the manager/coach has the right to send the parent/spectator from the training session or match venue.
- If a parent/spectator continues to break a code of conduct then the manager/coach has the right to suspend the parent/spectator from the training session or match venue, this could also mean that an associated player is suspended for attending training or matches.
- If a player/parent/spectator is unhappy with a manager/coach they must complete a complaint form and explain the problem with as much detail as possible.

The Committee can impose training and playing bans or removal from the Club as sanctions for any poor behaviour by player or spectator.

Complaints Procedure

Any spectator, parent or player wishing to make a complaint of any nature must complete a complaint form and submit the form to the club secretary. This will then be reviewed by the JFC Committee at the earliest opportunity and the player/parent will be informed of the Committees decision.

A copy of the complaint form is attached to this membership pack or can be downloaded from the JFC website.



Match day fines and disciplinary hearings

Parents, players, spectators and officials also need to be aware that they will be responsible for reimbursing in full the club for payment of any FA imposed fines and costs for offences committed

If a player has to attend a disciplinary hearing and a manager and/or Committee member has to attend the hearing, then each manager and/or Committee member will receive a minimum of £10 per person to cover his/her costs. These costs **MUST** be paid for by the player/parent and is in addition to the fine received.

Failure to comply with the above rules will be dealt with by the Club Committee and may involve removal from the club.

All cheques are to be made payable to Tingley Athletic Juniors and handed in to the club secretary.

Illegal Approaches to Tingley Athletic Junior Players

Tingley Athletic FC is committed to developing players of all ages, and wants players to play at the highest level to achieve their full potential. As a Charter Standard Community Club we must abide by FA rules regarding approaches to players from other clubs, as such we expect all other clubs, players and parents of players to do the same. It is also good child welfare practice.

The FA rule relating to the approach of players states:

"During the current season any club wishing to approach a player known to be registered with or having played for any other club must give to the secretary of each such club seven days formal written notice of the intention to approach the player"

ALL Scouts must not approach a player or parent without first giving the club seven days' notice in writing.

By insisting that all clubs follow the FA rule the benefits to Tingley Athletic JFC are:

- Allow Tingley Athletic JFC to maintain its Child protection policy relating to strangers approaching and talking to children.
- By receiving the written approach and the name of the scout approaching we can verify their identity and authenticity from the approaching club.
- Managers will know that a scout will be attending a match to speak to a parent/player
- Monitor the approaching Clubs activity relating to the number of players they trial and recruit.
- Minimise the effect on the Tingley Athletic team they are leaving. (i.e. specialised positions such as Goalkeeper)

If any parent or player is approached then you must tell them that the player is registered with Tingley Athletic JFC and they must write to us at Casson Avenue giving 7days notice before any further action is taken or they will be guilty of making an illegal approach. This also applies if the player is approached at non Tingley Athletic JFC matches e.g. coaching courses, schools, representative sides etc.

If any parent or player is approached illegally then please take the person's name and telephone number, the club they represent and report the incident to your team manager or any of the Junior Management committee members.



TINGLEY ATHLETIC FC CODE OF CONDUCT

We all have a responsibility to promote high standards of behaviour in the game. **Tingley Athletic JFC** supports the FA's Respect programme to ensure football can be enjoyed by everyone in a safe and positive environment. Play your part and observe the FA's Respect code of conduct.

Parents and Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun!

It is important to remember that however good a child becomes at football, it is important to reinforce the message to parents and spectators that positive encouragement will contribute to children enjoying football, give them a sense of personal achievement with improved self-esteem and assisting to improve the child's skills and techniques.

Remember parents and spectators expectations and attitudes can have a significant bearing on a child's attitude towards other players, match officials, team officials and spectators. It is important everyone behaves themselves when playing football.

This code applies to all team managers and coaches and **Tingley Athletic JFC** Officials.

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are therefore expected to pay particular care to the all aspects of their conduct.

Coaches have to be aware that almost all of their 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.

As a player you have a big part to play. That's why the FA and **Tingley Athletic JFC** are asking every player to follow a code of conduct.

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. But **not** winning at any cost – fair play and respect for all others in the game is also fundamentally important.

Our code is designed to improve the football skills and physical fitness of the junior players by encouraging participation in football in a safe and enjoyable environment.

Tingley Athletic JFC is committed to providing opportunities for everyone to participate in football regardless of their ethnicity, disability or gender.

Players' Code

As a player with Tingley Athletic Junior Football Club I will:

- Always do my best, even if we're losing or the other team is stronger.
- Play fairly – I won't cheat, complain or waste time.
- Never be rude to my team mates, the other team, the referee, spectators or my coach/manager.
- Do what the referee tells me.
- Shake hands with the other team and the referee at the end of the game.



- Listen to my coach/manager and respect what he/she says.
- Talk to someone I trust, for example my parents or the club welfare officer if I'm unhappy about anything at my club.
- I understand that if I do not follow the code, action may be taken.
- Know and abide by the Laws, rules and spirit of the game.
- Do not approach the referee at half time or after full time. Let your captain ask any necessary questions.
- Abide by the instructions of your coach and team officials.
- Avoid violence.
- Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- Make every effort to develop your own sporting abilities, in terms of skill, technique, tactics and stamina. Work equally hard to improve yourself and your team.
- Players from the younger age groups will follow the lead of the older players. Set a positive example for others.
- Do not use inappropriate language or behaviour.
- Behave yourself off the pitch. Respect the property of your own club and that of your opponents.
- Players must have a change of clothes to enter the clubhouse, especially on match days or when they are wet or muddy .
- Do not take any banned substances.

Parent's/Spectator's Code

- Remember that youngsters learn by example.
- Applaud effort and good play as well as success for both teams and the match officials.
- Give encouragement to everyone participating in football. A
- Remember the players are involved in sport for their own fun and enjoyment.
- Never criticise a player for making a mistake – mistakes are part of learning.
- Do not shout and scream. Avoid coaching the child during the game and in training.
- Let the coaches do their job and not confuse the players by telling them what to do.
- Encourage the players to always play by the Laws, rules and spirit of the game and to respect the match officials and the opposition.
- Do not use inappropriate language or behaviour.
- Do not engage in or tolerate offensive, insulting or abusive language behaviour.
- Do not use or threaten violence in any form.
- At all times respect the match official's decision.
- Respect coaches and team official's, recognise the value of each and every one and the time and effort they put in.
- Parents or spectators are not permitted to approach or speak to match officials at any time before, during or after a game.
- Respect the property of your own club and that of your opponents.
- Ensure that players have a change of clothes to enter the clubhouse, especially on match days or when they are wet or muddy.
- Adhere to spectator viewing areas as directed by stewards, match officials, managers and coaches.
- Remain outside the field of play and behind Designated Spectator Area's where provided.



Managers / Coaches & Officials Code

On & off the field they will:

- Coaches must respect others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
 - Adhere to the laws of the game
 - Never enter the field of play without the referee's permission.
 - Never engage in public criticism of the match officials.
 - Coaches must not approach a match official until after the game. Avoid words or actions which may mislead a match official.
 - Never engage in or tolerate offensive, insulting or abusive language or behaviour.
 - Officials must adhere to all guidelines laid down by the JFC and governing bodies.
- When working with the players they will:
- Coaches must place the wellbeing and safety and enjoyment of each player above everything, including winning.
 - Coaches should, at the outset clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
 - Refrain from and refuse to tolerate any form of bullying.
 - Coaches must develop mutual trust and respect with every player to build their self-esteem.
 - Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
 - Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the players.
 - Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the players.
 - Coaches must always promote the positive aspects of the sport (e.g. fair play) 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. Avoid all forms of gamesmanship.
 - Coaches must consistently display high standards of behaviour and appearance, always set a positive example for others and promote ethical principles..
 - Make every effort to develop the sporting, technical and tactical levels of the club/team and to obtain the best results by the team.
 - Give priority to the interests of the team over individual interests.
 - Be responsible in demands on player's time, energy and enthusiasm. Remember that they have other interests.
 - Avoid over playing talented players. The other players need and deserve equal time.
 - Make a commitment to keep yourself informed on sound coaching principles and the principles of growth and development in young players.
 - Be prepared to share knowledge and experience.



Tingley Athletic Football Club Image Permission

Parent/Carer and young person permission form for the use of photographs and recorded images

This part of the form should be completed by the club and then retained by the legal guardian of a child or young person under the age of 18. It provides permission for images of the child/young person to be used. Please note that if you have more than one child under the age of 18 registered with the club you will need to complete a separate form for each young person.

Tingley Athletic Junior Football Club recognises the need to ensure the welfare and safety of all young people in football. As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/carers and the young person.

Tingley Athletic Junior Football Club will follow the guidance for the use of images of children and young people, a copy of which is available from the FA. (Ten Golden Rules).

Tingley Athletic Junior Football Club will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of **Tingley Athletic Junior Football Club**.

If you become aware that these images are being used inappropriately you should inform **Tingley Athletic Junior Football Club** immediately.

The information will be available on the website www.tingleyatletic.co.uk for the football season 2013/2014 after which it will be removed. If at any time either the parent/carers or the young person wishes the data to be removed from the website, seven days' notice must be given to the secretary after which the data will be removed.