



Codicote Youth Football Club Player Registration Pack

Dear Parent/Guardian,

Codicote Youth Football Club (CYFC) is a club run entirely by volunteers.

The primary goal of the Club is the welfare and enjoyment of all our young members and the Club has adopted the Football Association codes of practice, in particular the FA Safeguarding Children Policy.

This Registration Pack includes several forms that you and your child are required to read, complete and sign where indicated so that your child can take part in football training and playing activities with Codicote Youth.

How to complete this pack

Please read through the Club Information Sheet included in this pack. Both you and your child are required to read, complete and sign the following forms:

Form	Who Needs to Complete/Sign?
Membership Registration / Consent Form	Parent/Guardian and Player
Code of Conduct for Players	Player
Code of Conduct for Parents/Guardians	Each Parent/Guardian

The above documents and full versions of all our policies are available to view and print on our website should further copies be required.

Registration to Codicote Youth Football Club can be made by filling out the registration forms below. Payment of subscription fees can be made by Cash, Cheque or Bank Transfer on the return of the registration documents to your Team Manager, Club Secretary, Club Treasurer or Club Chairman. Cheques should be made to Codicote Youth Football Club. The subscriptions for the current season can be found on the club website, www.codicoteyouthfc.co.uk.

We look forward to sharing and exciting, enjoyable and successful season with you.

Kind Regards,

Codicote Youth Football Club

Club Information Sheet

Anti-Discrimination and Equal Opportunities

Football belongs to and should be enjoyed by everyone equally. Codicote Youth Football Club is committed to a policy of equal treatment of all members and requires everyone involved with the Club to abide by this principle. The Club will not tolerate sexual or racially based harassment or any other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whenever context it occurs.

Safeguarding Children

We do all we can to ensure a safe and enjoyable atmosphere during all of our activities but if you or your child have any concerns, become aware of any bullying, abuse or harassment or any child safety issues, please report it to us as soon as possible so that we can take appropriate action.

Insurance Cover

As part of our affiliation to Hertfordshire FA, Codicote Youth Football Club has public liability insurance of up to £5million. This cover insures the Club against liability to third parties arising out of all football related activities but does not cover player-to-player injuries. The Club has additional insurance which protects our members against the consequences of accidents whilst playing in, training for or travelling to a club fixture resulting in accidental: injury, death or disability, further details of which are on our website.

Clothing and Equipment

In the interests of safety, we ask that all players wear suitable clothing for playing football. Please remove and watches or jewellery (including ALL earrings). To avoid injury, long socks and shin-pads are mandatory and where appropriate studded boots should be worn. You should ensure children bring a water bottle and in hot weather wear sunscreen. In cold/wet conditions a waterproof top/tracksuit, hat and gloves are a good idea. Please put your child's name in all kit and equipment to avoid mix-ups. Any kit provided by Codicote Youth Football Club remains the property of the Club at all times and must be returned to the Club either on request or when it is no longer required.

Training/Matches

Training will take place at the John Clements Memorial Ground, Codicote and during the winter months (roughly equating to times when Greenwich Mean Time is in operation) training will take place on an artificial, floodlit surface that would be advised by your team manager.

Subs and Match Fees

The annual subscription fees payable on registration for the current season are dependent upon your child's age group. The most recent fees and a summary of what they cover can be viewed on the Club's website www.codicoteyouthfc.co.uk.

Please note that parents/guardians are liable for any "on the pitch fines" incurred by a player (e.g. yellow card)

Dropping off and Collecting Children

Please ensure that you drop off and collect your child at the given times and tell your coach if someone else (e.g. grandparent, friend) will be collecting your child. Coaches cannot be responsible for children left waiting at home/away grounds or children who walk home.

Getting Involved

The club welcomes any help that parents/relatives/friends can offer. Fundraising, social media/website management, supporting and managing Club events or even seemingly minor tasks such as putting out/tidying away training equipment helps lighten the workload of committee members and coaches and really does help.

Sponsorship – the Club is always looking for sponsorship with a wide range of packages available. From team sponsorship, Star Player, training gear and winter coats, if you or your company is interested in sponsoring the club, then please check out our website or contact the Club Chairman for further information.

Coaching – one of the biggest tasks, in terms of commitment at the Club, is being a coach. We'd love to hear from anyone who wishes to get involved with coaching and can help volunteers to gain an FA Coaching certificate. All adult volunteers will be subject to an Enhanced DBS check (criminal record check) before working with any children.

Respect

"Respect" is the FA's programme to address unacceptable behaviour in football, both on and off the pitch. On average, 7000 referees quit football every year because of the abuse they receive from players and supporters. Lots of children quit because of the attitude and actions of over-enthusiastic and "pushy" parents. In response, the FA's Respect programme provides tools and information for leagues, clubs, coaches, referees, players and parents from grassroots to elite football to ensure a safe, positive environment in which to enjoy the game. Codicote Youth Football Club adhere to the Respect programme and more information can be found on our website.

Photography

Codicote Youth Football Club follow the FA's "Celebrating Football Through Photographs and Video" guidelines which can be found on our website. Images/videos may from time to time be used for press releases, on our website and in Codicote Youth Football Club promotional material following these guidelines. Permission for the use of images is requested in the registration pack. We also ask all parents and spectators to abide by these guidelines, further details of which can be found on our website. It is important to remember that it's not an offence to take any appropriate photographs in a public place even if asked not to do so. In order to be "appropriate", all children must be fully dressed. At no point is anyone allowed to take photographs or video in a changing room. Images should focus on groups of children rather than individuals. Children's full names should never be published alongside their photograph.

Club Website

Please not the club website www.codicoteyouthfc.co.uk. This provides a reference and contact point for all players and parents as well as coaches and committee members, club policies and further information on any of the above.

Personal Information/Privacy Notice

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

Sharing – some or all of the data you provide will be shared with the relevant Football Association and any league in which a player is registered to play in for the purpose of administering playing activities.



CODICOTE YOUTH

Player Registration Form

Player Details

Full Name

Date of Birth

School

Family Doctor

Please provide details of any allergies or medical conditions that we need to be aware of (e.g. asthma, diabetes)

Parent/Guardian Details

Full Name

Date of Birth

Home Address

Post Code

Emergency contact number

E-mail Address

In the event that the above-named person cannot be reached, please provide alternative emergency contact details.

Name

Emergency contact number

Name

Emergency contact number

Important Notes

1. This form registers the players with Codicote Youth Football Club ("CYFC/The Club")
2. It is the parent's/guardian's responsibility to ensure that the Club and Team manager are made aware of any medical condition affecting the player. Furthermore, the parent/guardian MUST notify the player's Team Manager if the child requires or is taking any on-going medication and/or is taking prescribed medication.
3. The Leagues in which we play require the completion of their own Registration Forms and a digital photograph.
4. Payment of Registration Fees will be due on registration to the club.
5. Registration Fees are non-refundable and must be paid before the player can take part in any training or matches. Any kit provided to the player must be returned either on request from The Club or when no longer required.
6. By signing this Registration Form the player and parent/guardian agree to abide by the Rules and Codes of Practice of CYFC.
7. Parent/Guardians will be held liable for any fines, fees and associated expenses incurred/paid by the Club in respect of any disciplinary process, red or yellow card etc. against the player. Non-payment of any such fines may render the player/parent liable to a Club disciplinary hearing

Parental Consent

I agree to my child playing football for CYFC and have read and understood the Club Policies and Important Notes shown above.

Parent/Guardian Signature _____ Date _____

Medical Treatment

In the event that my child is injured whilst playing football, or travelling to and from football events, and I cannot be contacted on the numbers provided, I consent for my child to receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I will notify the Club promptly if any of the above details change. I understand the extent and limitations of the Club's Insurance Cover

Parent/Guardian Signature _____ Date _____

Photography

I understand that where possible CYFC will not permit photographs, film, video or other images of children to be taken or used without the consent of any child and/or their parent/guardian. CYFC will take all reasonable measure to ensure that any images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately you should inform CYFC's Welfare Officer immediately. I confirm that I am legally allowed to give consent for images to be used and that I agree with the use of images outlined in the Club Information and detailed on the CYFC website in line with FA Guidelines. I confirm that the player is not the subject of a court order.

If I take photographs or record images at CYFC events, I agree to abide by the FA guidelines and any further event organisers guidelines (e.g. at away matches) and confirm that the photographs or recordings will be used appropriately.

Parent/Guardian Signature _____ Date _____

I confirm that I am happy for images/video of me to be used positively to promote and celebrate CYFC and my involvement in the club as outlined in the Club Information.

Player Signature _____ Date _____

From time to time CYFC may use the above information to contact parents/guardians by post, email or SMS to provide information regarding the Club, e.g. newsletters and events. If you DO NOT wish to receive such information, please tick here

Parents/Guardians Code of Conduct

1. Parents/Guardians must offer good positive encouragement to all children of both teams, to ensure that all children enjoy their football and are encouraged to develop.
2. Parents/Guardians must refrain from shouting or screaming, especially negative comments. Remember, the children are young and easily discouraged or upset. Football should be fun.
3. Parents/Guardians must avoid coaching before, during or after the game. This should be left to the Manager/Coach.
4. Parents/Guardians will remember that opposition teams, visiting team officials, supporters and match officials are guests of the club and will be treated with courtesy.
5. Games will be played in a sporting manner and Parents/Guardians will not question the decisions of match officials.
6. Parents/Guardians will not enter into abusive or provocative behaviour towards oppositions players, visiting team officials, supporters or match officials during or after matches. Swearing and physical threats or violence are unacceptable and will be reported to the relevant authorities.
7. Parents/Guardians will not enter the field of play at any time. The Club recognises that Parents/Guardians of youngsters players will be worried if a player is injured but while the player remains on the pitch only the Manager and match officials may attend to the player.
8. Parent/Guardians will treat Club premises and property, and that of the opposition, with respect.
9. Parents/Guardians will accept that the Manager's decision in all matters relating to the team and team selection is final.

The Club management committee will sanction Parents/Guardians who ignore this code of conduct. Sanctions will be:

- On a first occasion, the Parents/Guardians will be warned.
- On a second occasion, the Parents/Guardians will be suspended for a period decided by the committee.
- On a third occasion, the Parents/Guardians will be expelled from the club.

The management committee has the right to move directly to the second or third stage if the committee judges that an incident is so serious that this action is necessary.

Anyone sanctioned under this code has the right to appeal to Hertfordshire FA within fourteen days of the sanction.

This code of conduct is not designed to restrict anyone's freedom but to set the standards of behaviour that are expected to ensure that everyone enjoys football.

I understand and agree to the Parents/Guardians Code of Conduct rules and agree to abide by them whilst I can be a member of Codicote Youth Football Club.

Parent/Guardian Signature _____

Date _____

Player Code of Conduct

Players should regularly attend training sessions and work towards improving their own all-round sporting ability. They should notify their manager, in advance, of any reason why they cannot attend a training session or match.

Players should encourage their teammates to work hard on and off the field in a supportive manner.

Players should ensure that all their kit is clean before every match.

Players should compete in a sporting manner and not question the decisions of match officials.

Players must accept winning and losing in a good sporting manner.

Players will remember that opposition teams, visiting team officials, supporters and match officials are guests of the Club and they will be treated with courtesy.

At the end of games players will shake hands with the opposition players and match officials.

Remember that you are a representative of the Club at all times, therefore you must set the right example for others.

Players must accept that the manager's decision relating to the team is final.

Players who are booked or sent off by referees will be responsible for their own fines.

Players will treat Club premises and property and that of opposition clubs with respect.

The Club management committee will sanction players who ignore this code of conduct. Sanctions will be:

- On a first occasion, the players will be warned.
- On a second occasion, the player will be suspended for a period decided by the committee.
- On a third occasion, the player will be expelled from the club.

The management committee has the right to move directly to the second or third stage if the committee judges that an incident is so serious that this action is necessary.

Anyone sanctioned under this code has the right to appeal to Hertfordshire FA within fourteen days of the sanction.

This code of conduct is not designed to restrict anyone's freedom but to set the standards of behaviour that are expected to ensure that everyone enjoys football.

I understand and agree to the Players Code of Conduct rules and agree to abide by them whilst I am a member of Codicote Youth Football Club.

Player Signature _____

Date _____