



BRAMLEY SUNNYSIDE JUNIORS FC

HANDBOOK

SEASON: 2023-24

Affiliated to Sheffield & Hallamshire County F.A.

Playing in:

Sheffield & District Junior Sunday League

Sheffield & Hallamshire Women and Girls League





Welcome...

If you're new to Bramley Sunnyside Juniors FC... Welcome! And we'd also like to take the time to welcome back our returning players and families/carers.

The 2023-24 season will be the club's 30th season of football, which we all feel is a great achievement and one worthy of celebrating with an updated club badge design. Our members were able to vote on a number of designs early in 2023 and the winning design is included in this handbook, we hope you like and can be proud of your new club badge.

Over the last 29 seasons our club has gone from strength to strength. We will have more than 20 teams in the 2023-24 season with over 300+ kids playing football with us and we're still looking to grow our girls teams further.

We pride ourselves on the friendly, family atmosphere, which we have built up through being a club open to everyone – as indicated by our FA Accredited Club status.

Our community-coaching academy sessions are run weekly, enabling boys and girls from the age of 4 to take part in football, no matter what their level of ability.

In April of 2023 we proudly started our first FA Wildcats sessions with the aim of providing a fun football session specifically for girls, we hope that inspires the next generation of Lionesses.

All our managers and coaches are volunteers and are dedicated to keeping up their FA Coaching qualifications. All volunteers are screened through our FA recognised procedures, giving you the peace of mind that your child is receiving the very best care whilst at our Club.

We hope that you and your child enjoy your time with us here at Bramley Sunnyside Juniors FC.

Shane Williams, Chairperson
Steve Clark, Secretary
Nina Smith, Welfare Officer
Sarah Williams, Treasurer
Rob Elliott, Vice-Chairperson
Lisa Ainsworth, Vice-Secretary



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Club Structure and Contacts



The club's management committee consists of the following positions:

Chairperson

Secretary

Treasurer

Welfare Officer

Vice Chairperson

Vice Secretary

and invited managers

These positions are held for a 1-year period and volunteers can be nominated and voted in at the Annual General Meeting (AGM).

The committee is responsible for taking care of finances, discipline, strategic planning & development and general running of the Club. They meet once a month.

Core Committee members are always available to answer any question and can be contacted on the numbers below.

Position	Name	Contact Details
Chairperson	Shane Williams	07811 335346 bsjfc94.chairperson@gmail.com
Secretary	Steve Clark	07879 621700 Stephenclark78@googlemail.com
Treasurer	Sarah Williams	07956 947739 Bsjfc94.treasurer@gmail.com
Child Welfare Officer	Nina Smith	07811 376256 ninamichelle8@gmail.com
Vice-Chairperson	Rob Elliott	07792 618387 robelliott1080@gmail.com
Vice-Secretary	Lisa Ainsworth	07790 995669 lisa.wroe@live.co.uk

Team Contacts



Team	Team Manager	School Year 2023-24	Contact Details
Girls Academy	Mike Wymer		07841 657035
FA Weetabix Wildcats	Mike Wymer	Age 5-11	07841 657035
Girls under 7	Lisa Ainsworth	Year 2	07790 995669
Girls under 8	Lisa Ainsworth	Year 3	07790 995669
Girls under 9	Rob Jones	Year 4	07712 129142
Girls under 13 Black	Andy Wilson	Year 8	07870 808718
Girls under 13 Blue	Lee Cadman	Year 8	07799 651850
Girls under 14	Lisa Ainsworth	Year 9	07790 995669
Girls under 15	Mike Wymer	Year 10	07841 657035
Boys Academy	Shane Williams		07811 335346
Boys under 7	Shane Williams	Year 2	07811 335346
Boys under 8	Nick Taylor	Year 3	07931 914852
Boys under 9	Andrew Graham	Year 4	07904 192058
Boys under 10 Blue	Dale Rose	Year 5	07747 159323
Boys under 10 Black	Shane Robshaw	Year 5	07837 711021
Boys under 10 White	Steve Wall	Year 5	07947 078093
Boys under 11 Black	Paul Walton	Year 6	07901 002252
Boys under 11 Blue	Dean Coates	Year 6	07518 973080
Boys under 12 Black	Karl Knapton	Year 7	07939 842813
Boys under 12 Blue	Luke Smith	Year 7	07727 737122
Boys under 13 Black	Paul Roberts	Year 8	07817 638234
Boys under 13 Blue	Dean Pattison	Year 8	07827 779630
Boys under 14 Black	Rob Elliott	Year 9	07792 618387
Boys under 14 Blue	Rob Elliott	Year 9	07792 618387
Boys under 15	Jonny Goward	Year 10	07958 156386
Boys under 16 Black	Shane Williams	Year 11	07811 335346
Boys under 16 Blue	Steve Clark	Year 11	07879 621700
Boys under 17	Rob Laird	Year 12	07899 497654

Team Managers and Coaches



Our managers and coaches are volunteers and have usually started out as a parent helper. Every team at the club has at least First Aid, Safeguarding and the FA coaching certificates as a minimum requirement. Many of our coaches have then continued to develop their coaching skills with additional qualifications.



We are always looking to increase the number of teams that we have representing Bramley Sunnyside.

If you feel you can volunteer to help coaching, please speak to one of our existing coaches or a member of the Management Committee.





Volunteers Required!!

BSJFC only runs with volunteers. As part of our ongoing development of the club we are looking for volunteers for the following roles:

Fundraiser

Girls academy/Under 7 & 8 team coaches

Boys academy/Under 7s team coaches

Presentation Day Committee Members

If you feel you can help with any of the above roles, please speak to one of our existing coaches or one of the Management Committee.

Referees...

If you're interested in refereeing Bramley Sunnyside games or becoming a referee please speak to one of our coaches or Management Committee.

Young Referees...

We're committed to helping our current players continue to enjoy football. If you have a child (at least 14 years old) who would like to learn more about training to be a referee please contact your team manager, or arrange a call with our club secretary (Steve Clark).

This is an excellent way to help kids stay in the game, fit & healthy, build confidence and provide endless opportunities for development.

Respect



The FA Respect Programme provides a series of tools for all involved in football to ensure a positive and safe environment in which to enjoy the game. These tools include a code of conduct which are there to help deter poor behaviour.

There are Respect Codes of Conduct for:

Young Player

Adult Players

Spectators and Parents/Carers

Coaches, Team Managers and Club Officials

Match Officials



Each Code explains that actions can be taken if the Code is broken. Although the County FA or The FA will deal with cases of reported misconduct, we also have a role to play in dealing with poor behaviour from players, officials, or spectators. This can range from education, mentoring, official warnings, suspension or even exclusion from the club or league. Respect works by placing responsibility on individuals for their actions: break your Code and bear the consequences. Each Respect Code of Conduct explains that action can and will be taken if the Code is broken.

All club members are expected to sign up to the code of conduct.



Training



We train and play at a variety of pitches around the Bramley area including but not limited to Bramley Sunnyside J&I School, Bill Hawes, Wickersley School, Thurcroft Hub.

Players are expected to attend weekly training sessions throughout the season, the sessions usually last between 1-2 hours. During the Winter, some of the training may move to indoors to the Rotherham Football Centre or to various other pitches subject to availability. Your team manager will inform you of the location and times of training

Remember...

- *Arrive on time—ideally 10 minutes before the start of the session*
- *Try not to eat in the hour before training to avoid indigestion*
- *Shin pads and football socks must be worn during all training sessions*
- *Water*
- *Medication e.g. inhalers, epi-pens, sunscreen*
- *No jewellery (including watches)*
- *Suitable football boots, dependent on weather and pitch*
- *Appropriate clothing dependent on weather*

We ask that for children under 11 (primary age children) an adult stay during the training session. If this is not possible please inform the manager.

A manager may cancel or stop the training session if he or she believes that it is unsafe to continue for example due to extreme weather.

Managers and coaches are unable to transport children without their parent/guardian being present to or from training sessions or matches as part of our safeguarding policy. If there is a circumstance where this is unavoidable then the manager must ensure that they are not alone in the car with the child and inform the Welfare Officer that they are doing this.



Goalkeeper Training



We provide additional goalkeeper training for one goalkeeper per team. As this is such a specialist position we believe in providing specialist training.

The club use Save All Shots and/or Paul Heritage to provide excellent specialist training for our young goalkeepers.

Parents of goalkeepers, please speak to your team manager about booking into the sessions.



Matches



The season usually starts on the first weekend of September. Your team manager will inform you in advance of the time and location of the matches.

Remember...

- Arrive on time – 40 minutes before kick-off to allow for warming up and pre-match preparation.
- Try not to eat in the hour before matches to avoid indigestion
- Shin pads and football socks must be worn during all matches. You will not be permitted to play without
- Water
- Medication – e.g. inhalers/epi-pens./ sunscreen
- No jewellery (including watches)
- Suitable football boots dependent on weather and pitch
- Appropriate clothing dependent on weather
- To abide by Respect Code of Conduct, respect your referee, opponents, and teammates
- Have fun and enjoy the game!
- Any game related fines (yellow & red cards) come with a County FA fine, these are to be paid by the player

Managers should give all players the opportunity for fair playing time during matches where possible.

Spectators should always stand behind the respect barriers on the side of the pitch opposite the managers and players' bench.



Please be aware that for matches that take place in schools, dogs are not permitted.

We ask that spectators do not smoke (vapor or tobacco) pitch side. No smoking is permitted in any part of any of the grounds on school pitches.

Bramley Sunnyside JFC Academy



Our development academies are for boys and girls aged 4-6 years and run at different times. Girls academy sessions generally run on Sunday mornings and boys during mid-week. Please keep in touch on our Facebook page for updated session times.

The sessions are run by fully FA qualified coaches who have been checked to ensure that they are suitable to work with young children. The aim of the sessions is to develop basic footballing skills and confidence through fun games and activities as well as teaching the children about keeping fit and healthy. It is also an ideal opportunity for children to build social skills and develop friendships.

The academy is open to all and you can just turn up, but parents/carers must always stay to supervise their children. The sessions run alongside some of the older teams so parents and players can see how the training and coaching develops as the children grow older.

Occasionally, small friendly matches may be arranged with other teams as well as training with other development academies such as Rotherham United, Sheffield United and Manchester City.

Children should bring a drink, wear appropriate clothing, and shin pads but do not have to have studded boots, trainers will be fine. No jewellery should be worn during these sessions.

Costs

All sessions are £3

Payable to the coach each week



FA Weetabix Wildcats



We're extremely proud to offer our girls ONLY sessions under the FA's Wildcats programme. For girls aged between 5-11, fun sessions aimed to get them playing football.

Sunday morning's 9am to 10am

Contact: **Mike Wymer**

Tel: **07841 657035**

The banner features a blue and purple background with the following elements:

- Play Football**: Stylized blue and white text with a purple eye icon above it.
- Wildcats Girls' Football**: The main logo with 'Weetabix' above it, a soccer ball, and a purple paw print icon.
- Have Fun!**: Red and white text with a purple hand icon above it.
- Make Friends**: Purple and white text with a purple heart icon above it.
- England Football**: The official crest logo.

EVERY SUNDAY 9AM – 10AM @BILL HAWES, WROXHAM WAY, BRAMLEY, S66 2UY

A central QR code is accompanied by the text: **SCAN ME REGISTER YOUR INTEREST**

The banner includes three photographs: a group of girls posing on a field, girls playing a game on a field, and a group of girls running on a field.

FUN & FRIENDLY SAFE ENVIRONMENT WITH A PATHWAY TO PLAY IN A GIRLS TEAM

Registration and Trials



On 31st May each year, every player is released from their club registrations. The team manager will then hold open trials throughout June for the following season. Managers have a limited number of squad places available in each age group, as a guidance, approximately the number required for the fielded team plus up to 5 substitutes, therefore this may be the time that some players which have previously played for the club are not re-signed. We want every player to have the opportunity to play football, if we have squads that are too large then this will mean that more players are unable to take part in matches and have a fair amount of match time. Players are selected on attitude, commitment and ability, however the decision to not sign a player is always a difficult one for our volunteer coaches.

If a player is not going to be signed following the trial period then the manager will initially contact the parents to discuss with them how and when they would like to inform the player of this. We will then take the lead from the player's parent or carer as to how this information is communicated to the child using one of the options below

Directly by the coach... The coach will ask the player to meet before or after the final trial session and inform them that they have not been successful in the trial but provide feedback about areas in which they are performing well as well as some constructive feedback for moving forward. The conversation will be positive and constructive.

Jointly between the parents and the coach... As above but with the parent present.

Directly by parents... Some parents choose to inform their child away from the trial session, but the coach will still provide feedback for you to pass on to your child.

We will always try to help your child find a way to continue to enjoy playing football and signpost you to websites for more information.

Age Group	Fielded Team	Recommended max. squad	Fielded Team	Recommended max. squad
	BOYS	number BOYS teams	GIRLS	number GIRLS teams
Under 7's	5	10	5	10
Under 8's	5	10	5	10
Under 9's	7	12	7	12
Under 10's	7	12	7	12
Under 11's	9	14	9	14
Under 12's	9	14	9	14
Under 13's	11	16	11	16
Under 14's	11	16	11	16
Under 15's	11	16	11	16
Under 16's	11	16	11	16
Under 17's	11	16	11	16
Under 18's	11	18	11	18

Registration



Once a player has been selected and decided to sign for the club, registration forms need to be completed and submitted to the league by **1st August**. Team managers will contact parents to do this.

Each player needs to have a photograph and, if they have not played in the league before their birth certificate to complete registration. A registered player can only play and train with the club that they have registered with, they cannot play or train with another club in that league. Players wishing to play for another club need to complete a transfer form.

Players will only be signed and registered with the league on completion of the necessary documentation and the registration fee received by the club.

Managers must ensure the following is completed:

- ***Player Registration form (including DOB check)***
- ***Respect Code of Conducts – Parents and Players***
- ***Photography Consent Form***
- ***Medical Information Form***
- ***Subscription payment(s)***



De-registration

We sincerely hope that all of our players stay with us for the full season, but do understand that things can change. In the event that you would like to de-register from the club, please consult with your coaches/managers first of all. A league de-registration has to be submitted to fully enable this and this can have processing time involved.

If in doubt with anything, please contact a member of the committee who will be able to help further.

Please remember, that subscriptions are non-refundable and all playing kit remains the property of the club, this would be expected to be returned in a usable state prior to de-registration being agreed.

Costs



Bramley Sunnyside is proud to offer high quality football training and development at a low cost. We have for many years had one of the lowest subscription costs in South Yorkshire for our players as we believe that football should be accessible to all. Our Club is run through the generosity of volunteers, who all value the importance for local grassroots football development for our local community.

For the 2023/2024 season, our subscription costs for our players are £165. The payment methods can be found on the following pages.

The subscription pays towards the following:

- ***Club Subscription to the League***
- ***Player Subscriptions to the league***
- ***Team Administration***
- ***Player Insurance***
- ***Pitch Hire***
- ***Equipment***
- ***Winter Training (other clubs seek additional payments for this)***
- ***End of Season Trophies for all Players***
- ***Coach Development***

Please note: Our managers, coaches and committee members' time is all voluntary.

Siblings Discount

For parents with more than one child playing for the Club, a discount of £10 per child will be given. If you choose to pay by instalments the discount will be deducted from the December 2023 payment.

Additional Costs

Some teams may choose to continue on an astro pitch beyond April, this may incur a small charge however managers will liaise with parents before doing this.

In addition, some teams may choose to enter extra tournaments throughout the summer months, players who choose to attend these may need to pay a small charge towards the cost.

Fundraising

Sometimes parents decide they would like to fundraise for their own teams for example by running a tuck shop, selling football cards, raffles and other events. In the past funds have been raised to fund personalised boot bags, winter hats, team days out and training kits. We welcome any parents who would like to help out, if you would like to do so, please speak to your team manager.

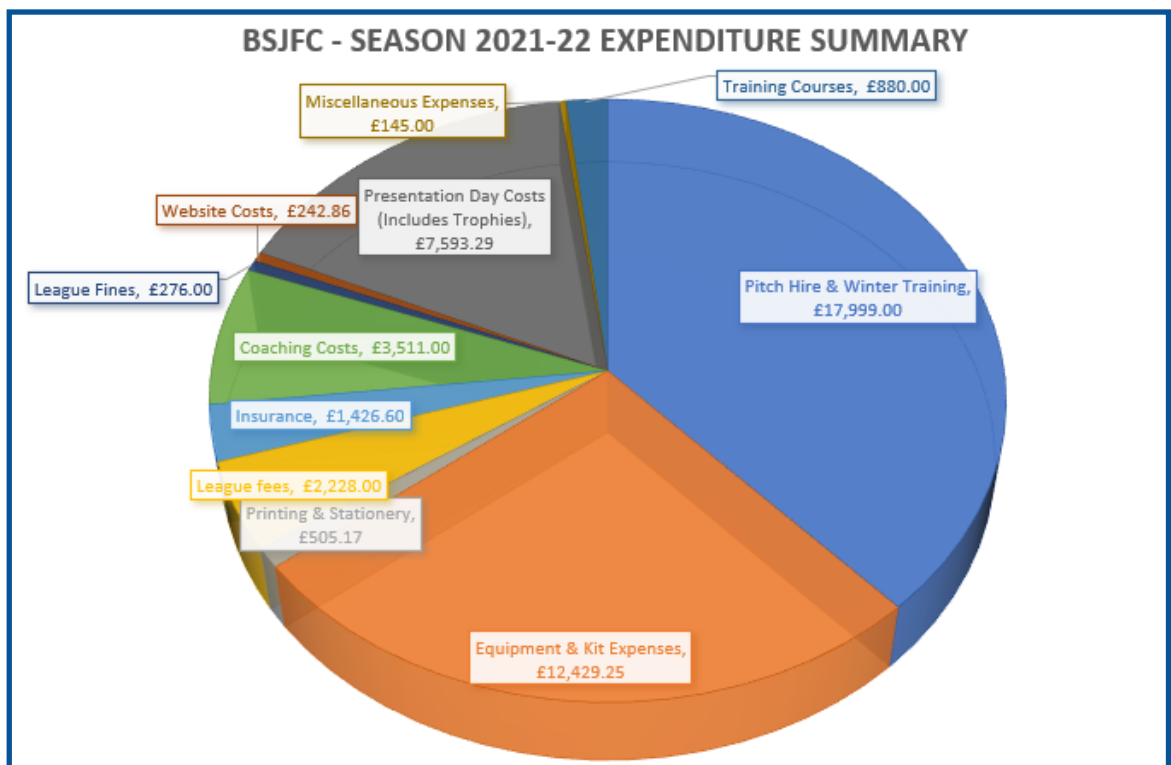
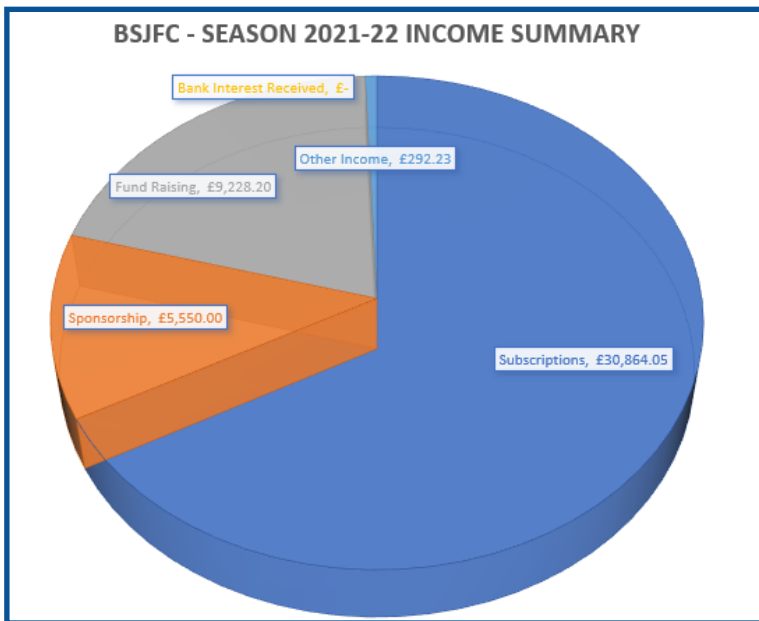
Club Costs/Accounts



The club keep their accounts up to date and our financial year runs June through to May. Accounts can be made available if anyone wishes to see them. These are published to all managers yearly and discussed at our AGM.

Please remember, that the club is operated entirely by volunteers and is *'not-for profit'*.

To give our members an idea of where the subscriptions and any fundraising goes, we have provided the below summary to our accounts from the season 2021-22.



ALL TEAMS



Season 2023/2024 Player Subscription Schedule

Options:

1. Pay £165 on registration
2. Pay £65 on registration, then two further monthly payments

Payment Plan:

Payment Plan	
Registration Fee	£65
End of October 2023	£50
End of November 2023	£50
TOTAL PAYABLE	£165

*£155 with sibling discount, sibling discount to be deducted from the final monthly payment

How to pay your subscriptions:

From the 2023/24 season we encourage **no cash payments**. Please make payments through bank transfer to:

Name: Bramley Sunnyside Juniors

Sort: 30-90-28

Account: 67785660

Please use the **age group** and **player surname** as reference eg “**U11 Boys Smith**”.

Alternatively, payment by cheque is acceptable and hand to your team manager. Make cheques payable to “**Bramley Sunnyside JFC**”

The Club own all playing kit and if players leave, this must be returned.

The club runs a club-wide raffle twice per year (Christmas and the end of season), the funds from this go towards the running costs of the club to keep subscriptions low for everyone. Without participation this may lead to future increases in club subscriptions.

End of Season Presentation Event



A presentation day is held at the end of each season for all our players, including our academy squads. In recent years we have held this as a whole club family event at the Ravenfield Arms with bouncy castles, slides, penalty shoot outs and a BBQ.



During the presentation, each player receives a trophy to celebrate their contribution to the team over the past season. In addition, each team awards a player's player of the year and a Manager's player of the year. The event is a fantastic opportunity for all our teams to come together to celebrate our achievements and have fun!



Safeguarding Policy



Bramley Sunnyside Juniors Football Club 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 Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of The FA Safeguarding Children 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, race, sexual orientation, faith or belief

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/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. Bramley Sunnyside Junior Football Club recognises that this is the responsibility of every adult involved in our club.

Bramley Sunnyside Junior Football Club 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 noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:

Specify what the role is and what tasks it involves

Request identification documents

As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them

Ask for and follow up with 2 references before appointing someone

Where eligible require an FA accepted Enhanced Criminal Record Check (CRC) with Barring List Check in line with current FA policy and regulations.

All current Bramley Sunnyside Junior Football Club members working in eligible roles, with children and young people - such as managers and coaches are required to hold an in-date FA accepted Enhanced CRC with Barring List check as part of responsible recruitment practice.

Safeguarding Policy (cont.)



If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Bramley Sunnyside Junior Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the CRC Process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA 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.

Bramley Sunnyside Junior Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about an adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Bramley Sunnyside Junior Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

Bramley Sunnyside Junior Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.

Respect codes of conduct for Players, Parents/ Spectators, Officials and Coaches have been implemented by Bramley Sunnyside Junior Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

Reporting your concerns about the welfare of a child or young person.

Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

If you are worried about a child, then you need to report your concerns to the Club Welfare Officer:

Nina Smith

Telephone: 07811 376256

E-Mail: ninamichelle8@gmail.com

Safeguarding Policy (cont.)



If the issue is one of poor practice the Club Welfare Officer will either:

- deal with the matter themselves or
- seek advice from the CFA Welfare Officer

If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police on 101 or Rotherham Children’s Social Care on 01709 3360780

If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.

If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can contact your County FA Welfare Officer directly

Sheffield and Hallamshire County FA

Telephone: **0114 261 5500**



NB – The FA’s Safeguarding Children Policy and Procedures are available via – www.TheFA.com/football-rules-governance/safeguarding

Further advice on Safeguarding Children matters can be obtained from:

Emailing – Safeguarding@TheFA.com

The FA Safeguarding Children general enquiry line 0845 210 8080

Anti Bullying Policy



Bramley Sunnyside is committed to providing a caring, friendly, and safe environment for all our members so they can participate in football in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at our Club. If bullying does occur, all Club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING Club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any Committee Member.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be: -

Emotional – being unfriendly, excluding, tormenting, or threatening

Physical – pushing, kicking, hitting or any use of violence

Racist – racial taunts or gestures

Sexual – unwanted physical contact or sexually abusive comments

Homophobic – because of, or focusing on the issue of sexuality

Verbal – name calling, sarcasm, spreading rumours, teasing

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

Our Procedures

Report bullying incidents to the Club Welfare Officer or Club Official, or contact the County FA Welfare Officer (CFA WO)

In cases of serious bullying incidents will be referred to the CFA WO for advice possibly to the FA Case Management System

Parents will be informed and asked to attend a meeting to discuss the problem

If necessary and appropriate the Police will be consulted

The bullying will be investigated and stopped immediately

Attempts will be made to help the bully change their behaviour

If mediation fails and the bullying is seen to continue the Club will initiate disciplinary action under the Club constitution.

Anti Bullying Policy (cont.)



In the case of adults reported to be bullying anyone

The County FA Welfare Officer will be informed and will advise on action to be taken where appropriate.

It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.

More serious cases may be referred to the Police and/or Children's Services.

Recommended Club Action

If the club decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below:

Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.

If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

The same three persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.

If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

Useful Websites

www.anti-bullyingalliance.org.uk

www.stoptextbully.com

www.bullying.co.uk



Equality Policy



Bramley Sunnyside JFC 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.

In all our activities we 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.

We 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.

We are 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.

We are 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.

Bramley Sunnyside JFC commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds



Social Media Policy



We realise that social media and networking websites have become a regular part of everyday life and that many people enjoy membership of sites such as Facebook, Instagram, or Twitter. However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our Privacy and/or Match Reporting policies or offend anyone when using these services.

General Information

The following policy has been designed to give players, parents managers, & committee member's clear guidelines as to what the club expects of them when accessing these sites. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist; members should use their judgment and take the most prudent action possible. Consult with your team manager or the Club Child Welfare Officer if you are uncertain.

Guidance for Personal Use

If you have your own personal profile on a social media website, you should make sure that others cannot access any content, media or information from that profile that (a) you are not happy them to have access to; and (b) which would undermine your position as a professional, trusted and responsible person. As a basic rule, if you are not happy for others who you play with to see particular comments, media or information simply do not post it in a public forum online.

When using social media sites, members should consider the following:

Changing the privacy settings on your profile so that only people you have accepted as friends can see your content.

Reviewing who is on your 'friends list' on your personal profile. In most situations you should not accept friend requests on your personal profile from people you don't know.

Ensuring personal blogs have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of Bramley Sunnyside Juniors FC

Make your writing clear that you are speaking for yourself and not on behalf of BSJFC.

Ensuring information published on the Internet complies with club confidentiality, data protection policies, and Respect Codes of Conduct. Breach of confidentiality can result in disciplinary action via the club procedure and may result in termination of your association with the club.

Ensuring you are always respectful towards players, parents, managers, match officials & committee members of BJFC. Members should be aware that any disrespectful comments to the above might be seen as libellous and could result in disciplinary action or termination of your association with the club.

Social Media Policy (cont.)



BSJFC name & logos may not be used without written consent of the Club Committee on any social media.

Copyright laws must be respected, with references or sources cited appropriately.

Any member who becomes aware of social networking activity that would be deemed distasteful should make their manager aware as soon as possible. All members using official accounts must adhere to the above guidelines; accounts will be monitored periodically, and breach of this policy may result in disciplinary action or termination of your association with the club.

At all times, while you are a member of Bramley Sunnyside Junior FC, you are an ambassador for the club - please be aware that your actions captured via images, posts or comments online can reflect on the reputation of our club

Use of Official Accounts

Bramley Sunnyside Junior FC operate its own accounts on social media websites for the promotion of activities and events, and as a communication method. The following outlines the limits of their use.

- An official account on any social media website may only be set-up with written (meeting minutes) consent from the Club Committee.
- Only authorised members may use these accounts to post official club notices online.
- Parents or children should not be referenced online without their express consent. This includes all photos, videos and other media. Any information or images that may identify the full name or address of any child should not be used

Publishing of Match Results

League rules dictate that match results for teams up to and including u11s CANNOT be published, this includes parents/carers publishing results on social media, if in doubt please check with a team manager or committee member.



Photography Guidelines



There has been much talk about who can take pictures of children (under 18s) playing sport and in particular what parents/carers are permitted to do. The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.

Potential risks

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites)
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'
- The identification and locating of children in inappropriate circumstances which include:
 - (i) where a child has been removed from his/her family for their own safety;
 - (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases;
 - (iii) in situations where a child may be a witness in criminal proceedings; or
 - (iv) other safeguarding children concerns.

It's important to remember the majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety

Do:

1. Share The FA's guidance on taking images with all parents, carers and members when they join the club
2. Ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below
3. Ensure that any child in your club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care
4. Focus on the activity rather than the individual
5. Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts)
6. Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.

Privacy Policy



BSJFC is keen to keep members, parents, guardians, coaches and supporters up to date with its privacy and data protection policy in line with the General Data Protection Regulations (GDPR – May 2018). We want you to know whose data we keep, why it is retained, how it is retained and when it may be used. We would like to assure all that we respect the privacy of children and parents information.

The primary purpose of the data we hold is for club membership and the necessary affiliation to the leagues and the FA.

The management of the data we hold is the responsibility of the following:

Club Secretary : Steve Clark, Club Committee: Shane Williams, Nina Smith, Rob Elliott, Lisa Ainsworth and Sarah Williams, BSJFC managers and coaches.

The data we collect is via player registration forms, photograph consent forms and medical information. Parents and guardian are asked to sign these documents at the start of each season and when joining the club. This is their agreement to provide information that we need to affiliate with the league. Parents and guardian can opt out of these processes and or object to their data being used at any time.

Data Processing

Information gathered via the processes outlined will be stored and retained. To ensure it's accuracy it will be updated on a regular basis (minimum annually) and only shared with BSJFC managers and relevant members of the club committee (in order to facilitate the primary purpose of the club) the FA and the Sheffield and District Junior League. The information obtained covers the basic required for affiliation and relevant medical information to ensure that players are safe when attending the club.

Filing and Data Retention

Individual data will be retained for the length of the membership at the club. The data is retained in paper format and kept by the club secretary and where appropriate the team managers. When a member leaves the club, the data will be destroyed

Grievance Procedure



Introduction

Bramley Sunnyside Juniors are aware that there may be times when members need to file an official complaint about an unjust treatment, harassment, health and safety and/or safeguarding concern. This grievance procedure was created to clearly outline the process for these instances to ensure that all of our members are heard and treated equally.

Purpose

The purpose of this grievance procedure is to (a) explain the scope and definition of grievances, (b) outline the process for reporting and closing a grievance, (c) define the club's confidentiality measures, and (d) describe the disciplinary action steps for policy violations.

Scope

This policy is applicable to all BSJFC members, including committee members, managers and coaches. A grievance can be raised against any member. BSJFC defines a "grievance" as a formal club-related complaint, issue and/or objection made by a member.

Grievance Procedure

Before filing an official grievance complaint, BSJFC asks that all members review the policy that directly impacts their complaint. For example, if an employee files a bullying complaint, please refer firstly to the Anti-Bullying Policy in this Handbook.

BSJFC encourages members to resolve disputes informally, firstly with the help of a manager, coach or committee representative. If the informal complaint is not fairly and constructively resolved within 21 days, members may file a formal grievance.

Filing a Grievance

When filing a grievance, members have the option of reporting their complaints directly to a team manager/coach, or directly to the club's management committee (please see contact details at the front of this handbook).

Once the complaint has been submitted to the management committee, members have the right to attend meetings with a witness or other representative and appeal decisions.

When a grievance is filed against another member, the accused also reserves the right to: view and request a copy of the official grievance complaint, formally respond to the complaint, attend all formal meetings with a representative and appeal the final decision.

Grievance Procedure (continued)



Club Responsibilities

It is BSJFC's responsibility to:

- *Accept and thoroughly investigate all grievances*
- *Ensure that the grievance is resolved within 28 days, depending on the severity of each case*
- *Treat all parties fairly throughout the grievance process*
- *Adhere to 'no-retaliation' when members file a complaint*
- *Organise mediation meetings with the appropriate parties*
- *Practice a high level of confidentiality throughout the grievance process*
- *Accept and investigate all appeals*
- *Ensure that the final decision is implemented*
- *Maintain accurate and comprehensive records of each grievance*

Confidentiality

BSJFC members, including management committee members are required to sign a confidentiality agreement that limits them from discussing the grievance before and after it has been resolved. All parties are prohibited from discussing the matter with any other BSJFC members.

Policy Violations

If a member is found to have violated the grievance procedure policy, they will be subject to disciplinary action, up to and including termination. The severity of each case will determine the type of disciplinary action, which may include a warning, suspension, and/or termination.

If a member is unequivocally proven to have committed the grievance he/she is being accused of, BSJFC will adhere to disciplinary action, which may include a warning, suspension, and/or termination.

Safer Recruitment of Volunteers



The intentions of most people who work with children and young people in football are good. However, Bramley Sunnyside JFC recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. For this reason, we follow the safer recruitment recommendations of the FA.

All volunteers who work directly with children will be expected to undertake the following process before beginning voluntary work within the club

- Complete the club volunteer application form (adapted from the FA guidance)
- Meet with the core committee
- Complete a Criminal Record Check

Following recruitment our volunteers will be expected to complete the following within 3 months of being in role:

- FA Safeguarding children course

Our safeguarding process is in place primarily to protect our players and ensure that our children are safe and can enjoy the game however the process also protects the adults who help within our club.



For Coaches



Subscriptions

Each team is responsible for communicating and chasing subscriptions from members. A weekly update is circulated by the Treasurer during the season to update, please use this to chase payments where necessary.

Equipment

All teams are provided with the basic training/match equipment:

First aid kit, training footballs, match balls, cones, bibs, tactics board etc.

Additional equipment can be requested through the club at one of the monthly committee meetings, but please bear in mind that all requests need to be reviewed for fairness and all budgets are directly related to subscriptions/fundraising the club manages to achieve.

Kits & Sponsorship

Sponsorship is required for all teams. The price for this is £500 which includes the sponsor's logo on shirts for 2 seasons. Payments to be made to the club account. The playing kit is then purchased (and owned) by the club.

Any additional sponsorship can then pay towards the team and anything else they want to purchase (i.e. winter coats, training kits etc.)

Team wear

The clubs' preferred supplier is Macron, this can be utilised by all teams and is generally the easiest way to get the correct kit. If a team decides to not use the club preferred supplier, the kit must be agreed with the committee before ordering.

Club colours for HOME KITS are STRICTLY:

SHIRTS: Black and Blue stripes. SHORTS: Black or Blue SOCKS: Black or Blue

Matches

Coaches must make themselves familiar with the rules of the league they play in, both SHWGL and SDJFL have published rules which MUST be followed. Copies are available on the league's websites and are emailed out at the start of each season. Failure to comply with league rules can result in charges and potentially fines raised. If in doubt please ASK, we're all there to help each other.

[Sheffield & District Junior Sunday Football League Documents \(junleague.com\)](https://www.junleague.com)

<https://www.junleague.com/documents.php>

[The Sheffield And Hallamshire Women And Girls League Documents \(shwgl.co.uk\)](https://www.shwgl.co.uk)

<https://www.shwgl.co.uk/documents.php>

League and cup game results must be reported through the FA Fulltime website and is the responsibility of the coaches to do so, these must be completed to certain times.

For Coaches



Postponements

League and cup games can be postponed, but only in line with league rules, there are timeframes involved, so a last minute postponement because of a lack of players will not be acceptable. All postponements must be submitted through the league website to be reviewed and approved.

Postponements due to weather

Sometimes this is unavoidable due to waterlogged or frozen pitches, in this case this must be communicated to the opposition and an email sent to the league (SDJFL—age group registrar, SHWGL—league secretary).

Referees

SDJSL Teams

The home team are responsible for appointing a qualified referee. If one is not available, contact through the BSJFC coaches messenger group for help. As a last resort an unqualified person (or a coach) can referee. Lack of a referee is not cause for cancelling a game.

SHWGL Teams

Ensure to always use the league appointed referee, unless otherwise informed that one isn't appointed, then should a referee be required try to appoint your own.

In all cases referee fees are determined by the relevant league, do not offer different amounts than set by the leagues.

Referee costs are covered by the team through match day fundraising (tuck shop, raffle, football card etc.)

Social Media

Social media (Facebook groups) can be used to organise friendly games, join tournaments and advertise for players to join, you must ensure all posts with reference to the club are compliant with the club social media policy and league/CFA rules

Club Meetings

The club holds a monthly meeting and a representative from each team is expected to attend.

Once per year the club hold its Annual General Meeting (AGM), where the committee members are voted in for 12 monthly periods and the club constitution is reviewed.

Meetings are held at Bramley Parish Hall and dates/times/agenda/minutes are communicated via email and on the coaches messenger group.