



# Debenham LC FC Youth Hornets

Debenham Sports & Leisure Centre, Gracechurch Street, Debenham, IP14 6BL

## Registration Pack Season 23/24

This registration pack sets out all the information you will need for your child to register as a player for Debenham LC FC youth for the coming season.

Additional important information within this pack includes;

- Debenham LC FC Social Media policy 23/24
- Debenham LC FC Privacy Notice 23/24
- Debenham LC FC Players Code of Conduct 23/24
- Debenham LC FC Parents & Spectators Code of Conduct 23/24



<b>Chairman:</b> Simon Sparrow 07769 588 630 dyfcchair@gmail.com	<b>Vice Chair:</b> Jason Ainge 07841 187 119 jason.ainge@hotmail.co.uk	<b>Secretary:</b> Ian Keddie 07889 981 015 iankeddie@hotmail.co.uk	<b>Child Welfare:</b> Sarah Ainge 07841 187 176 sjcfire@hotmail.com
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## **Volunteering & Sponsorship;**

The Club has grown significantly over the last few seasons which we are very proud of. As a result, the amount of work and financing required to keep the club operating smoothly has increased and is performed by a relatively small number of volunteers.

If you are interested, or feel you could help the club in any way by volunteering and sponsoring, please speak to an existing team manager or committee member or email

**dyfcchair@gmail.com** (Volunteering)

**paul.bendall@live.co.uk** (Sponsorship)

## **Philosophy;**

We all need to ensure that every young person is actively encouraged to do well and ensure that **FAIR PLAY** is always adopted.

We police our youth football and will investigate all allegations of poor or unsporting behaviour.

The Club always adhere to the FA Best Practices and the **FA RESPECT** program. Child protection is a prime concern at Debenham LC FC Youth and we offer any parents or volunteers who wish to become more involved in the Club the chance to take part in Suffolk FA run workshops on both Safeguarding Children and Emergency First Aid.

Our Youth development Committee has strict guidelines on how we wish to see football coached, played and developed at Debenham LC FC Youth and we will guide our Coaches accordingly.

All our Coaches are encouraged to extend their Coaching qualifications and improve all aspects of their Coaching.

**ANYONE FAILING TO ADOPT OUR PROCEDURES AND BEST PRACTICES WILL BE ASKED TO LEAVE THE SITE.**

We are here to protect and encourage youths football development.

## **Football Expectations;**

We want all our Youths to play as much football as possible, at the correct level for them and in the right team. We will never ask any player to leave the club due to ability.

**NO PARENT OR PLAYER WILL BE ALLOWED TO DEMAND A PLACE IN ANY TEAM.**

We trust our Coaches and Managers to be fair and impartial and to do the best thing for each youth's development, even if this means a youth moving to a different team at the club or to training only until they are ready for competitive football.

# **Privacy Notice;**

Debenham LC FC ("we") take your privacy very seriously.

This privacy notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

## **What personal data we hold on you**

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants (and their parents or guardians) and other club members. You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, email or otherwise.

The information you give us may include your name, date of birth, address, email 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 participants 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 to honour or administer your membership.

## **Why we need your personal data**

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants and members personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide services you are registering for.

We have set out below a description of all the ways we plan to use your personal data;

- processing membership forms and payments/subs
- organising matches
- sending out match or club information and updates
- sharing data with coaches, managers or officials to run training sessions or enter events
- sharing data with leagues we are in membership of, county associations and other competition providers for entry in events
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events
- sharing data with third party service or facility providers
- sharing anonymised data with a funding partner as condition of grant funding eg. Local Authority
- publishing match and league results
- sending out marketing information such as newsletters and information about promotions and offers from sponsors

## **Who we share your personal data with?**

When you become a member of the club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the county FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third party service providers will only process your personal data for specified purposes in accordance with our instructions. We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others. The clubs data processing may require your personal data to be transferred outside of the UK. Where the club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

## **How long we hold your personal data**

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the club. We will delete this data 3 years after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data deleted from Whole Game System then please contact them.

## **Your rights regarding your personal data**

As a data subject you may have the right at any time to request to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UKs data protection supervisory authority, the Information Commissioners Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact the club Secretary.

## **Code of Conduct** **for Players & Parents;**

- Foul and abusive language from players, parents, team officials or spectators will **NOT** be tolerated.
- Players, parents, team officials and spectators are requested to respect the referee and officials and any decisions they make.
- Abuse of referees or officials will **NOT** be tolerated.
- All persons are expected to let the youths play without being embarrassed by screaming and shouting from the touchline.
- We encourage positive support from all as opposed to criticism for mistakes.
- Serious disciplinary issues will be dealt with by the Clubs Committee in conjunction with the Suffolk FA and team manager. (Parents may be requested to attend any disciplinary held.)
- Taking pictures and/or videos of the youths is strictly forbidden without prior permission from the Club and the parents of ALL the youths involved.\*\*
- Failure to comply with this code may result in exclusion of individual players, parents, Coaches, Managers or spectators from the Club.

**ALL DEBENHAM LC FC YOUTH COACHES HAVE SIGNED THE CLUBS "CODE OF CONDUCT FOR COACHES" WHICH IS AVAILABLE BY REQUEST.**

**Show RESPECT to ALL. The FA Respect campaign is at the heart of the Clubs code of conduct and our expectations for Players, Parents, Officials and visitors. We expect RESPECT from all to ALL.**

**We must remember that we are all volunteers, we are all human, this is grassroots football, it is supposed to be enjoyable to ALL.**



## **Training Rules;**

These rules apply to all persons involved in or watching training sessions.

- **No swearing or spitting**
- **Players MUST NOT wear any jewellery**
- **Players MUST wear correct kit at all times. Shin pads are compulsory.**
- **No litter to be left on the training area or surrounding areas**
- **Strictly no sweets or chewing gum etc allowed during training or matches**
- **Players and parents are required to conduct themselves properly at all times**

A warning will be issued by Coaches to any player who continually misbehaves. Players who continue to misbehave or disrupt others will be asked to leave the session. This applies to parents and spectators.

ALL injuries or medical conditions that may affect training MUST be reported to the Coach prior to the session. Any player deemed unfit to take part, will be asked to return to their parent/guardian. The welfare of the youth must always be considered.

Any player that may require emergency medicine due to a medical condition MUST have them with them to take part and inform the Coach where they are.

Players will only be allowed to take part at the Coach's discretion.

A parent or authorised guardian MUST remain on site with players under the age of 10 years unless permission is given by the Coach for the youth to be left.

Please ensure that all youths that sign for Debenham LC FC Youth are aware and understand Club rules.

## **Complaints/Disciplinary Procedure;**

In the event that any player or parent feels that they have suffered discrimination, bullying or abuse in any way or that the Club policies, rules or code of conduct have been broken, they should if possible, speak to their team Manager/Coach in the first instance. However, should you still have any issues after this, please follow the procedures below;

- Report the matter to the Clubs Child Welfare Officer, Secretary, Chairman or Vice Chairman.

Your report should include the following where applicable;

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

The Club Management Committee will sit for any hearings requested and will have the power to warn as to future conduct, suspend or remove from membership any persons found to have broken the Clubs policies or code of conduct.

If any parent, spectator, Coach, player or official has a child protection issue, it should be reported immediately to the Clubs Child Welfare Officer.

All serious disciplinary issues involving players, parents, Coaches or spectators will be dealt with by the Committee in conjunction with the Suffolk FA.

We would like to remind everyone involved with Debenham LC FC Youth that you are responsible for the welfare of every young person in our care. The Clubs Child Welfare Officer is also here to insure the welfare and integrity of all volunteers and Coaches. It is **YOUR RESPONSIBILITY** not to put yourself in a position where you could be at risk.

## **Social Media Policy;**

We want to clarify the expectations around responsible use of Social Media, which are aligned with the FA guidelines. For many people, these guidelines will be common sense and you will be complying with them already.

We ask you as players, parents and carers to be aware of the following:

- FA guidelines on social networking, websites, mobile phones and email communications
- Guidance for parents/carers - responsible use of texts, email and social networking sites

As a member of Debenham LC FC, you are responsible for and need to abide by the FA Rules and Regulations regarding comments you place online about the league, club, players, managers or match officials.

It is against club and FA rules to post comments that are or maybe conceived as offensive, insulting, abusive, threatening, racist and discriminatory or any other reference that may cause offence or harm to others.

Any such comment made on club or league websites and/or social networking sites regarding officials may result in disciplinary action being taken in line with the FA's Disciplinary policies and procedures.

Comments made on websites that are threatening, abusive or racist, could lead to legal action being taken against those responsible for posting or hosting them. Comments made may attract libel claims and legal action through the civil courts if they are untrue or defamatory.

All parents/carers are advised to familiarise themselves with:

- The guidance offered by the Child Exploitation Online Protection (CEOP) centre; they provide guidance for parents/carers, children and young people. They also provide the most up to date guidance for online environments.

## Fees;

Fees payable for the 2023/24 season are listed below in the payments section.

Here is a reminder of some of the things that the annual sign up fee covers;

- Match day kit
- League entry fees, County Affiliation fees & Public Liability insurance
- Footballs, bibs, cones and other general training equipment
- FA coaching courses for our managers and coaches
- Team and individual trophies at the end of season presentation day
- Use of Debenham Sports & Leisure centre facilities and other pitches and grounds for training and matches

The fee does not cover;

- Any additional training that requires paying for.
- **Replacement kit due to loss - this will be invoiced separately should the need arise.**

## Payment Details

You can pay in the following ways;

BACs

Cheque

Cash

Please tick the relevant box regarding your payment option. If you are paying in two instalments, please ensure you enclose the second cheque payment dated 1st December or for bank transfers, please ensure your bank is instructed to make the second payment on 1st December.

Youth to be registered U8s to U18s	Option 1 Cash/Cheque/BACs		Option 2 Cash/Cheque/BACs		
	One off payment	Tick	First Instalment	Second Instalment	Tick
1st youth registered	£90		£60	£30	
2nd youth registered	£75		£45	£30	
3rd and subsequent youths registered	£65		£35	£30	
Under 7s	£70		£40	£30	
Training only	£50		£30	£20	

If you have more than one youth signing on, your eldest youth is your first youth registered.

Method	Tick
Cheque	
Cash	
BACs	

Please make cheques payable to: Debenham LC FC Youth

Bank transfer;

Account name: DLC Youth

Sort code: 40-20-33

Account number: 01379410

(Please use the youths name as a reference)

Unpaid signing on fees will incur an administration charge of £10. Players will be suspended until fees for the season and the administration charge have been paid in full. ALL PAYMENTS ARE NON-REFUNDABLE.

# Players/Parents consent form

As a prerequisite of joining Debenham LC FC Youth, every parent and player must complete, agree and sign this consent form.

I/We, the Parent/Guardian of..... agree to adhere to the Clubs code of conduct regarding the behaviour of all young persons, family members and guests associated with the above named youth.

I/We agree that any videoing or photography is strictly forbidden at the facilities without the express consent of the parents, team Managers involved and Child Welfare Officer.

Please tick if you **DO NOT** consent to Coaches, Managers or committee members taking photos and videos of your child(ren) for the use on our website and social media sites.

I/We have explained the Club rules to our child and they are aware of what is expected of them.

I/We hereby give permission for my child to take part in the football match/Coaching sessions associated with Debenham LC FC Youth.

signed..... print name.....

## Participant/Child

Childs first name..... Childs surname.....

Date of birth..... Age (on 01/09/23)..... School year from 01/09/23.....

FAN number.....

## Parent/Guardian Details

Name..... Parent DOB.....

Address.....

Telephone (home)..... (mobile).....

Email address.....

Doctors name.....

Surgery address.....

Telephone number..... Parent FAN number.....

**Please provide information relating to any medications, conditions or allergies that your child may have and which we need to be aware of:**

**Please return your completed registration form, declaration and payment (if applicable) to your Team Coach by 31st July to ensure that your child can be registered and play for Debenham LC FC Youth.**