

**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**



On behalf of all the coaches and parents at Aldenham Football Club Excel, we would like to take this opportunity to welcome you and your son/daughter to the club for the **2016 / 2017 season**

These Terms and Conditions and Code of Conduct set out what the Club's commitment is to you and your son/daughter and also what your commitment will be to the club and the team that your son/daughter is selected for.

The annual subscription for your son/daughter to play at Aldenham Football Club Excel is **£270.00** and includes:-

- **Kit (\*)**
- **24 weeks training costs**
- **League registration for teams & players**
- **Pitches**
- **Referee costs**
- **Administration support**
- **League & Herts FA costs**
- **League & Herts FA fines (\*\*) (\*\*\*)**

(\*) Subject to yearly review

(\*\*) except where a fine arises directly from the misconduct of an individual player. In which case the player shall be responsible for reimbursing the club for such a fine.

(\*\*\*) Except where a fine arises from a Non-Fulfilment of fixture, in which case the team shall be responsible for reimbursing the club.

Your son/daughter will be part of a squad, and consequently will be selected to play during the season as and when his manager decides. This does not mean that your son/daughter will be selected every week, but does mean that he will play a number of games during the season; these normally take place mainly on Sunday mornings or Sunday afternoons. Or in the case of girl's football Saturdays mornings. At the beginning and end of season there may be one or two mid-week matches depending on fixture backlog caused by poor weather during the winter.

We will provide training for your son/daughter, on a midweek evening throughout the year. There are breaks for Christmas, Easter and summer holidays.

All our managers and coaches are CRB checked and the club has a child welfare officer, please refer to the information detailed below.

Your son/daughter's team manager or assistant will contact you each week to confirm the details of the following week's fixture.

Aldenham Football Club Excel is not a profit making business. All the monies collected in fees and fund raising go back into the club to ensure it stays viable.

**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**

If your son/daughter should leave the club for any reason during the season the subscription paid is non-refundable

The club is not a "Win at all costs" club, however, it is the view of all the coaches, that in order for your son/daughter to develop, the quality of the football at the club should continue to improve year on year, and consequently new and existing players may be asked to attend training sessions and summer tournaments.

You should ensure that your son/daughter will be available for all training sessions. If he cannot make a session, then you should inform his manager/coach, before the session. It is important that players attend training regularly, not only to improve individually but to be able to work on tactics as a team. Players without a reasonable excuse for not attending training sessions may not be considered for selection for the following game. This is to ensure fair selection. Selection is strictly at the discretion of the manager.

You should ensure that your son/daughter is available, if selected, for all matches. However, if holidays are booked then you must try and give the manager of your son/daughter's team at least 3 weeks' notice.

You should ensure that your son/daughter wears the appropriate kit at matches and training, including protective wear e.g. shin pads. If your son/daughter does not have a full kit, the manager may choose not to allow your son/daughter to play.

We expect all equipment and clothing provided to be taken care of so that your son/daughter looks the part. Should your son/daughter lose any part of his kit, as parents you will be expected to replace the lost item.

You and your son/daughter should familiarise yourselves with, and adhere to, the contents of the "Code of Conduct" document attached to this letter. Please note that the attached document follows the guidelines as issued by The Football Association and as contained in The FA Charter Standard Programme for youth football.

Once you have read the Code of Conduct please sign it and return it to the manager of your son/daughter's team. If this document is not signed then your son/daughter will be ineligible to play for Aldenham Football Club Excel.

If there are any issues arising from this letter that you would like to discuss, please do not hesitate to discuss them with your team manager

We wish you all a very happy and successful season.

Yours sincerely

Marisa Calzi  
Club Secretary  
01727859129  
07941839889

Daniel Manzi  
Club Chairman  
07740543065

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**1. CLUB OFFICIALS - 2016/2017**

**Management Committee**

Chairman	Daniel Manzi
Secretary/Treasurer	Marisa Calzi

**Other Club Officials Committee Members**

Daniel Manzi	Child Welfare Officer
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**Committee Members**

Adam Lustigman  
Carlos Reyes

**2. Respect Code of Conduct for Coaches, Team Managers and Club Officials**

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

- 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 officials' decisions
  - 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.
- **When working with players, I will:**
- 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.

I understand that if I do not follow the Code, any/all of the following actions may be taken by Aldenham Football Club Excel, County FA, league or The FA.

**I may be:**

- 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

**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**

- Suspended by the club from attending matches
- Suspended or fined by the County FA
- FACA membership withdrawn
- Required to leave, suspended or be sacked by the club.

**In addition:**

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

**3. Respect Code of Conduct for Youth 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.

**When playing football, I will:**

- 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 Aldenham Football Club Excel

I understand that if I do not follow the Code, any/all of the following actions may be taken by Aldenham Football Club Excel, County FA or The FA.

**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
- Be suspended by the club from playing due to inappropriate behaviour

**In addition:**

- Aldenham Football Club Excel, 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

**4. Respect Code of Conduct for Match Officials**

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the side-lines. Play your part and observe The FA's Respect Code of Conduct for match officials at all time.

**I will:**

- Be honest and completely impartial at all times
- Apply the Laws of the Game and competition rules fairly and consistently

**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**

- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

I understand that if I do not follow the Code, any/all of the following actions may be taken by Aldenham Football Club Excel, County FA or The FA.

**I may be:**

- Required to meet with The FA/County FA Refereeing Official
- Required to meet with The FA/County FA Refereeing Committee
- Obligated to attend or re-attend The FA Respect training or other FA education course
- Issued with a written warning
- Fined by the County FA
- Offered less senior appointments
- Suspended from all appointments for a defined period
- Excluded from affiliating as a FA Referee.

**5. Aldenham Football Club Excel Respect Code of Conduct for Spectators and Parents and Carers**

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

**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.

I understand that if I do not follow the Code, any/all of the following actions may be taken by Aldenham Football Club Excel, County FA, league or The FA.

**I may be:**

- Issued with a verbal warning from a club or league official

**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**

- Required to meet with the club, league or CFA 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 Aldenham Football Club Excel membership removed
- Required to leave the club along with any dependants.

**In addition:**

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

**6. Equality Policy**

The aim of this policy is to ensure that everyone is treated fairly and with respect and that is equally accessible to all.

Aldenham Football Club Excel 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. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy. Aldenham Football Club Excel, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that will ensure that 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.

Aldenham Football Club Excel 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. Aldenham Football Club Excel will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Aldenham Football Club Excel is 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.

Aldenham Football Club Excel is 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 relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

Aldenham Football Club Excel 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.

**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**

**7. Aldenham Football Club Excel – Disciplinary Procedure**

Aldenham Football Club Excel has a zero tolerance to bad behaviour which will be met with the most appropriate response reflecting the nature of the offence. The reputation of the club has been built up over many, years and as such the club takes a very serious view on any action or behaviour by team officials, players, parents or spectators that may adversely affect this.

This document sets out the procedure that the club will follow in dealing with any form of misconduct regardless of its level.

Aldenham Football Club Excel is committed to the avoidance of formal disciplinary procedures wherever possible by addressing problems as soon as they arise. This procedure is intended to provide consistency in the treatment of personnel involved in activities under the banner and to ensure matters are dealt with promptly.

**A. Informal warning**

Informal action will be taken in cases of minor misconduct. A one-to-one confidential discussion between the team official and the member should be held with the intention of gaining sustained improvement in their conduct. This discussion should enable the official to provide constructive feedback and the member to express views on the issue. It is important for both parties to understand that informal action is not formal disciplinary action.

Prior to formal disciplinary procedures being invoked, member may have received from his/her official some informal indication that his/her conduct or behaviour is unsatisfactory. For more serious incidents of misconduct, it will be appropriate for this to be dealt with under the formal process in the first instance.

**B. Written warning - will normally be issued if:**

- a. there is no improvement in conduct about which the member has previously been warned **or**
- b. another related instance has occurred during the currency of a previous warning **or**
- c. misconduct is confirmed and the conduct is of such seriousness that an oral warning is not appropriate where it is found that such a disciplinary offence has occurred a written warning will be given to the member and a copy placed on his/her record by a member of the senior management team. A written warning will normally lapse 12 months after issue.

**C. Final written warning - will normally be issued if:**

- a. written warning has already been issued and another instance of misconduct has occurred while it is current **or**
- b. there is no improvement in the conduct about which the member has previously been warned **or**

**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**

- c. the conduct is of such seriousness that Level 1 and 2 actions are not appropriate but would not justify a dismissal. Where it is found that such a disciplinary offence has occurred, a final written warning will be given to the member and a copy placed on his/her record by a member of the senior management team. A final written warning will normally lapse 18 months after issue.

**D. Dismissal** - will normally occur if:

- a. an allegation of gross misconduct is found to be proven **or**  
b. there is no improvement in the conduct within the specified period which has been the subject of a final written warning **or**  
c. another instance of misconduct has occurred during the currency of a previous warning and a final written warning has already been issued.

Where a member of the club is dismissed; he/she will receive a written statement of the reason for his/her dismissal and the date on which the contract will end. Be aware that there will be no refund of any monies paid to the club by the member for whatever reason coming off the back of a dismissal.

Should the Disciplinary Panel consider, however, that in light of all the circumstances, dismissal is not warranted, an alternative to dismissal may be imposed in the form of extending the period of the existing final written warning for a further twelve months.

**8. Complaints Procedure**

In the event that any parent or player feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, they should follow the procedures below:-

They should report the matter to the Club Welfare Officer in the first instance, Dan Manzi on 07740543065 or via email: [director@edgwaretownfc.co.uk](mailto:director@edgwaretownfc.co.uk) or another member of the Committee if this is not possible.

**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 shall consider the matter within a reasonable time period.

**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.



**Aldenham Football Club Excel**  
**Terms and Conditions and Code of Conduct for Season 2016/2017**

**League & Hertfordshire FA Fines:**

In the case where a fine arises from the misconduct of an individual player/players, or the parents of a player, the person or persons involved are responsible for reimbursing the club for such a fine or for any fines against the club as a result of an incident. Failure to comply will result in the club pursuing a debt recovery action through the Hertfordshire FA and the player and or players being banned Sine Die from all football until such a time the debt is fully paid.

**Social Media:**

- By signing this document you also agree to follow Edgware Town Youth on Twitter where important information will from time to time be distributed for the safety and welfare of everyone.
- This site can also be used as a forum for young players to have a voice within the club and comment on how the club can be improved for the benefit of its young members.

***Please sign below and return to the manager of your son/daughter's team. If this document is not signed then your son/daughter will be ineligible to play for Aldenham Football Club Excel.***

I \_\_\_\_\_ **Parents / Guardian** of  
\_\_\_\_\_ agree myself and on behalf of the above  
minor, to adhere by the Code of Conduct as set out by Aldenham Football Club Excel.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ as **Manager/Coach/Team Official** of  
agree to adhere by the Code of Conduct as set out by Aldenham Football Club Excel.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

***Please provide email address:***