



### Section 3 - Medical Information

NAME OF DOCTOR/ SURGERY:
DOCTOR/ SURGERY TELEPHONE NUMBER:
PLEASE DETAIL BELOW ANY IMPORTANT MEDICAL INFORMATION THAT OUR COACHES/ JUNIOR CLUB SECRETARY SHOULD BE AWARE OF (E.G EPILEPSY, ASTHMA, DIABETES ETC...)
MEDICAL CONSENT:  <input type="checkbox"/> I give my consent that in an emergency situation, the club may act in loco parentis, if the need arises for the Administration of emergency first aid and/ or other medical treatment which in the opinion of a qualified medical Practitioner may be necessary. I also understand that in such occurrence that all reasonable steps will be taken to contact me or the alternative adult which I have named above.  <input type="checkbox"/> I confirm that to the best of my knowledge, my child does not suffer from any medical condition other than those detailed by me in this document.

### Section 4 - Disability

The Disability Discrimination Act 1985 defines a disabled person as anyone with a ‘physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities’.

Do you consider your child to have a disability?: <input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, what is the nature of their disability?
<input type="checkbox"/> Visual impairment <input type="checkbox"/> Learning disability <input type="checkbox"/> Physical disability
<input type="checkbox"/> Hearing impairment <input type="checkbox"/> Multiple disability <input type="checkbox"/> Other (please specify):

### Section 5 - Important Notices to Parents/ Guardians

- 1. For all coaching sessions we start promptly so please ensure children arrive before the start time. Parents must ensure that children are collected no later than the end of the session.**
- 2. Beacon Hill Junior Football club assumes no responsibility or liability for any injury/ damage to any person, persons or property whether resulting from taking part in any activity of the club or otherwise.**
- 3. Beacon Hill Junior Football club will take all necessary steps to contact the parent/ nominated person in the event of illness or injury.**
- 4. Parents/ Guardians are responsible for the transport arrangements of their children to and from the venue of coaching, practice session and matches. Should parents/ guardians require assistance they must inform their team coach at the earliest opportunity.**

### Section 6 - Club Code of conduct

Please remember that parents and coaches give up their free time to help so all players must show respect. Inappropriate behavior will result in being barred from the coaching/ matches at the club’s discretion.

**BHJFC follows the FA “Code of Conduct” for both players, parents and spectators which needs to be signed by both BHJFC player and their parent or guardian.**

**The player *and* parent must sign the player form. A parent must sign the parent and spectator form. These can be found on the FA Web site, the BHJFC web site or can be obtained from your coach. They are also included in this application.**

Please note that a copy of our Child Protection and Conduct policy is available from your coach.

## Section 7 - Subscriptions

Please make your cheque payable to **BEACON HILL JUNIOR FOOTBALL CLUB** for the sum of **£80.00** and hand to your team coach.

**Please note that if you have two children playing for the club then the total cost is reduced by 25% and there is no charge for a third child.**

Families suffering severe financial hardship may have subscriptions reduced or waived at the committee's discretion. Please telephone John Richardson in confidence at **07525 240263** or email at: **John.Richardson@lloydstsb.co.uk**

## Section 8 - Photography

BHJFC follows the FA recommended guidelines on photography. These can be found on the FA Web site, the BHJFC web site or can be obtained from your coach. They are also included in this application. You acknowledge that it is not an offense to take appropriate photos in a public place, even if asked not to, and that no one has the right to decide who and who cannot take photos on public land (per the FA guidelines). Therefore, you understand, acknowledge and accept that photos of your child may be taken in the course of playing for BHJFC.

## Section 9 - Parental/ Guardian Help

Beacon Hill Junior FC is run by fellow parents on a volunteer basis. We all have very busy lives and need help with various aspects of managing the club or the club will not exist. While the committee and the coaches invest a significant amount of time on the club and take on much of the work needed, we still need significant help. BHJFC, like any other organization, is stronger when everyone contributes and participates. Joining in enables you to meet other parents, sets a great example for your kids and is fun.

**It is a condition of membership at BHJFC that from every family, one parent helps with at least one of the below activities on a regular basis. A rotation and schedule (as appropriate) will be circulated in due course. Other activities are also available to help with – ask your coach.**

**Please choose what area(s) you are able to help with (CIRCLE AT LEAST ONE):**

- 1) **I would like to help coach the team.**
- 2) **I would like to help with team administration ( Providing match arrangements (by email) to Beacon Hill parents, opposition managers, referees etc...on a weekly basis).**
- 3) **I can help my coach setup the pitch for home matches and training. (Put up/ take down goal posts, respect barriers, car parking signs etc...**
- 4) **I can help to line fields 1-2 times a year.**
- 5) **I would like to help with a role on the BHJFC Committee.**
- 6) **I would like to work on the Tournament committee or work at the tournament on the day.**

## Section 10 - Signature(s)

By returning this completed Membership form, I agree to my child in my care taking part in the activities of Beacon Hill Junior Football Club.

**DATA PROTECTION:** The club will use the information provided on this form (together with other information it obtains about the player) to administer his/her footballing activity at the club and in any activities in which he/ she participates through the club and to care for and supervise activities in which he/ she is involved. In some cases this may require the club to disclose the information to County Boards, Leagues and the Football Association. In the event of a medical issue or a child protection arising, the club may disclose certain information to doctors or other medical specialists and/ or to police, children's social care, the courts and/or probation officers and potentially to legal and other advisers involved in an investigation.

NAME: (Parent/ Legal Guardian)
SIGNED: (Parent/ Legal Guardian)
DATE:

**Please remember to also sign BOTH the parent and player "FA Respect Code of Conduct Forms"**



# North East Hampshire Youth League

Affiliated to Hampshire Football Association Limited

## PLAYER REGISTRATION FORM



Application for the Registration of a Player in the Under		Age Group *	Girls		Boys
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\* Players in this age group **MUST** be under the age of the age group shown above as of 31<sup>st</sup> August of the current year

Club Name		Team Name	
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PLAYER DETAILS				PLAYER IDENTITY CARD	
Surname				Registration Card No.	
Forename(s)				<div style="border: 1px dashed black; padding: 10px; text-align: center;"> <p>An identical photograph to that shown on the ID card should be glued to this box.</p> <p>The fully completed ID Card must be forwarded with this Registration Form</p> </div>	
Date of Birth			(dd/mm/yyyy)		
Home Address					
Post Code					
School *					
* After September 1 <sup>st</sup> of the current year					
Player Signature					

PARENT/GUARDIAN DECLARATION			tick
(a)	I agree to my child being registered with the North East Hampshire Youth League, as a member of the above mentioned Club.		<input type="checkbox"/>
(b)	I understand that, while registered as a member of that Club, my child is not permitted to play football for any other Club in this League which generally plays on the same day.		<input type="checkbox"/>
(c)	Players wishing to change teams are required to make application on a special transfer form available from the Divisional Secretary. <b>The Provisions of League Rule 8 Apply</b> ( <a href="http://www.nehyl.org.uk/page3.html">http://www.nehyl.org.uk/page3.html</a> )		<input type="checkbox"/>
(d)	<b>Data Protection Act.</b> I hereby agree to the transfer of misconduct information and any reasonable personal details between the League and the relevant County Football Association.		<input type="checkbox"/>
(e)	I will ensure that any support towards our child will be for encouragement only and at all times ; Match Officials and opponents will be treated with due respect, the decisions of the match officials will be accepted without protest.		<input type="checkbox"/>
(f)	I understand that failure to comply with this standard of conduct may affect my child's eligibility to play in the North East Hampshire Youth League.		<input type="checkbox"/>
Parent/Guardian's Signature		Date	

A Registration Fee of £		is enclosed (Applicable ONLY if registration takes place after 31 <sup>st</sup> August)
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CLUB SECRETARY & MANAGER'S DECLARATION	
(g)	The above mentioned player is not registered with any other Club in the North East Hampshire Youth League, which generally plays on the same day.
(h)	I confirm that the above date of birth is accurate

Signature of Team Manager		Date	
Signature of Club Secretary		Date	

N.B. Clubs remain responsible for the accuracy of the registration details notwithstanding the requirements of the parent/guardian's signature.

**This form, fully completed, must be sent to the appropriate Divisional Secretary together with a fully completed Identity Card. No player may play for a team until the officially stamped Identity Card has been received by the Club in confirmation of the player's registration.**

### North East Hampshire Youth League - Privacy Policy

Please read this policy carefully to see how we will treat the information that you provide to us.

We the North East Hampshire Youth League (NEHYL) will take reasonable care to keep your personal information secure and prevent any unauthorised access or unlawful use of it. We process all personal information in accordance with applicable UK data protection legislation. We will use your personal information to register you as a player in the NEHYL and will hold your personal information on the NEHYL database. If any of your information changes you must update the NEHYL so that an accurate record can be kept.



# Respect



## Safeguarding Children Policy and Procedures

### Club Template

#### Using this Policy

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.

### BEACON HILL JUNIOR Football Club Safeguarding Children Policy

- 1. BEACON HILL JUNIOR 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.
- 2. 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. **BEACON HILL JUNIOR Football Club** recognises that this is the responsibility of every adult involved in our club.

- 3. BEACON HILL 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.

- 4. 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
  - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current **BEACON HILL JUNIOR Football Club** members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit'.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of **BEACON HILL 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 FA CRB Unit Enhanced Disclosure and that all decisions will be made 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.

5. BEACON HILL JUNIOR Football Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0207 745 4787, by writing to The FA Case Manager at The Football Association, 25 Soho Square, W1D 4FA or alternatively by going direct to the Police, Children's Services or the NSPCC. BEACON HILL JUNIOR Football Club encourages everyone to know about it and utilise it if necessary.

6. BEACON HILL 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.

7. 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.

8. **Respect** codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by BEACON HILL 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.

9. 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.**

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. 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
- iii. If the concern is more serious - possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- iv. 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.
- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
  - contact your CFA Welfare Officer directly
  - contact the Police or Children's Services
  - call The FA/NSPCC 24 hour Helpline for advice on 0808 800 5000 or Deaf users text phone 0800 056 0566

NB - The FA's Safeguarding Children Policy and Procedures are available via [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes) - click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

- COLIN MALLEY  
T: 07976426750  
E: [colin.malley@btinternet.com](mailto:colin.malley@btinternet.com)
- COUNTY WELFARE OFFICER  
County Football Association's Welfare Officer  
T: 01372 384745  
E: [CountyWO@surreyfa.com](mailto:CountyWO@surreyfa.com)
- [www.TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)
- Emailing - [Footballsafes@TheFA.com](mailto:Footballsafes@TheFA.com)
- The FA Safeguarding Children general enquiry line 0845 210 8080

<sup>1</sup>The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act, 2006 due to come into effect in July 2010. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.



**Respect**

## Respect Code of Conduct

# Young Players

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

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### When playing football, I will:

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- Always play to the best of my ability
- Play fairly - I won't cheat, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

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**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:**

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### I may:

- Be required to apologise to my team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

### In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct
- The FA/County FA could impose a fine and suspension against my club.

**Players Name, Signature and Date:**

**Parents Name, Signature and Date:**



**Respect**

## Respect Code of Conduct

# Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

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### I will:

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area (where provided)
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake - mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

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I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA:

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### I may be:

- Issued with a verbal warning from a club or league official
- Required to meet with the club, league or County FA Welfare Officer
- Required to meet with the club committee
- Obligated to undertake an FA education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have my club membership removed
- Required to leave the club along with any dependents.

### In addition:

- The FA/County FA could impose a fine and/or suspension on the club.

**Parents Name, Signature and Date:**



**Respect**

## Respect Code of Conduct

# Coaches, Team Managers and Club Officials

We all have a responsibility to promote high standards of behaviour in the game.

In The FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the sideline.

Play your part and observe The Football Association's Respect Code of Conduct in everything you do.

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### On and off the field, I will:

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- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

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### When working with players, I will:

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- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me

- Ensure all parents/carers of all players under the age of 18 understand these expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

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**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA:**

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- Required to meet with the club, league or County Welfare Officer
- Required to meet with the club committee
- Monitored by another club coach
- Required to attend an FA education course
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave or be sacked by the club.

### In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.

**TheFA.com/Respect**



# Respect



## Celebrating Football Through Photographs and Video

### Recommended Guidelines

There has been much talk about who is allowed to 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.

##### Don't:

1. publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used
2. use player profiles with pictures and detailed personal information on websites
3. use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture
4. allow images to be recorded in changing rooms, showers or toilets - this includes the use of mobile phones that record images.

#### Filming as a coaching aid

The FA advises that coaches using videoing as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme. Care should be taken when storing the videos.



If you are concerned about the inappropriate use of images please report this to your CFA Welfare Officer or to The FA Case Manager (contact details provided below).

### Remember

- It's not an offence to take appropriate photographs in a public place even if asked not to do so
- No one has the right to decide who can and cannot take images on public land
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk
- The land or facility owner can decide whether or not photography and or videoing at football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).



### Commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football activity, ensure you and they are clear about each other's expectations. The key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales
- Issue the professional photographer with identification, which must be worn at all times

Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken - remember this can be done by using a Consent Form at the start of the season.

### To report potentially unlawful materials on the internet please contact:

#### The Internet Watch Foundation

Email: [report@iwf.org.uk](mailto:report@iwf.org.uk)

Telephone: **01223 237700**

Fax the hotline: **01223 235921**

[www.iwf.org.uk](http://www.iwf.org.uk)

#### The FA's Case Management Team

Email: [case.management@TheFA.com](mailto:case.management@TheFA.com)

Telephone: **0207 745 4787**

