



Boston Town Saints FC  
 14 Wyberton West Rd  
 Boston  
 PE21 7JJ  
 07879810726



Registration Pack

Please find enclosed a registration pack for Boston Town Saints FC. Everything you need to know should be included in the following pages. The policies and documentation are for both player and parent to read and abide by. The pack is part of your membership and should be kept throughout your time with the club. All players and parents are expected to know the rules and policies which are applicable to them.

The parts of the pack to be returned are the **Membership Registration Form** (along with the club registration fee), the **Consent Form** and the **Acknowledgement of Club Rules** slip below. If you need any help with these forms, please contact the club. All forms and season fees must be returned by July 31<sup>st</sup> 2014. The **Membership Registration Form** is most important in case of an accident and must be kept up to date. If any information changes, please inform the club immediately.

Boston Town Saints hopes that this Registration Pack provides all the information you need to know about our expectations of you and your expectations of us! If you would like to query anything in the pack or have thought of something missing, please telephone the club on the above number. The club is always willing to discuss any footballing issues with parents or players.

Thank you for becoming part of Boston Town Saints FC!

Yours sincerely,

Rick Chipperfield,  
 Chairman

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I/we the parents/guardians of ..... have read and understood the Club Rules. I/we agree to abide by the Club Rules.

Signed (Parents/Guardians): ..... ..

I have read and understood the Club Rules which are applicable to me. I agree to abide by the Club Rules.

Signed (Player/s): ..... ..

Date: .....

## **Club Membership Registration Form Season 2014-15**

Full name \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

Home telephone number \_\_\_\_\_

Date of Birth \_\_\_\_\_

### **Ethnic Origin**

Please state \_\_\_\_\_

### **Medical Details**

Please indicate if you have any medical conditions we should be aware of e.g. asthma

\_\_\_\_\_

### **Emergency Parent/Carer Details**

Name \_\_\_\_\_

Emergency telephone number \_\_\_\_\_ Mobile number \_\_\_\_\_

In the event that the above named person cannot be reached, please give two extra emergency contact names and numbers:

Name \_\_\_\_\_ Emergency contact number \_\_\_\_\_

Name \_\_\_\_\_ Emergency contact number \_\_\_\_\_

### **Parental Consent**

In the event that my child is injured whilst playing football/travelling to and from football events and I cannot be contacted on the above number, I hereby give my consent for my child to receive medical attention.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

**I agree to be bound by and to observe the Club Rules and The Rules and Regulations of The Football Association Limited and County Football Association, and all Competitions in which the Club participates.**

**I enclose £17.50 (or £15 if paid by July 6<sup>th</sup>) as a membership fee to be repayable if this application is not successful.**

**Signature** \_\_\_\_\_

## Consent Form

**Player Name:** .....

I accept responsibility for the care and safe return of the following items of club property (if provided):

Rain Jacket	£25
Shirt	£25
Shorts	£6

If the items are not returned by May 31<sup>st</sup> 2015 in a suitable state, I fully accept that I shall have to reimburse the club to pay for the replacement items (amount stated). I understand that if my child moves onto another club and I owe kit to Boston Town Saints FC, the new club and League will be informed of this.

**Signed Parent:** .....

**Date:** .....

I hereby give consent for my child's name to be used on the club's website and in any promotional media.

**Signed Parent:** .....

**Date:** .....

I hereby give consent for my child's photograph to be used on the club's website and in any promotional media.

**Signed Parent:** .....

**Date:** .....

## **A Code of Conduct for Football**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

### **Community**

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

### **Equality**

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### **Participants**

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

### **Young People**

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

### **Propriety**

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

### **Trust and Respect**

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

### **Violence**

Football rejects the use of violence of any nature by anyone involved in the game.

### **Fairness**

Football is committed to fairness in its dealings with all involved in the game.

### **Integrity and Fair Play**

Football is committed to the principle of playing to win consistent with Fair Play.

## **Code of Conduct for Players**

### **Obligations towards the game**

#### ***A player should***

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Always play to the best of their ability, even if their team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly younger players and supporters.
4. Play fairly. They should not cheat, complain or waste time.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.

### **Obligations towards the club**

#### ***A player should***

1. Arrive 30 minutes early for matches and 5 minutes early for training.
2. Pay training subs monthly in advance and match subs as requested. (Adult Player)
3. Give appropriate notice for non-attendance.
4. Talk to someone they trust or the club welfare officer if they are unhappy about anything at their club.
5. Ask team manager's permission before attending any other team's training sessions.

### **Obligations towards one's own team**

#### ***A player should***

1. Make every effort consistent with Fair Play and the Laws of the Game to help their own team win.
2. Resist any influence which might, or might be seen to, bring into question their commitment to the team winning.
3. Show due respect towards all players on their own team.

### **Respect for the Laws of the Game and competition rules**

#### ***A player should***

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

### **Respect towards Opponents**

#### ***A player should***

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.
3. Shake hands with at least three players at the end of the match.

### **Respect towards the Match Officials**

#### ***A player should***

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.
4. Shake hands with the referee at the end of the match.

### **Respect towards Team Officials**

#### ***A player should***

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials (coaches, managers, etc.) of their own team and the opposition.

**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:**

**I may:**

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

**In addition:**

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

# **Code of Conduct for Coaches, Team Managers and Club Officials**

This Code applies to all team / club officials (although some items may not apply to all officials).

## **Obligations towards the Game**

### ***The team official should***

1. Respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Set a positive example for others, particularly young players and supporters.
3. Coaches must consistently display high standards of behaviour and appearance.
4. Promote and develop his/her own team having regard to the interest of the Players, Supporters and reputation of the national game.
5. Adhere to all guidelines laid down by governing bodies.
6. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
7. Avoid all forms of gamesmanship.
8. Show due respect to Match Officials and others involved in the game.
9. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
10. Not use or tolerate inappropriate language.

## **Obligations towards the Team**

### ***The team official should***

1. Place the well-being and safety of each player above all other considerations, including the development of performance.
2. Develop an appropriate working relationship with each player based on mutual trust and respect.
3. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
4. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
5. Not exert undue influence to obtain personal benefit or reward.
6. Co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
7. Give priority to the interests of the team over individual interests.
8. Resist all illegal or unsporting influences, including banned substances and techniques.
9. Promote ethical principles.
10. Encourage and guide players to accept responsibility for their own behaviour and performance.
11. 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.
12. Show due respect for the interests of the players, coaches and officials, their own club/team and others.
13. Be on site at least 30 minutes before kick off time (matches) and 15 minutes before training commences. They must remain on site until all players have left with the appropriate adult.
14. Be vigilant as regards Health and Safety issues and player injuries and always have both a first aid box and water on site
15. Conduct a pre match warm up.
16. Conduct team talks at pre match, half time and full time.

## **Obligations towards the Supporters**

### ***The team official should***

1. Show due respect for the interests of supporters.

## **Respect towards the Match Officials**

### ***A team official should***

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.
4. Never enter the field of play without the referee's permission.
5. Never engage in public criticism of the match officials.

**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:**

1. Required to meet with the club, league or County Welfare Officer
2. Required to meet with the club committee.
3. Monitored by another club coach.
4. Required to attend an FA education course.
5. Suspended by the club from attending matches.
6. Suspended or fined by the County FA.
7. Required to leave or be dismissed by the club.

## **Code of Conduct for Parents / Spectators**

### **Parents / Spectators should show positive encouragement as it will contribute to:**

1. Children enjoying football.
2. A sense of personal achievement.
3. Self-esteem.
4. Improving the child's skills and techniques.

### **Correct expectations and positive attitudes have a significant bearing on a child's attitude towards:**

1. Other players.
2. Officials.
3. Managers.
4. Spectators.

All parents / spectators should always be positive and encouraging towards all of the players.

### **Parents / Spectators should:**

1. Applaud effort and good play as well as success.
2. Applaud the opposition as well as their own team.
3. Remain outside the field of play and within the Designated Spectators' Area (where provided).
4. Let the coach do their job and not confuse the players by telling them what to do.
5. Not organize their own training sessions for players involved in the team.
6. Not shout and scream.
7. Respect the match officials' decisions.
8. Give attention to each of the children involved in football not just the most talented.
9. Give encouragement to everyone to participate in football.
10. Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.
11. Encourage the players to respect the opposition, referee and match officials.
12. Avoid criticising a player for making a mistake – mistakes are part of learning.

### **Parents have a duty to:**

1. Ensure that players are early to training and matches, if providing transport.
2. Ensure that all subs are paid as requested if they finance their child's football interests.
3. Give appropriate notice of non-attendance at training and matches.
4. Seek help and advice from the club if payment is a problem.
5. Ensure that transport is arranged for all football commitments.
6. Pay any fines that the player has received due to bookings.

All Parents / Spectators should agree and adhere to the club's Code of Conduct and Child Protection Policy.

### **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:**

#### **I may be:**

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

#### **In addition:**

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

## **Anti Discrimination Policy**

Boston Town Saints Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Boston Town Saints Football Club means that in all our activities we will not discriminate or in any way or 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.
- \* Football development activities.
- \* Selection for teams.
- \* Appointments to honorary positions.

Boston Town Saints Football 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.

Boston Town Saints Football 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 own organisation, and within football as a whole.

## **Equal Opportunities Policy**

Boston Town Saints Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:

- \* Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
- \* Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
- \* Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- \* Victimisation of an individual.
- \* Harassment of an individual, by virtue of discrimination.
- \* Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Boston Town Saints Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.



## **Child Protection Policy**

Boston Town Saints Football Club is committed to creating a child-friendly atmosphere, where children are free from the threat of abuse. All coaches and volunteers must complete application forms, FA personal disclosure forms and other relevant forms before they become involved with the players.

All staff are made aware of the five types of abuse (Physical, Neglect, Sexual, Emotional, Bullying) and the possible signs of these prior to appointment. All staff must read the FA Child Protection Procedures and Practices Handbook (FACPH) and follow the guidelines therein. The club has a designated Child Protection Officer (C.P.O.), Alyson Houghton, who deals with all matters related to child protection.

As a responsible club, we will:

- \* Keep our staff fully aware of Child Protection legislation and practices.
- \* Continue to screen all new staff.
- \* Ensure all coaches attend the FA Child Protection Workshop.
- \* Report all possible cases of abuse via the correct methods.
- \* Immediately suspend any member of staff alleged to have committed an abusive act.
- \* Promote a safe environment.
- \* Never leave a child alone with an unauthorised adult.
- \* Ensure all coaches are qualified to FA Level 1 standard.

The club understands that non-action is not an option in child protection.

N.B. A FACPH is available for viewing upon request.

## **Anti-Bullying Policy**

Boston Town Saints FC will not tolerate any bullying by staff or players. Any behaviour observed and any complaint made where bullying is the central factor will be dealt with in the following manner:

- 1 A full statement of the incident/complaint will be kept by the C.P.O.
- 2 The alleged individual will be approached to give their side of the incident.
- 3 The C.P.O., the Chairman and Vice-Chairperson will judge whether the complaint institutes a case of bullying.
- 4 If an act of bullying has been committed, the alleged individual will receive an official warning in writing.
- 5 If the alleged individual commits a second act of bullying, a meeting shall take place between the C.P.O, the chairman, the team manager, the alleged individual and his/her parents (if applicable). This meeting shall attempt to find a way to resolve the bullying issue. A Final warning to the alleged individual will be issued at the meeting.
- 6 If the alleged individual commits a third act of bullying, their membership to the club will be terminated immediately.

## **Club Complaints Procedure**

In the event that any member, coach or volunteer feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, the procedures below should be followed.

1. They should report the matter to the Club Secretary.

The report should include:

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

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

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

- i. Warn as to future conduct
- ii. Suspend from membership
- iii. Remove from membership

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

## **Club Disciplinary Procedure**

In the event that any player, parent, committee member or contracted coach has blatantly broken or abused the Club Policies, Rules or Code of Conduct, the procedures below should be followed.

- 1 A statement of the incident will be recorded by the member of staff who has witnessed the offence. This will be kept by the secretary.
- 2 The alleged individual will be approached to give their side of the incident.
- 3 The committee will judge whether the incident institutes a breach of club membership policies/rules/contracts.
- 4 A full statement of the incident will be recorded and kept by the Secretary.
- 5 If an offence has been committed, the alleged individual will receive a verbal warning as to their future conduct.
- 6 If the alleged individual commits a second offence, an official warning will be issued in writing.
- 7 If the alleged commits a third offence, a meeting shall take place between the senior committee members, the alleged individual and his/her parents (if applicable). This meeting shall attempt to find a way to resolve the occurrence of the offences. A Final warning to the alleged individual will be issued at the meeting.
- 8 If the alleged individual commits a fourth offence, their membership to the club will be terminated immediately.

N.B. Each warning lasts one calendar year. This policy does not relate to non-contracted players or coaches and other volunteers who can be released at the discretion of the committee.

## **Payment Policy**

Boston Town Saints operates a policy of advance payments for Registrations, Training and Match Fees. Finances are an integral part of running an effective football club and therefore Boston Town Saints treats the payment of fees seriously. It is hoped that all parents and players will follow this policy and help the club to continue to run effectively.

### **Registration Fees**

These fees cover costs incurred through insurance, entering teams into leagues and overall running costs of the club.

Registration Fees of £17.50 are payable by July 31<sup>st</sup> 2014 (£15 if paid by July 6<sup>th</sup> 2014) or within 4 weeks of a player first attending training. In the event of a player joining after the Christmas period, Registration Fees will be £5. Registration Fees are non-refundable.

### **Match Fees**

These fees cover costs incurred through pitch hire, Manager (non-parental) petrol expenses and referees' fees.

Match Fees of £27.50 are payable by July 31<sup>st</sup> 2014 (£25 if paid by July 6<sup>th</sup> 2014) or within 4 weeks of a player first signing-on during the season. In the event of a player joining after the Christmas period, Match Fees will be £15. No player will be signed on for league play until both the registration and match fees are received by the Treasurer. Match Fees are refundable at the committee's discretion.

### **Training Fees**

These fees cover costs incurred through venue hire and coaching fees.

Training Fees of £18 per month (based on £3 per session) are payable at the end of each month for the following month. This is based on there being 2 sessions a week with at least 6 of them being held. The payment should be placed in a sealed envelope with a payment slip and either posted to the club address or given to a coach at training. Training Fees are non-refundable and the full amount for training fees must always be paid, regardless of attendance.

The payment will be less than £18 in the following instances:

- i) A training session was cancelled in the current or previous month and there were less than 6 sessions in that month.
- ii) A training session is scheduled to be cancelled in the next month and there will be less than 6 sessions in that month.

The committee may allow a reduction in fees for serious injuries and serious illnesses provided that the treasurer or chairman is contacted when the injury/illness presents itself. The committee will meet to discuss each case on its own merits and decide whether to allow a reduction in fees. It is only the committee that can make a reduction.

If you have any difficulties in making payments, please contact the Club Treasurer, Alyson Houghton, on 07984241576.

### **Late Payment**

- 1) Parents are given at least 7 days notice of the payment date in a newsletter.
- 2) If payment is not received on time by the Treasurer, she will inform Anna Riches. She will then remind those parents to pay on the following training session.
- 3) If payment is not received on the following training session, the Secretary will write to the parent/player requesting payment within 7 days of receipt of the letter.
- 4) If payment has still not been received, then the player will be immediately suspended from training and matches and will only be allowed to return when the Treasurer has received the fees.
- 5) If the fees are not received within one calendar month of the beginning of the suspension, then the player shall cease to be a member of Boston Saints FC.

## **Training Cancellation Policy**

To avoid sessions being cancelled due to a lack of attending players, it is important for players and parents to know the procedure for sessions being cancelled. Training sessions will only be cancelled in advance for the following reasons:

- i) A pre-planned cancellation (informed by newsletter).
- ii) The pitch is frozen and/or covered in snow 1 hour before session start time (informed by telephone 1 hour before training).
- iii) Poor weather conditions/excessive rain are forecast for the period of training (informed by telephone 1 hour before training).
- iv) Hazardous driving conditions for people travelling to training.
- v) There are due to be less than 8 players in attendance.

Regardless of the reason for cancellation, the club shall endeavour to give the parents and players sufficient notice of cancellation. Parents and players should never make their own decisions regarding training being cancelled or not. If there are concerns regarding a possible cancellation, the coach should always be contacted. It is important to remember that attendance at training (and the notification of non-attendance) is part of the Parents' and Players' Codes of Conduct.