



# BRAMLEY SUNNYSIDE JUNIORS FC

**A Charter Standard Development Club**

## HANDBOOK

**SEASON: 2021-22**

Affiliated to Sheffield & Hallamshire County F.A.

Playing in:

Sheffield & District Junior Sunday League

Sheffield & Hallamshire Women and Girls League



## Welcome

The last two seasons have been a real challenge, but our club have been committed to keeping our boys and girls safe and to keep playing football whenever possible. We've missed out on our annual presentation day for two seasons, so restrictions permitting we are looking to make the 2022 presentation day a real success and better than ever!

At our club, 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 Charter Standard Development Club status.

We currently have teams from U7 to U17. All our teams are registered to compete in the appropriate leagues.

We also have a community-coaching academy that is run weekly, enabling boys and girls from the age of 4 to take part in football, no matter what their level of ability. In addition, we run a weekly training session for girls between the ages of 5 and 11.

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*

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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
<b>Chairperson</b>	Shane Williams	07811 335346 shane.34@hotmail.co.uk
<b>Secretary</b>	Steve Clark	07879 621700 Stephenclark78@googlemail.com
<b>Treasurer</b>	Helen Castledine	07940 521200 helencastledine@live.co.uk
<b>Child Welfare Officer</b>	Annie Morgan	07740 644779 gareth_annie@yahoo.co.uk
<b>Vice-Chairperson</b>	Rob Elliott	07792 618387 robelliott1080@gmail.com
<b>Vice Secretary</b>	Lisa Ainsworth	07790 995669 lisa.wroe@live.co.uk

## Team Managers and Coaches

Our managers and coaches are volunteers and have usually started out as a parent helper. Every coach and manager at the club has First Aid, Safeguarding and the FA Level 1 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.



## Team Contacts

Team	Team Manager	Contact Details
Girls Academy	<i>Vacancy</i>	
Girls under 8	Zack Middleton	07703 393571
Girls under 11 Black	Andy Wilson	07870 808718
Girls under 11 Blue	Lee Cadman	07799 651850
Girls under 12	Lisa Ainsworth	07790 995669
Girls under 13	Mike Wymer	07841 657035
Girls under 14	<i>Vacancy</i>	
Boys Academy	Shane Williams	07811 335346
Boys under 7	<i>Vacancy</i>	
Boys under 8	Dale Rose	07747 159323
Boys under 9 Black	Paul Walton	07901 002252
Boys under 9 Blue	Dean Coates	07518 973080
Boys under 10	<i>Vacancy</i>	
Boys under 11 Black	Paul Roberts	07817 638234
Boys under 11 Blue	Dean Pattison	07827 779630
Boys under 12 Black	Rob Elliott	07792 618387
Boys under 12 Blue	Rob Elliott	07792 618387
Boys under 13	Lee Walker	07786 545421
Boys under 14 Black	Shane Williams	07811 335346
Boys under 14 Blue	Steve Clark	07879 621700
Boys under 15	Rob Laird	07899 497654
Boys under 17	Wayne Roebuck	07860 912637





# **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**

**Academy coaches**

**Referees**

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.

# 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](mailto: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:

Annie Morgan. Telephone: 07740644779

E-Mail: [gareth\\_annie@yahoo.co.uk](mailto:gareth_annie@yahoo.co.uk)

## 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](http://www.TheFA.com/football-rules-governance/safeguarding)

Further advice on Safeguarding Children matters can be obtained from:

Emailing – [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)

The FA Safeguarding Children general enquiry line 0845 210 8080

# 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. The code should be signed and returned by players and parents during registration at the start of each season. A copy of each code can be found in the appendix.



## COVID-19 Guidance

We continue to have a dedicated COVID Officer within the club, who's job it is to keep up to date with the latest government and FA guidance for grassroots football , ensure we have an up to date risk assessment and communicate this to our individual teams.

The guidelines are changing regularly and while all our coaches and committee members remain focussed on keeping the teams playing football and making the season as close to normal as possible, our priority is to keep them safe. Please see individual managers who can keep you up to date with the club's COVID-19 strategy.

**COVID Officer:** Lisa Ainsworth

**Email:** [lisa.wroe@live.co.uk](mailto:lisa.wroe@live.co.uk)

**Tel:** 07790 995669

# Training

We train and play at a variety of pitches around the Bramley area including but not limited to Bramley Sunny-side J&I School, Wickersley School, Thurcroft Hub and Flash Lane

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

# 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!

Managers should give all players the opportunity for equal 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 for school pitches





# Bramley Sunnyside JFC Academy

Our development academy is for children aged 4-6 years every Saturday morning between 10-11am Bramley Sunnyside School or at Rotherham Football Academy in winter.

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 stud-d boots, trainers will be fine. No jewellery should be worn during these sessions.

## Costs

Sessions at Bramley Sunnyside School are £2

Winter Sessions at Rotherham Football Academy or Wickersley School (indoors) are £3

Payable to the coach each week





# Registration and Trials

On 31st May each year, every player is released from Bramley Sunnyside. 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 carers 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.

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 BOYS	Recommended max. squad number BOYS teams	Fielded Team GIRLS	Recommended max. squad number GIRLS teams
Under 7's	5	10		
Under 8's	5	10		
Under 9's	7	12	5	10
Under 10's	7	12	7	12
Under 11's	9	14	7	12
Under 12's	9	14	9	14
Under 13's	11	16	9	14
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 need to ensure the following is completed:

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

# 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 2021/2022 season, our subscription costs for our players are £140 or £120 (for the girls only league due to the fewer number of matches). 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 F.A.*
- *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*

Our managers and coaches 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 February 2022 payment.

## Additional Costs

Some teams may choose to continue on an astro pitch beyond Easter, 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 then speak to your team manager .

# BOYS TEAMS



## Season 2021/2022 Player Subscription Schedule

### Options:

1. Pay £140 on registration
2. Pay £40 on registration, then £20 monthly

### Payment Plan:

Payment Plan	
Registration Fee	£40
End of September 2021	£20
End of October 2021	£20
End of November 2021	£20
<i>NO PAYMENT IN DECEMBER</i>	
End of January 2022	£20
End of February 2022	£20*
<b>TOTAL PAYABLE</b>	<b>£140</b>

\*£130 with sibling discount, sibling discount to be deducted from the final monthly payment

### How to pay your subscriptions:

From the 2021/22 season we encourage **no cash payments**. Please make payments through bank transfer to:

**Name:** Bramley Sunnyside JFC

**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"**

# GIRLS TEAMS



## Season 2021/2022 Player Subscription Schedule

### Options:

1. Pay £120 on registration
2. Pay £20 on registration, then £20 monthly

### Payment Plan:

Payment Plan	
Registration Fee	£20
End of September 2021	£20
End of October 2021	£20
End of November 2021	£20
<i>NO PAYMENT IN DECEMBER</i>	
End of January 2022	£20
End of February 2022	£20*
<b>TOTAL PAYABLE</b>	<b>£120</b>

\*£110 with sibling discount, sibling discount to be deducted from the final monthly payment

### How to pay your subscriptions:

From the 2021/22 season we encourage **no cash payments**. Please make payments through bank transfer to:

**Name:** Bramley Sunnyside JFC

**Sort:** 30-90-28

**Account:** 67785660

Please use the age group and player surname as reference eg **"U11 Girls Smith"**.

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



## End of Season Presentation Event

A presentation day is held at the end of each season for all our players, including our academy squad. 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!



# 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](http://www.anti-bullyingalliance.org.uk)

[www.stoptextbully.com](http://www.stoptextbully.com)

[www.bullying.co.uk](http://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 and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

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



# 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



# 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, Annie Morgan, Rob Elliott and Helen Castledine, 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

# 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