

Complaints Procedure

In the event that any Gadeside Rangers Football Club member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

They should report the matter in writing to the Secretary.

Your report should include:

- Details of what, when, and where the occurrence took place.
- Any witness statement and names.
- Names of any others who have been treated in a similar way.
- Details of any former complaints made about the incident, date, when and to whom made.
- A preference for a solution to the incident.

The Club's Management Committee consisting of the following members:

- Chairman
- Vice Chairman
- Treasurer
- Secretary

will sit for any hearings that are required.

The Club's Management Committee will have the power to:

- Warn as to future conduct
- Suspend from membership
- Remove from membership

any person found to have broken the Club's Policies or Codes of Conduct.

Secretaries Address is available on our website
www.gadeside.co.uk

Or on the Season Applications Forms for players.

Gadeside Rangers Handbook "Fun in Football"

Welcome to Gadeside Rangers Handbook. This booklet must be read by parents, players and managers as it contains rules, codes of conduct and information about the club. Please keep this handbook safe for future reference.

Gadeside Rangers has offered football to children of the community since 1972. We aim to enrich children's lives by instilling fair play, team spirit, commitment and a sense of belonging.

In order for these aims to be followed it is important that players, parents, managers and assistants follow the club's rules. Everyone must sign up to and follow the club rules such as zero tolerance and health and safety.

We hope that you will enjoy being part of this great football club.

Lots of details and updated information is available on our website

www.gadeside.co.uk

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Officers of the Club

Gadeside Rangers would like to thank **all** the volunteers who help to keep the teams running smoothly and efficiently. Many people give up their spare time not only on training nights and match days, but also work behind the scenes such as, in administrations, arranging fixtures and attend organised league meetings.

Thank you for your continuing support.

The Officers of the club are:

President : Mr. Ken Timberlake

Honorary Vice Presidents: Mr Keith Surey
Mr Terry Barton
Mrs Andrea Barton

Honorary Life Members: Mr Andy Davis

Chairman: Mr Darren Hufford

Vice Chairman: Mr Neil Bryon

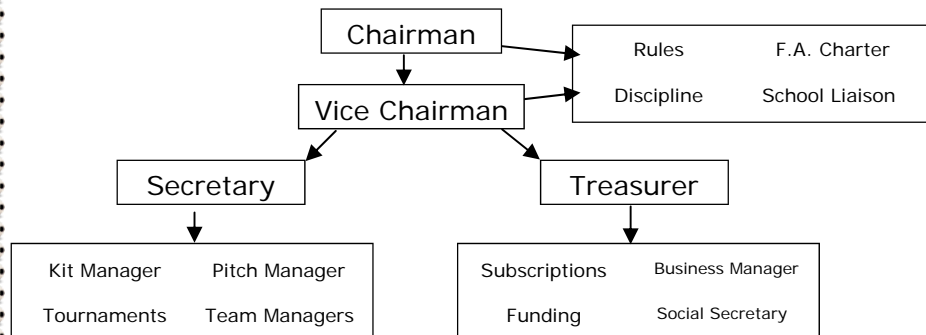
Club Secretary: Mrs Louise Bryon

Treasurer: Mrs Sharon Farmer

Business Manager: Mr Jason Farmer

Team Managers must attend Monthly Meetings or send a representative from their team

Committee Structure



ZERO TOLERANCE

The Club respectfully ask that managers, coaches and parents observe the few Do's and Don'ts set out by the Football Association.

Please consider your behaviour while you are watching children playing the game of football, teach them good habits not bad ones!

Do's

- Stand at least 3 to 4 metres away from the side of the pitch.
- Only the coach/manager from each team should be coaching the children
- Give encouragement to all the children from both team's "applaud good play"
- Let the children play and enjoy the experience of learning for themselves
- Keep your involvement to a minimum
- Adults should guide and support and give positive comments
- Enjoy the football match
- Be realistic about the capability of players
- Show each other the same level of respect that you would expect to receive

Don'ts

- Encroach on the playing area, the pitch
- Get involved with the coaching of the children
- Make any derogatory comments at all, to anyone
- Raise you voice or shout at the children or the referee
- Question the referees decisions
- Expect too much from the children
- Use a video camera or take photographs of any children, without asking the other parents and the opposing team first



**THIS CLUB FOLLOWS THE FOOTBALL ASSOCIATIONS
"ZERO TOLERANCE POLICY"**

Referee

Referees perform a vital role in the game, and with the growth in the popularity of football, particularly for women and children, the demand for match officials is increasing.

The Football Association estimates that in some areas of the country, 20 per cent of games are played without a qualified match official. The FA National Game Strategy goal is to recruit 8,000 new referees by 2012 as well as retain the existing 26,000 officials to ensure that in future, every game has a qualified official who is receiving regular training and support from an FA mentor programme and helpline.

The first stage involved in becoming a referee is to register with your local County Football Association and the second stage is to attend a basic Referees Course.

Hertfordshire Football Association
County Ground
Baldock Road
Letchworth Garden City
Hertfordshire
SG6 2EN
Tel: 01462 677622



CLUB RULES AND CONSTITUTION

1. NAME

The name of the Club shall be Gadeside Rangers Football Club or G.R.F.C.

2. RULES AND REGULATIONS

(a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

(b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.

(c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

(d) The Club shall be affiliated to: The Football Association, The Herts Football Association, The Watford Friendly League and Olympian Sunday Football League

(e) The Club shall have Home Pitches situated at Westfield School & King George V Playing Field, West Watford, Herts.

(f) The Club's name and particulars shall be returned annually by the appointed date to the Herts F.A. & relevant leagues.

3. OBJECT

The object of the Club is to organise football under the rules and conditions of the Football Association.

The aim of the Club shall be to encourage Players and Spectators to participate in football in a sporting and self-disciplined manner.

The Club shall also encourage all Players to fulfill their potential and provide facilities for the whole community.

4. MEMBERSHIP

The members shall be:

a) The players, who will be INVITED to join a football squad by the appropriate manager and pay the appropriate annual subscription and signing on fee. The minimum age of joining the Club shall be 5 years of age.

b) The Managers & Assistant Managers, who will be appointed by the invitation of the Committee, having submitted a personal disclosure form and been interviewed first for suitability according to the rules of The Football Association.

c) The Officers, who will be elected at the AGM.

d) The Honorary Members shall be the Life President and the Vice Presidents

5. SUBSCRIPTIONS

The amount maximum payable by the players and the dates of payment for the Annual Subscription shall be decided on at the AGM 1 year prior to the start of the new season. All monies will be collected and kept with the Treasurer who will bank all funds and fees paid.

6. VOTES

ALL Members over 16 shall be entitled to vote. Parents or Guardians of members under the 16 are entitled to attend the AGM, and shall have ONE vote in lieu of each Member they represent.

7. GOVERNING BODY

The Governing Body of the Club shall be the Core Committee.

The Core Committee shall be composed of the Chairman, Vice Chairman, Treasurer, Secretary and Business Manager

8. COMMITTEE

The Committee of the Club shall be:

a) The Chairman

b) The Vice Chairman

c) The Secretary

d) The Treasurer

e) The Business Manager

The Following are invited to committee meeting Social Secretary, Child Protection Officer, Managers and coaches

CLUB RULES AND CONSTITUTION - Continued

9. ELECTION OF OFFICERS

- a) All nominations for Officers must be received by the Secretary not later than 14 days before the AGM.
- b) The Chairman will be elected at the AGM, but must already be the serving Chairman and can only be replaced by the Vice-Chairman if the committee decides.
- c) A ballot shall be held at the AGM if more than one nomination is received for any Officership.
- d) All serving Officers shall be eligible for re-election.
- e) The Chairman may only accept nominations for Officerships from the floor at the AGM in the event of no nominations being received under the terms of rule 9a.

10. ANNUAL GENERAL MEETING

This shall be held after the finish of the playing season and no later than the 1st of July. The Chairman shall give 28 days notice of the AGM, Time & Venue to the Committee. The Managers will inform the Players/Parents of the date of the AGM.

The agenda shall be: -

- 1) Minutes of last Annual General Meeting
- 2) Matters arising
- 3) Chairman's address
- 4) Secretary's reports
- 5) Treasurer's report
- 6) Team Manager's Season Report
- 7) Election of Officers, Committee Members & Team Managers
- 8) Registration Fees for next years season
- 9) Alteration of Rules, if any (of which 28 days notice has been given)
- 10) Other business of which due notice shall have been given

11. SPECIAL GENERAL MEETING

A Special General Meeting can only be called by the Committee or by written request to the Secretary, signed by at least 10 Members or Parents or Guardians of Members in lieu of Members.

The specific nature of the business to be discussed must be stated when the meeting is called. No other business may be discussed.

12. QUORUM

The quorum required for the Committee or General Meeting shall be at least 6 Members of the serving Committee.

13. POWER OF THE COMMITTEE

The Committee shall have the power:

- a) To make, amend, or rescind any bye-law, so long as it does not contravene the rules of the Club.
- b) To appoint sub- committees.
- c) To fill Officer Vacancies that might occur between AGM's.
- d) To exercise disciplinary action when necessary
- e) To appoint The Life President, Vice Presidents and Honorary Life Members.

14. ALTERATIONS & AMENDMENTS

Alterations & amendments to the rules of the Club can only be made on the vote at the AGM or Special General Meeting called for the purpose.

Any proposition to alter or amend the rules of the Club must be received by the Secretary 14 days prior to the AGM or Special General Meeting.

15. BALANCE SHEET

The Treasurer shall present an annual Balance Sheet of Income & Expenditure to the AGM.

16. PAYMENTS

The Treasurer shall issue all cheques which shall be countersigned by the Chairman or Vice Chairman.

17. EXPENDITURE

All expenditure on behalf of the Club to be approved by the Committee and filled in on the appropriate form from the Treasurer.

Annual Subscriptions

The Club has Four Methods of making Payments

Payment in full at the start of the season

Instalments starting Aug to Oct 2007
(3 Post Dated Cheques or Cash)

Monthly Standing Order Scheme –

Speak to your Bank to arrange a standing order.
(Please inform the Treasurer
as this will be over a 6 month period June – December)

Please use the following Bank details:

Club Bank: Nat West

Account Name: Gadeside Rangers Boys Football Club

Sort Code: 60-18-11

Account Number: 69023832

By other arrangement in special circumstances
This must be agreed by the club committee first

All payments go to the club Treasurer:
Address available on website www.gadeside.co.uk

Cheques should be made payable to:
Gadeside Rangers F. C.

Vulnerable Adults Policy

Gadeside Rangers is committed to ensuring that vulnerable people who are part of our club are not abused and that working practices minimise the risk of such abuse. This policy should be used in conjunction with the Gadeside Rangers Equal

Opportunities Policy.

1. Definition

Vulnerable adults are people who are over 18 years of age and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Volunteers, Managers and Parents have a duty to identify abuse and report it.

2. Support to volunteers and staff

The volunteers and staff reporting of incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned i.e. are upset or angry. The

Coordinator will support you. Other support may take the form of support provided by work colleagues or support or counselling provided by an outside body if required.

Managers or volunteers themselves may also be the subject of an allegation of abuse. While support will be offered, Gadeside

Rangers will ensure that the police are given all assistance

pursing any investigation. Suspension and/or discipline may be implemented.

3. Suspect of abuse by a member of Gadeside Rangers managers or volunteers
Where a managers or volunteer is suspected of abuse the following action should be taken:

o The Coordinator should interview the managers or volunteers with a witness present.

o The Coordinator should make arrangements for interviewing the suspected victim. This should be done with a Gadeside Rangers committee member and a support for the victim present.

o The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation

o The procedure in 4 above should then be followed.

4. Confidentiality

Confidentiality is crucial to all our work and relationships and the Gadeside Rangers confidentiality policy should be adhered to except that the welfare of vulnerable adults is paramount and takes precedence over it. Do not keep concerns relating to potential abuse of vulnerable adults to yourself.

Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.

5. Contact information

Allegation of the alleged abuse which occurred when the person is over 18 years old falls under the "The Care Standards Act 2000 (Extension of Protection of Vulnerable Adults Scheme) Regulations 2004" and needs to be reported to the clubs committee in the first instance.

Contact Details are available on our website www.gadeside.co.uk

CLUB RULES AND CONSTITUTION - Continued

18. FINES & APPEALS

a) All fines incurred by Players or Spectators as a result of disciplinary action taken by any League/Referee shall be paid by the offending Players or Spectator. Any Member or Spectator wishing a Personal Hearing by the Herts F.A. must submit the relevant fee and any correspondence to the Secretary within 7 days who will, on receipt, apply on the Players or Spectators behalf for a Personal Hearing.

b) All disciplinary fines incurred by a Team Manager during the course of a season as a result of contravening a League rule, will be paid by the Manager.

19. CLUB COMPLAINTS PROCEDURE

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below. They should report the matter in writing to the Club Secretary or another member of the Committee.

Your report should include:

Details of what, when, and where the occurrence took place.

Any witness statement and names.

Names of any others who have been treated in a similar way.

Details of any former complaints made about the incident, date, when and to whom made.

A preference for a solution to the incident.

The Club's Management Committee will sit for any hearings that are requested.

The Club's Management Committee will have the power to:

Warn as to future conduct

Suspend from membership

Remove from membership any person found to have broken the Club's Policies or Codes of Conduct

BYE -LAWS

1. ADDRESS

The address of the headquarters of the Club shall be the Chairman's address .

2. BANKERS

The Club funds shall be banked with HSBC Bank, High Street St Albans Herts.

3. COMMITTEE MEETINGS

The Club shall hold a minimum of 6 Committee meetings a year.

Each team shall be represented by the Manager or Assistant.

It is desired that Officers and Managers attend Committee meetings

Apologies for absence should be received in writing 7 Days before the meeting.

4. MINUTES

The Secretary to take minutes of all full Committee meetings

and present them fully for reading to the Chairman in time for the next committee meeting

5. SUB COMMITTEES

Sub-committees formed for any purpose shall contain no more than 5 Members,

1 of which being a Manager or Assistant Manager and no more than 2 Officers of the main ruling Committee.

All discussions to be minuted and presented to the full Committee at the earliest opportunity.

All agenda matters to be discussed by the sub-committee shall be formulated by the main ruling Committee, by majority if necessary, prior to any subcommittee meeting.

6. TEAM KIT & COLOURS

a) The Club Home colours shall be Red & Black shirts, plain black shorts and Black socks.

b) The Club Away colours shall be Orange & Black shirts, plain black shorts and Black socks.

c) The Club logo shall only be applied on the official kit and other approved sportswear and equipment.

d) Sponsored kit shall be in accordance with the rules and regulations of the Football Association.

e) All kit and other approved sportswear and equipment shall be purchased via the Club with permission from the committee only.

f) All Gadeside players are asked to wear Club tracksuits to and from all games as soon as the team they represent have received sponsorship.

CLUB RULES AND CONSTITUTION - Continued

7. PRESENTATION NIGHT

The Club shall hold a Presentation Night at the end of the season, funds permitting. This will be a joint effort of both managers and main committee. At the Presentation Night, each player, who has fulfilled his commitment to the Club, shall receive a Year Award.

Each Team will be presented with a Most Improved Player (7 a side) or Clubman (11 a side) trophy and a Managers trophy, to be awarded at the Manager's discretion.

Each Team Player will vote for Players Player trophy.

8. FOOTBALL KIT

a) Each Manager to be responsible for the care and well being of the Club Football Kit and any other Club property in use by his team.

At no time is the Football Kit to be given out to the Players for the duration of the season.

After each game the Kit must be collected in for washing and storing together.

b) All purchases shall be subject to sufficient Clubs funds being available.

c) Replacement of all kit and equipment shall be at the approval of the Committee and will conform to the Clubs Kit Standard.

d) All kit, whether sponsored or not, and equipment shall remain the property of the Club.

9. REGISTRATION

a) The Club managers will be responsible for each players Registration.

All players should sign an agreement to the club rules and code of conduct.

The amount of the agreed fee that must be paid shall be decided on at a committee meeting prior to the end of the season and within the guidelines set at the last A.G.M.

b) Players failing to make payments for their Club Subscription, in accordance with the guidelines set out in the Signing on Forms at the start of the season, shall receive a written warning from the Treasurer as to the default.

The player shall make good the default within 14 days of the date of notice of default.

Players failing to make good their default will be suspended from playing any further games until the default is paid in full.

No Transfer will be sanctioned until all outstanding debts are paid to the club

In the event of a player still failing to pay in full his fee by the end of the playing season, such player will also forfeit any award due at Presentation Night and will may not be invited to rejoin the Club the following season.

c) The club will pursue recovery of all outstanding debts to the club through legal routes and will inform the relevant league and the Hertfordshire Football Association.

10. AWARDS

The Club shall present the following awards each year at the Presentation Night:

Awards are being restructured to present a fair way of distributing them. A Special General Meeting will be set up to announce and agree these awards

11. EXPENSES

The Club shall reimburse Managers for expenses only as follows:

a) Payment of League or Competition appointed Match Officials fees and expenses at the rate as set out in the relevant League or Competition Handbooks. The match official expenses sheet must be signed by the match official before the Treasurer can release funds

b) Any reasonable expenses for Stationary and Stamps.

12. CODE OF CONDUCT

The Club shall maintain a Code of Conduct for Managers/ Coaches / Players /Parents / Volunteers. All of which must also read and agree the clubs "Zero Tolerance Policy"

13. PITCHES AND TRAINING FACILITIES

a) The Club shall provide sufficient pitches to enable official fixtures to be completed.

b) Matches other than those approved by the relevant Leagues and County Association shall not be played without the express permission of the Secretary.

c) League, League Cup, County Cup and the like matches shall take precedence over friendly matches.

d) Subject to availability, the Club shall provide indoor/outdoor training facilities during the playing season. Indoor Preference shall be given to the younger age groups.

HEALTH AND SAFETY POLICY STATEMENT

This statement has been drawn up to deal specifically with the organisation and arrangements made to implement the Health and Safety Policy by Gadeside Rangers Football Club.

We, as a Club, are committed to the provision of safe and healthy working conditions to members, and any others who may be affected by our activities.

In particular the Club aims -

To provide and maintain safe and healthy conditions, with the legal requirements defining the minimum level of achievement.

To provide training and instruction to enable employees to perform their work safely and efficiently.

To make available, as necessary, safety devices and protective equipment and to supervise their use.

To maintain a constant and continuing interest in health and safety matters; in particular, by consulting and involving employees or their representatives, whenever possible. Accident prevention and Safe Working Practices are essential to both good management and good workmanship, requiring full co-operation between all concerned.

Every member, regardless of position, has a legal obligation upon them to take reasonable care for the health and safety of themselves and others and to cooperate with the Club or other authorised persons in the carrying out of Health and Safety Policy.

The Committee is ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy within the Club.

EQUAL OPPORTUNITIES POLICY & ANTI DISCRIMINATION POLICY

The Club is responsible for setting standards and values to apply throughout the club at every level. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes

- The advertisement for volunteers
- The selection of candidates for volunteers
- Courses
- External coaching and education activities and awards
- Development activities
- Selection for teams
- Appointments to honorary positions
- The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- The Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its organisation.

These facts will be adhered to by all club members and act in addition to all the rules of the club

CLUB RULES AND CONSTITUTION - Continued

14. INFORMATION

Each member upon registering for the Club shall receive a copy of each of the following:

- a) The Rules and Bye-Laws.
- b) The Code of Conduct for Both Players and Parents.
- c) A list of the members of the Committee.
- d) Equal Opportunities

15. TRAINING COURSES

The club will pay sum agreed by the committee towards the cost of managers/assistants F.A. recognised coaching courses.

- a) This sum must be returned in full to the club if the manager/assistant leaves after one season

Annual Subscriptions

The Club has Four Methods of making Payments:

1. Payment in full at the start of the season
2. Installments with 3 Post Dated Cheques 1st July, 1st August & 1st September
3. Monthly Standing Order Scheme:

Speak to your Bank to arrange a standing order and inform Club Treasurer. This will be over a 6 month period 1st July – 1st December with the following details:

Club Bank: Nat West

Account Name: Gadeside Rangers Boys Football Club

Sort Code: 60-18-11

Account Number: 69023832

4. By other arrangement in special circumstances agreed by the club committee only.

Copies of all the Clubs Policies are available on its website www.gadeside.co.uk

Player and Parent Code of Conduct

Because all players and parents are representatives of the club when they play in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, club, football and spectators.

Those parents & players who violate the Code of Conduct shall be subject to discipline, which may include permanent exclusion from Gadeside Rangers Football Club activities.

The rules and regulations contained in the Code of Conduct shall apply to any violation occurring at any football club sponsored activity in which the player is participating (i.e., practice, games, team travel, Football Tournaments, Presentation Night or social events, etc.). In addition, those players participating in football club activities shall be subject to these rules and regulations at all times during a football season and including Football Tournaments also when wearing Club tracksuits or shirts.

It is hoped that these established regulations will also encourage players and parents to maintain high standards of conduct throughout the year.

I. Definitions

A. "Football Season" is as set out by the League. Therefore a single football season usually begins with the first practice preceding league games and ends with the final league or cup game of that season.

The Managers or Committee Members will determine whether violations of the Code of Conduct occurred during the playing season.

B. The "Football year" is from August 1st of one calendar year to May 31st of the following year. Players are registered and insured for one year at a time using those dates as beginning and end.

II. Code of Conduct

A. The F.A., The Herts F.A., Watford Friendly League, Olympian Sunday Football League and Gadeside Rangers Football Club rules must be followed in all cases of eligibility, transfer, insurance coverage, Laws of the Game, etc.

B. Players representing the club in football activities shall be expected to wear, during games, the chosen football strip of the club.

C. Players are expected to attend all scheduled training sessions, meetings, games, and disciplinary hearings.

If it is necessary to miss such, prior arrangements must be made with the Manager.

D. Any display of un-sportsman like conduct, or use of profanity, obscene or vulgar language, or gestures directed toward an opponent, team mate, manager, official, parent or fan is prohibited.

E. Players shall not engage in the theft or destruction of property.

F. Players shall obey fines and suspensions whether imposed by the club or the F.A.

G. Players shall not engage in conduct detrimental to the team, club, or community.

III. Punishment For Violations

Violators may be suspended, temporarily or permanently, depending upon the severity of the violation.

The player's Manager has the authority to suspend the violator.

The Committee of Gadeside Rangers Football Club, may intervene to recommend an increase/decrease in the severity of the punishment.

The player shall notify in writing to the Club Committee if there is a desire to appeal.

The punishment for some violations is prescribed (i.e. yellow and red cards).

Punishment for other violations will be left to the discretion of the Club Committee.

However, a one game suspension shall be the minimum penalty.

Continued on Page 9

Data Protection Policy Data Protection Act 1998

1) POLICY STATEMENT

a) Gadeside Rangers Football Club (Forthwith identified as "The Club") needs to collect and use certain types of information about Members and their Parents/Carers in order to operate efficiently and effectively. This personal data must be dealt with properly, however it is collected, recorded or used, whether on paper, in a computer, or recorded on other material. The lawful and correct treatment of personal data is very important in maintaining confidence with those with whom we deal, internally and externally.

b) The Club is committed to the principles and practices of data protection as laid out in the Data Protection Act 1998, subordinate and related legislation and codes of practice and other official guidance.

c) This policy will be achieved through appropriate management, and the strict application of criteria and controls. All persons having access to such material will follow good data protection practice and must handle personal data responsibly.

2) Obtaining and Use - Fair Processing Code Persons supplying personal data to be held by the Club must be made aware of the purposes for which it is to be held and used. Only personal data that is really needed should be obtained.

Where the club seeks personal data, they should ensure that the person from whom the information is requested knows the purpose for which the information is required, including any non-obvious but possible use (for example as part of promotional material or as a feature on the Club website).

Records will be maintained by a Club official which will contain a signed authority by Parents/Carers allowing such use.

Access to personal Data will be restricted to Authorized individuals nominated by the club (Management Committee). It follows that authorized individuals using information provided by the Club, can only do so in connection with their work with the club. Such individuals will have been

subject to the Clubs vetting systems and will have a responsibility to ensure that the information is retained securely and used appropriately. No disclosure of personal data must be made to another party without the express authority of the Clubs committee.

3) ACCURACY OF INFORMATION

It is the responsibility of all persons who receives or holds information to ensure, so far as it is possible, that it is accurate, valid and up-to-date. The Clubs

nominated Data Protection Officer is required to satisfy him/herself through monitoring and audit as appropriate, that this is done. where it appears that the information may be inaccurate, the matter must be reported and rectified as soon as possible. This is of particular importance when information is shared with other agencies i.e. Local Council, League or F.A.

The Data Protection Act requires that personal data shall not be kept for longer than is necessary for its purpose. Therefore Cancellations of membership, amendments and deletions should be carried out as a matter of priority. Particular attention should be paid to ensure that Data held on persons no longer with the Club are expunged at the first available opportunity.

4) INDIVIDUALS RIGHTS

General

The Act gives all data subjects certain legal rights. These rights in some circumstances are enforceable by the court system.

Subject Access Right

Data subjects have the right to know what data is held about them and to see the data in intelligible form. Any such request should be addressed to the Clubs nominated Data Protection Officer and must be responded too as soon as reasonably practicable.

Liabilities

Each individual having access to personal data is personally liable if they act outside of this policy without the consent of the Club.

Failure to comply with this policy or relevant legislation could result in criminal, civil or internal disciplinary action. Criminal, civil or disciplinary action may lead to imprisonment, fine or other punishment. Personal data processed by the Club must only be collected, stored or used for its stated purpose.

Code of Conduct for Managers / Assistant Managers / Coaches / Helpers

The Club's Managers/Coaches/Helpers are representatives of the club when they play in public; they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of this club.

Managers/Coaches/Helpers are key to the establishment of ethics in football.

Their concept of ethics and their attitude directly affects the behaviour of players under their supervision.

Managers/Coaches/Helpers are, therefore, expected to pay particular care to the moral aspect of their conduct.

Managers/Coaches/Helpers have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for Managers/Coaches/Helpers.

This code is not intended to conflict with that.

However, the code calls for Managers/Coaches/Helpers to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people.

The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, Manager or parent.

Set out below is the Code of Conduct for Managers/Coaches/Helpers involved in coaching with the Club:

1. Managers/Coaches/Helpers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Managers/Coaches/Helpers must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Managers/Coaches/Helpers must adhere to all guidelines laid down by governing bodies.
4. Managers/Coaches/Helpers must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Managers/Coaches/Helpers must not exert undue influence to obtain personal benefit or reward.
6. Managers/Coaches/Helpers must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Managers/Coaches/Helpers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Managers/Coaches/Helpers should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Managers/Coaches/Helpers must co-operate fully with other specialists (e.g. other coaches, officials, doctors, physiotherapists) in the best interests of the player.
10. Managers/Coaches/Helpers must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Managers/Coaches/Helpers must consistently display high standards of behaviour and appearance.
12. Managers/Coaches/Helpers must not use or tolerate inappropriate language.
13. Managers will be responsible for the cost of administration fines from the W.F.L.
14. Managers/Coaches/Helpers must adhere to the child protection policy issued by the club.

Reported Violations of this code will be investigated and dealt with by the Chairman and the Club Committee.

Those Managers/Coaches/Helpers who violate the Code of Conduct shall be subject to discipline, which may include permanent exclusion from all Club activities

Any punishment for violations will be left to the discretion of the Club Committee.

Managers/Coaches/Helpers have the right to appeal in the first instance in writing to the Club Chairman or Secretary.

Disciplinary Decisions that have been made by the committee are Final

Player and Parent Code of Conduct - continued

IV Prescribed Punishment

A. Yellow Cards

Players who accumulate yellow cards during the league season will be responsible for all costs imposed by The Herts F.A. including late payment charges

B. Red Cards

A player receiving a red card in a league match will be responsible for all costs imposed by The Herts F.A. including late payment charges

They will also be responsible for any suspension imposed and will adhere to such suspensions. Failure to do so could result in expulsion from the club and league.

VII. Discipline Procedure

A. Violations must be established by any one of the following:

1. Positive identification of a player violation by a Manager or club official.
2. Accusations made by other players who are willing to testify against an alleged player violation of the code.
3. Voluntary admission of a code violation by the violator.
4. An investigation of a player violation of the code must reveal sufficient facts to indicate the violation. Appropriate officials of the club must conduct such an investigation.

B. Before any discipline resulting in a suspension from football activities shall take effect, the player shall be verbally advised by the manager and/or a club official and the player will have the opportunity to explain or justify their actions. They shall be informed that an investigation may take place.

C. If, after an investigation, a player is found to be in violation of the code, the player shall be notified that a suspension will take effect.

D. Players shall notify the Club Chairman or Secretary if they wish to appeal a suspension.

VIII. Verification of Understanding

To be eligible for Club activities, a signed verification by the player/member indicating they have read the Club Rules, Players Code of Conduct and Zero Tolerance Policy. These must be submitted annually by the player/member and kept on file with the Club. No Player shall Play without signed confirmation.

All Questions and Appeals need to be submitted in writing and addressed to the

Club Secretary
Ms Louise Bryon
44 Latimer Close
Watford
Herts
WD18 6XL

These will be passed onto the Club Committee who will respond only to written submissions.

Club Sponsors



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