



Cornwall FA

Youth Club Welfare Officer Guide





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Welcome

Thank you for volunteering in the role of Club Welfare Officer. Safeguarding children is of paramount importance and protecting your young players and ensuring that they have fun and are safe whilst playing football in your club can be very rewarding.

In order for you to be recognised as the Club Welfare Officer and be added onto the Whole Game System you will need to ensure that you:

- Have an in date FA DBS check, if you are unsure on how to obtain this please contact me on the contact details below.
- Complete the relevant online Safeguarding courses as per your action plan.

Whilst there is a lot of information to take in and this role might seem very daunting at first, please do not hesitate to contact me and ask for help and guidance at any time.

You can also access lots of guidance and policy documents such as anti-bullying policy, via the FA Website or Cornwall FA Safeguarding Pages

[Section 11 - the complete downloads directory - Safeguarding | The Football Association \(thefa.com\)](#)

<https://www.cornwallfa.com/safeguarding-and-welfare>

Claire Summers-Evans
Designated Safeguarding and Governance Officer
Cornwall Football Association Ltd

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Email: claire.summers-evans@cornwallfa.com

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Cornwall FA Safeguarding Children Policy and Procedure

The FA continues to be committed to ensuring all necessary steps are taken to protect from harm children and young people (CYP) who participate in grassroots football.

Everyone involved in football needs to understand the individual and collective responsibility they undertake when working with CYP. It is clear that working together and giving young people a voice makes a difference when it comes to having effective safeguards in football.

It is essential that everyone is clear about how to report a concern about the welfare of a child or young person. In short this means following the guidelines set out in this policy. Further support and guidance can be obtained through the County Designated Safeguarding Officer or the Senior Safeguarding Lead.

It is not your responsibility to decide if abuse is taking place, but it is your responsibility to report any concerns you may have.

The Association's Safeguarding Children's Policy

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association's Safeguarding Children Policy.

The FA recognises its responsibility to safeguard the welfare of CYP who play or participate in football by protecting them from abuse or harm.

This means creating a safe and inclusive atmosphere where everyone works together to tackle both bullying and discrimination, ensure safer recruitment, and tackle poor practice which leads to harm and reduces equal opportunities.

Best practice in Inclusion, anti-bullying, equality and the respect agenda are all part of making safer cultures and prevention of harm and abuse.

The FA is committed to working to provide a safe environment for all CYP to participate in the sport to the best of their abilities for as long as they choose to do so.

The FA recognises that the terms 'child or young person', 'abuse' and 'harm' are open to interpretation, so for the purposes of this policy, these are defined in Appendix 1.

The Association's Safeguarding Children Policy Principles are that:

- The Child's welfare is, and must always be, the paramount consideration
- All CYP have a right to be protected from abuse regardless of their age, gender, gender reassignment, sexual orientation, marital status or civil partnership, racial origin, faith, ability or disability, pregnancy and maternity
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, CYP and their parents and carers is essential

The FA is committed to working in partnership with the Police, Children's Social Care, Local Safeguarding Children's Board (LSCB) and the disclosure and barring service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all CYP.

The Association's Safeguarding Children Policy is in response to Government legislation and guidance, developed to safeguard the welfare and development of CYP.

The Safeguarding Children Policy is further supported by The FA's Respect Programme to address verbal abuse and bullying of youngsters by parents and coaches on the side-lines.

Support for Club Welfare Officers



Designated Safeguarding Officer - Cornwall FA

Claire Summers-Evans, claire.summers-evans@cornwallfa.com
01208 262989 mobile 07533 953351

Deputy Designated Safeguarding Officer - Cornwall FA

Geroge Roberts george.roberts@cornwallfa.com
01208 262988

League Welfare Officers:

East Cornwall Youth Football League

Jim Betrand, bres_dad@hotmail.com 07886 643000

Kernow Youth Football League

Zoe Dowling, zoecaswell@aol.co.uk 07415 104961
Stacey Harley, staceyharley17@gmail.com 07769519666

Cornwall Girls League

Mike Hardwood, 07719 343596 CGFLwell@yahoo.com
Katie Skilbeck, 07747775920 CGFLwell@yahoo.com

Devon and Junior Minor League

Dave Keast, 07887887273 dave.keast@hotmail.co.uk

Disability Football League

Richard Trewin, 07578824851 richtrewin49@gmail.com

FA Safeguarding Team – safeguarding@thefa.com 0800 1691863

Local Authority Designated Officer (LADO) - 01872 326536 lado@cornwall.gov.uk

Multi Agency Referral Unit (MARU) 03001231116 or out of hours 01208 251300

Adult Safeguarding Team - adultsafeguardingconcerns@cornwall.gov.uk 01872 326433

FA NSPCC Helpline - 0808 800 5000

TOP TIPS FOR A TOP CLUB

- **Hold a meeting at the beginning of the season with coaches, parents and players to introduce yourself and explain your role**
- **Know your coaches, make sure they know you- hand out your details to all coaches & make them aware you're the first port of call on Welfare issues**
- **Regularly check out the safeguarding qualifications page on the Whole Game System to ensure your coaches DBS do not expire.**
- **Ensure your social media pages are updated with your contact details so people can see what to do and who to contact in an emergency**
- **Keep up to date with regular changes in FA Safeguarding Policies by checking out the Safeguarding section on our website**
- **Engage with other Welfare Officers across Cornwall by attending the Networking Sessions to share best practice, some of the best ideas come from sharing ideas and experiences!**

WELFARE OFFICERS' ROLES AND RESPONSIBILITIES

Safeguarding is everyone's responsibility.

But as a Welfare Officer you are key, along with the committee, to ensure safeguards are in place at your club/league.

There are resources available to assist you and a Welfare Officer network for you to gain advice.

Your County FA Designated Safeguarding Officer (CFA DSO) will be able to offer further advice and guidance.

The headings and bullet points below outline your role and responsibilities.

THE START POINTS:

Ensure:

- There is a safeguarding children policy, anti-bullying policy and equality policy in place;
- Those who hold official roles eligible for an FA DBS check have one that is in-date;
- Officials, players and parents know who their club Welfare Officer is and what the role of the Welfare Officer is;
- There are responsible recruitment processes which include the taking-up of references.

THE COMMITMENT:

You should always:

- Work collaboratively with your CFA DSO;
- Attend committee meetings, ensuring safeguarding is a regular agenda item;
- Work proactively with your local welfare officer network(s) and attend network meetings;
- Give children and young people a voice.

When reporting safeguarding concerns, always:

- Ensure everyone has access to your safeguarding policy and reporting procedures;
- Ensure concerns are dealt with swiftly and in line with The FA's safeguarding policy;
- Seek advice from your CFA DSO when necessary;
- Use The FA's Referral Form to report safeguarding concerns (see **Guidance Notes 2.2 Safeguarding Referral Form – Affiliated Football**).



When raising safeguarding awareness, always:

- Promote The FA's Safeguarding training among coaches/managers, first-aiders, referees and parents/carers;
- Ensure committee members complete the free online FA 'Safeguarding for Committee Members' course;
- Encourage young leaders to complete The FA's online 'Introduction to Safeguarding'. [Click here](#) to go to Section 4 (Safeguarding Training) of the safeguarding pages on [TheFA.com](https://www.thefa.com) for a link to the online course.

To create a positive and safe environment:

- Familiarise yourself with and make use of The FA's safeguarding children best-practice guidance. See 'The Complete Directory' of [TheFA.com](https://www.thefa.com)'s safeguarding section for all relevant guidance notes;
- Sign up to The FA Charter Standard programme;
- Sign up to The FA's Respect Programme and its Codes of Conduct;
- Hold parent/carer information sessions;
- Develop a club welcome pack for new starters;
- Have a clear and accessible complaints process;
- Ensure you consistently deal with poor practice concerns in line with club policy and procedures.

Note: The above are suggestions, not an exhaustive list.

When monitoring and reviewing, always:

- Ensure compliance with Enhanced DBS checks via The FA's online 'Whole Game System';
- Track repeated incidents of poor behaviour and liaise with your committee and where necessary your league and/or County FA.

THE 'WELFARE OFFICER CODE OF CONDUCT':

It's critical you are familiar with the Code of Conduct and ensure you adhere to it. To remind yourself of the Code, see **Guidance Notes 5.2: Welfare Officers' Code of Conduct**.

FOR FURTHER INFORMATION

If you need any further advice or information please contact your County FA DSO who will be happy to help you. [Click here](#) for a list of all key County FA contacts, including County FA DSOs.



WHAT IS WHISTLEBLOWING?

Whistle-blowing can be used as an early warning system, or when it's recognised that appropriate actions have not been taken. The FA seeks to do everything it can to support a safe and enjoyable framework for football, this means, if standards ever fall short with poor practice or unacceptable behaviour, there's a framework in place to make sure we can deal with it. By reporting a concern you can help us make sure that the youth game stays safe and strong.

WHAT TO DO . . .

Anyone who has a concern about the welfare of a child or the behaviour of an adult towards a child or young person under 18 years of age in football, is required to report it. Please see overleaf on how to report a concern.



Referring a concern can be done via your Club and League Welfare Officer or you can contact:

Claire Summers-Evans
Cornwall FA Designated Safeguarding Officer
01208 262989 or 07533 953351
claire.summers-evans@cornwallfa.com



FA Safeguarding Team
0800 1691863
safeguarding@thefa.com



If the matter is urgent and you cannot contact your Club or County FA Designated Safeguarding Officer, you can call The NSPCC 24-hour helpline



NSPCC
0808 800 5000
help@nspcc.org.uk



The Whole Game System

As the Club Welfare Officer you can access the Whole Game System giving you access to all of your club details. The other Club Officials who have access are the Secretary, Chairman and Treasurer.



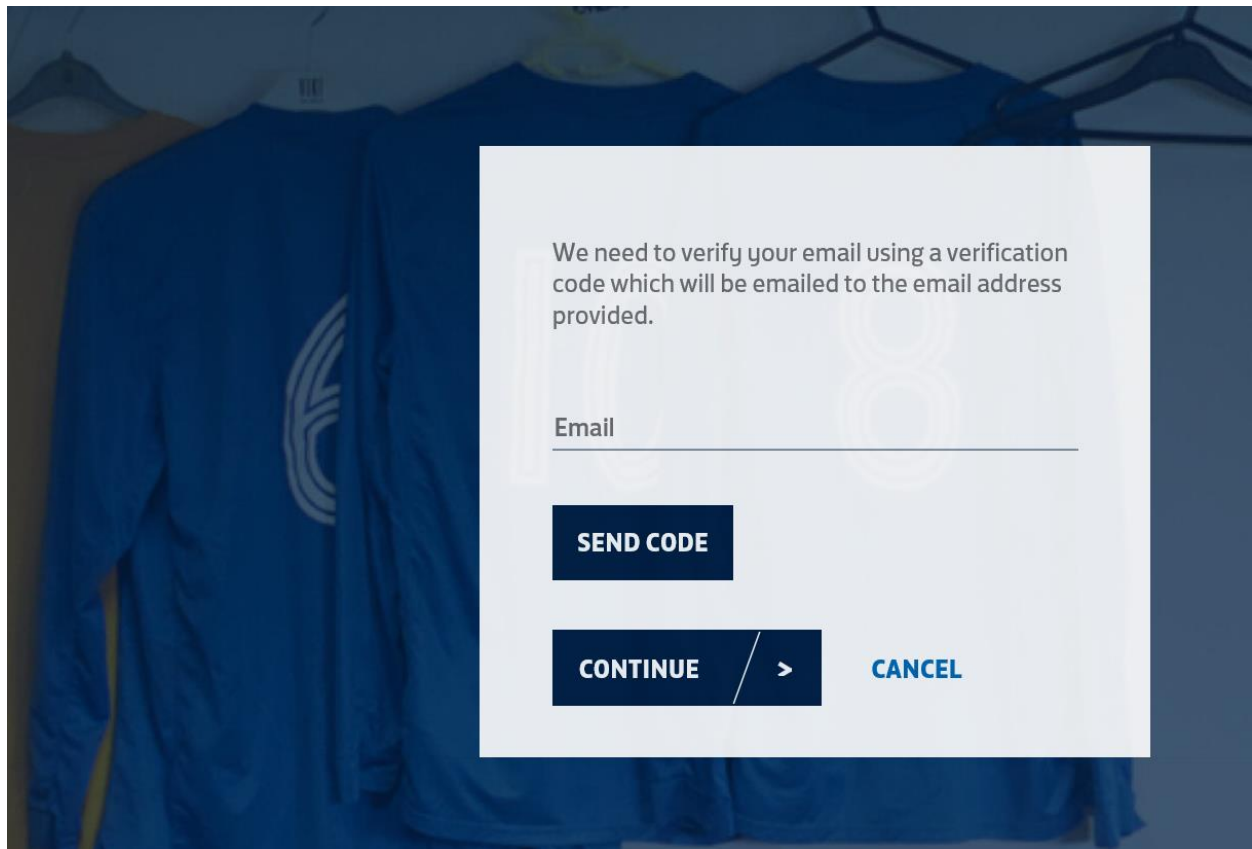
To access the system please click on the link below and follow the guidelines:

<https://wholegame.thefa.com/Account/Login>

A screenshot of the Whole Game System login page. The background shows a row of football jerseys hanging on a rack. On the left, there is a white text overlay that reads 'WELCOME TO WHOLE GAME SYSTEM' in bold, followed by 'Please use your email address and password to sign in'. On the right, there is a white login form with the title 'Sign in'. It contains two input fields: 'Email Address' and 'Password'. Below these fields is a dark blue button with the text 'SIGN IN' and a right-pointing arrow. Under the button are two links: 'Forgotten password?' and 'Forgotten email?'. At the bottom of the form is a red button with the text 'SIGN UP'.

Please ensure you log in using the email which is attached to your FAN number. If you are unsure please contact the Cornwall FA.

Enter your email and follow the instructions.

A white rectangular overlay is centered on a background image of blue and orange t-shirts hanging on hangers. The overlay contains text and form elements for email verification.

We need to verify your email using a verification code which will be emailed to the email address provided.


Email

SEND CODE

CONTINUE / **>** **CANCEL**

Once you have logged onto the site you will go straight to your home page.

Click on the tab along the top which says Club Welfare Officer and your Club name. Then click on the tab on the left hand side of the page that says safeguarding.

**WHOLE GAME**

CLAIRE SUMMERS-EVANS | LOGOUT

Welfare Officer (Youth Teams)
Falmouth Town U18

Club Welfare Officer (Youth Teams)
Illogan Rbl Junior

Club Welfare Officer (Youth Teams)
Cornwall FA Girls Emerging Talent Centre

League Registrations Officer
Callywith Flexi League

Dashboard

Safeguarding

DBS Applications

Player Registration

Discipline

Matches

Finance

Club Officials

Team Officials

Club Dashboard for Cornwall FA Girls Emerging Talent Centre

You have NO unread notifications.

Details

Cornwall FA Girls Emerging Talent Centre

Current Season Affiliation Number
Y-COR2362

Address

Appletree Cottage
Lower Fair View
TR4 9DW

Web & Email

her@cornwallfa.com

<http://www.cornwallfa.com>

Social Media

[@cornwallfa](#)

[cornwallfa](#)

Finance

WGS Amount Outstanding £0.00

Notifications


No notifications to display

Unread All

This is the page where you will see all of the names of the coaches who are involved within your club.

Under each name it will list a qualification:

- DBS
- Safeguarding Qualification
- EA (Emergency Aid/First Aid)
- Welfare Officer Training
- Safeguarding for Committee Members
- Safeguarding Adult Module

 <div>Claire Summers-Evans 46 (Female)</div>	Welfare Officer (Youth Teams)	✓ Safeguarding For Committee Members	N/A
		✓ Welfare Officer Training	
		✓ Safeguarding Children Training	
		✓ DBS	
		✓ Safeguarding Adults	

This section of the WGS is probably the most important to you and the most useful for your role as it should enable you to keep a track on everyone in your club. Please ensure that coaches DBS never expire as this will mean they need to cease all coaching until it is renewed.

DBS (Criminal Record Check) Information

One of your main roles as a Club Welfare Officer will be to process and verify the DBS checks (CRC) for all of the volunteers in your club. Anyone who is regularly working with U18's in your club will need to have an FA DBS check. Please see link below with guidance on how to initiate the DBS via the Whole Game System.

<https://grassrootstechnology.freshdesk.com/support/solutions/folders/48000673300>

The cost of a DBS for all volunteers is £10 and should be reimbursed by the club. If a volunteer tells you that he/she already has had a DBS, for example whilst working in the police or as a teacher unfortunately it cannot be accepted as it is only an FA DBS that we can accept. DBS checks will need to be renewed every three years and are required for anyone aged 16 or above and who are regularly working with children.

Everyone who applies for a DBS will receive a paper certificate, please note however that this only means the DBS check has been completed they are only clear to work with children when the DBS has been attached to their FAN record.

On the Whole Game System under the Safeguarding tab you will see the DBS applications tab. This is where you can start the initial process of adding in an individual to the club as a DBS applicant. See above link for full guidance.

The screenshot shows the 'WHOLE GAME' system interface. At the top, there's a header with the FA logo and the text 'WHOLE GAME'. Below this, there's a navigation bar with four tabs: 'Welfare Officer (Youth Teams) Falmouth Town U18', 'Club Welfare Officer (Youth Teams) Illogan Rbl Junior', 'Club Welfare Officer (Youth Teams) Cornwall FA Girls Emerging Talent Centre', and 'League Registrations Officer Callywith Flexi League'. The main content area is titled 'DBS Applications'. It features a sidebar on the left with icons for 'Dashboard', 'Safeguarding', 'DBS Applications', 'Player Registration', 'Discipline', and 'Matches'. The main content area has a 'GB Group Organisation PIN:' field with the value '102251'. Below this is a search bar with the placeholder text 'Filter by name, FAN, status, club or CFA name'. A table displays the DBS application for 'Claire Summers-Evans (46)'. The table has three columns: 'Individual', 'Current DBS', and 'DBS Application'. The 'Individual' column shows the name 'Claire Summers-Evans (46)', the FAN number '#57936572', and the role 'Cornwall County FA Representative / Cornwall FA'. The 'Current DBS' column shows a green status bar with the date '17/06/2021'. The 'DBS Application' column shows the status 'Application Complete'. There is a button 'Add New Official' in the top right corner of the DBS Applications section.

Individual	Current DBS	DBS Application
Claire Summers-Evans (46) #57936572 Cornwall County FA Representative / Cornwall FA	17/06/2021	Application Complete



COMPLAINTS PROCESS FOR GRASSROOTS CLUBS

No matter how well a club is run, there is always the possibility of having to deal with complaints and discipline issues within your Club.

Dealing with issues of poor practice or misconduct involving coaches or parents/spectators can seem somewhat daunting at first, however, by following a clear process as outlined below, such matters can be dealt with both efficiently and appropriately.

Outline of Action relating to Poor Practice and Misconduct

Where parents/carers, spectators, players, coaches or club officials are seen to have possibly acted inappropriately and a complaint is made, a Club will need to follow a clear process. The general process for dealing with a complaint and deciding what to do, which may include issuing a sanction, is as follows:-

Where a complaint is made to the club:

The person making the complaint must put their complaint in writing and send it to the Club Secretary, if the complaint relates to a poor practice case, or potential safeguarding issue then also copy in the Club Welfare Officer. *(Note - if the complaint is about the conduct of the Club Secretary, the letter should be sent to either the Chairman or Welfare Officer)*

Investigation

- To progress the matter, the club will need to forward the letter of complaint to the person involved. The Club must first ask the person complaining for their permission to share their letter of complaint with this person.
- A letter will then need to be sent by the Club to the person who is subject of the complaint, outlining the concerns that have been raised and include a copy of the complainant's letter (please ensure all contact details of the complainant have been removed prior to forwarding on)
- The Club letter should specify that it requires a written reply from the person who is the subject of the complaint, within seven days. If the matter can be subsequently closed following exchange of letters that is fine; however, if not, then the club should invite both parties to a meeting to deal with the matter.
- It may also be necessary to ask other individuals or witnesses for statements/observations relevant to the allegation, if this is a young person it must involve the Welfare Officer to conduct an interview, with parents/guardians present.

- Club letters to both the complainant and the person who is subject of the complaint should indicate the date/time/venue of the meeting and give at least 7 days' notice of it so that the parties concerned can make arrangements to attend should they wish to do so. The Club letter must also advise that if they do not attend the matter will be dealt with in their absence.
- The Committee dealing with the complaint would ideally consist of 3-5 Officials from the Club and they must NOT include anyone directly named or involved in the original complaint; or, who has a vested interest in the outcome.
- The Committee members will need copies of all relevant paperwork in advance of the hearing so that they can read it and be fully aware of the complaint and response.
- At the Committee Meeting a verbal outline of the complaint will be given through the Secretary and the Committee would then hear from the person who made the complaint and the person who is the subject of the complaint. The Chair of the committee would then ask any questions deemed appropriate to challenge or clarify what had been written or said. Any questions between the parties will be communicated through the Committee Chair.
- The person the complaint is about will be asked to sum up; and then the person who has made the complaint will do the same. They will then be asked to leave the room to allow the Committee to deliberate and reach a decision.
- After a decision is reached, both parties can either be asked back into the room and given the decision which will be binding (and followed up in writing); or alternatively, both parties would leave the meeting altogether after being informed that the club would advise of the decision in writing.

Sanctions

Where the Committee find that the complaint is upheld/proven there are a number of sanctions available for the club to impose and these sanctions are incorporated within the Respect Codes of Conduct, which all members at the club should have signed up to at the beginning of every season.

For less serious offences, we would advise that individuals are issued with a verbal warning for their first offence and then should further incidents arise escalate to a written warning, suspension etc.

If you are unsure of any process or need guidance or advice, please contact either Richard Pallot or Claire Summers-Evans at Cornwall FA who will be happy to assist you further.





Heading Guidance

HEADLINES

NO HEADING IN TRAINING IN THE FOUNDATION PHASE

GRADUATED APPROACH TO HEADING FOR CHILDREN IN THE DEVELOPMENT PHASE U12-U16

AGE GROUP

HEADING FREQUENCY

U7, U8, U9, U10, U11

Heading should not be introduced in training sessions at this age

U12

Heading remains a low priority
1 session per month & max 5 header

U13

Heading remains a low priority
1 session per week & max 5 headers

U14, U15, U16, U18

Heading remains a low priority
1 session per week & max 10 headers



RESPECT YOUR REFEREE



80% of young referees walk away from the game in the first 2 years. Help us to increase the support and experience of our referees to ensure they stay in the game!



Incidents of poor behaviour towards referees from both players and spectators are increasing, resulting in many referees walking away from the game.



Due to this poor behaviour there is a shortage of referees in Cornwall, meaning that there are not enough referees to cover all games.



If you are appointed a referee, don't behave inappropriately towards them when you don't agree with their decisions, that referee may not come back next week.



Referees make mistakes, they will have bad games, but don't we all? Abusing a referee will not stop that from happening, it will not make them a better referee or keep the coming back each week.



Referees who are wearing a purple shirt are under 18 years old, they are minors who are still learning and need your respect, support and encouragement.

As a county we are committed to supporting our referees and dealing with incidents of inappropriate behaviour towards them.

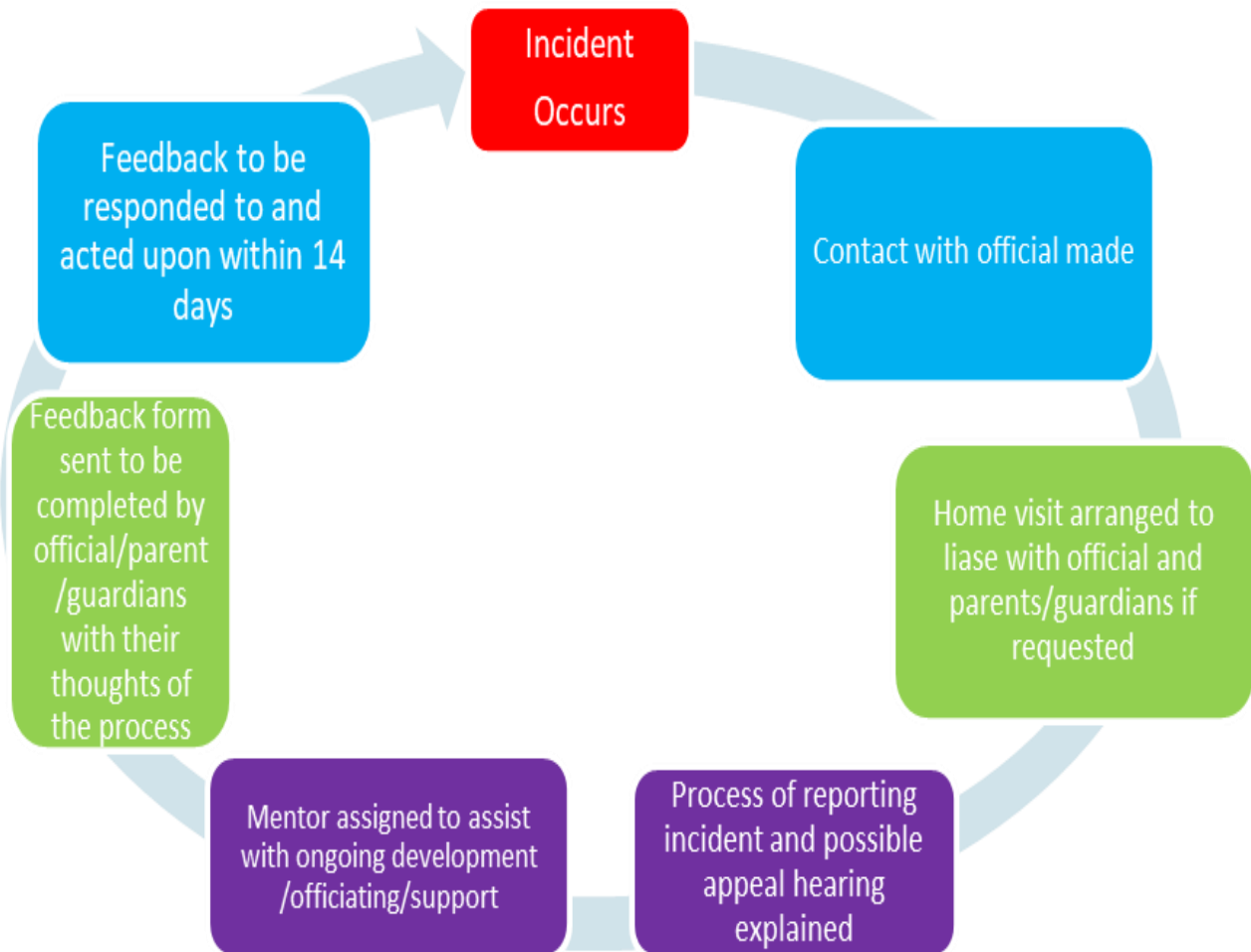
Help referees stay in the game!

Visit www.cornwallfa.com/referees for more information



SUPPORT FOR UNDER 18 MATCH OFFICIALS

In the unfortunate event that an Under 18 Official is subjected to either verbal or physical abuse please see the process that will be followed by Cornwall County FA to support you as a referee.



1. As soon as Cornwall FA is made aware of an incident the Match Official and/or parents/guardians will be contacted by a member of the Cornwall FA staff, this will usually be the Referee Workforce Officer/Governance Manager.
2. If required a support visit will be arranged to discuss the process and procedure and to take a statement relating to the incident. (This will include timelines, possible charges and outcomes)
3. If required or requested a referee mentor will be assigned to the official for ongoing support at games, this will continue until such time as the official deems it no longer necessary

IF A PERSONAL HEARING IS REQUESTED BY APPELLANT

1. If an official is required to attend an Discipline Hearing, we will explain the procedures and process (Discipline Guide for Officials Booklet also to be issued)
2. If a young person is concerned about attendance at a hearing we will discuss all available options and support processes, including but not limited to attendance via web-ex, Mentor attending hearing, stewards at hearings.

FOLLOWING A HEARING (CORRESPONDENCE OR PERSONAL)

1. Following the hearing the official will be made aware of hearing result and any sanctions which have been issued against the appellant. (Full written reasons circulated for personal hearings where offence is considered serious)
2. A feedback form will be sent to match officials in relation to the process outlined above

If you have any Questions relating to the Discipline Procedures and the Support available please contact either the Cornwall FA Referee Workforce Officer Stuart Kane or Governance and Discipline Manager Richard Pallot

Stuart Kane – stuart.kane@cornwallfa.com 07846 270967

Richard Pallot – richard.pallot@cornwallfa.com 01208 262983



Cornwall FA Guidance Equal Playing Time in Youth Football

When considering “**equal playing time**” there are two important things to remember:

Why Children Play

They play because it is **FUN**, but the fun is in the playing. It is most fun for those who play the most and not so much fun if the child is denied the opportunity to play in matches.

The Coach’s Purpose

The role of the coach is fundamentally to provide an opportunity for children to have a positive experience. For most players, many of their positive experiences revolve around their playing time. Many of the challenges involved in the “equal playing time” debate can be lessened by the development of a club or coach philosophy which clearly defines the club/coach philosophical position and intentions and can be further underpinned by using codes of conduct which communicate club/coach philosophy in terms of allocation of playing time and can manage expectations for how players get game time.

Here are ten reasons why Cornwall FA considers that equal playing time is the best strategy for player development.

1) Maximises long term player development

Without access to playing time, quality coaching or experiencing critical game situations (such as playing against special teams or cup semis/finals), players who started playing late or are temporarily behind their peers in terms of physical or mental development are less likely to improve. These same players may actually have more long term potential if provided with the same opportunities to develop.

2) Development v Winning

Why do some coaches persist in playing their "best" players all the time and ignoring the needs of their new or not-so-skilled players? There is only one answer: they want to win matches so much that they dare not take a risk with a player who might make a mistake and cost the team a goal. If a coach is focused on providing equal playing time, they can't be equally focussed on the score and winning. The coach can have this in his/her peripheral vision but instead should be more focussed on game/skill development.

3) Fun increases motivation

The number one reason children play sports is to have fun. Enjoying playing football is the main reason children work hard in practice and spend their free time playing and practicing on his/her own. Not playing isn't fun and can result in children who are less motivated to not improve, have less fun and who may choose to quit.

4) Social/psychological well-being of the players

What is the effect on the self-esteem of a player who starts as a substitute and only plays a couple of minutes every week? Are they adversely affected by being openly acknowledged as less able in terms of their social standing amongst their friends and peers? As coaches we have a duty to consider the effect that our actions have in the child's development in a wider sense and to be accountable for the part we play in it.

5) Builds confidence and resilience

From a small child to the world's greatest athlete, those who are confident are confident because they have attempted a skill or taken thousands of shots, tried and failed many times in a supported environment, then tried again and got it right. This is a valuable life lesson and only by exposure to opportunity can the child benefit.

6) Enhances Teamwork

When players feel that everyone is an important part of the team and are treated fairly, they are more likely to focus on working together. When teamwork improves, players are more likely to make friends, have fun during training and matches, and the team will have a better chance of experiencing success.

7) Players develop at different ages

How do we know which players aged, 7, 10, or 12, will be the best player aged 21? The reality is we have no idea who has the potential to be the special player. Children that excel now won't necessarily still be a shining star four years from now. All players develop at their own pace. Coaches should allow them to make mistakes and learn the game, without a dependence on the final score. It also may make sense to rotate positions so that the players have varied game positional experience which adds to their ever growing game understanding. It also stops us from stereotyping player attributes to positions e.g. a player is tall so they might be a centre back or someone who is quick so let's play him/her in a wide position. This fails to account for the fact that an early developer might be tall for their age but eventually, at age 21 are not tall comparatively and are stuck with their formative football experience in a position which does not eventually suit them.

8) Improve relationships between coaches and parents

One of the most common causes of disagreements between coaches and parents is the subject of playing time. By providing players with equal opportunities to play, coaches set the stage for more positive relationships with parents. Parents want to see their child in the game, and when they don't, it hurts. Lack of playing time can cause frustration directed at coaches, and children on the car ride home.

9) Minimise drop out

Sadly, a high percentage of children who play football stop playing the game before they get to the age of 15. A recent study found the top five reasons for the high dropout rate were:

- Lack of playing time
- Overemphasis on winning
- Other activities are more interesting
- Lack of fun
- Coaching/adult behaviours

10) Minimise fatigue

When teams fail to rotate players, the top players potentially could be fatigued by the end of the game and the lesser skilled players could be cold, stiff and have less game experience.

Interestingly in the professional game academies are governed by rules and regulations of the Elite Player Performance Plan (EPPP) in which clubs are obliged to evidence that all squad members must play at least 50% of games. This is clear recognition of the need to allow development of players holistically in their own time. The job of the clubs and the coaches is to provide the developmental platform. In the grassroots game some clubs have adopted the following policy:

Coaches and Managers of Under 6 to Under 11 teams must ensure that all players receive equal playing time for each and every game. The only exception is where a player is injured or does not want to play for whatever reason.

Coaches and Managers of Under 12 to Under 16 teams must ensure that all players receive equal playing time over the entire season. These age groups differ from the younger players because in some games, due to the superiority of the opposition, one or two players may struggle to compete which could lead to a loss of confidence or, worse still, a risk of injury. This may cause the coach to give greater playing time to some players for these games with the time being made-up for the others against weaker opposition.

What is most important is that whatever policy or philosophy a coach or a club adopts, that it is clear, transparent and consistent so that all involved understand their roles and responsibilities.

Further information:

Join the England DNA Foundation phase (follow the link below).

<http://www.thefa.com/news/2017/12/05/14/28/its-in-the-dna-coaches-praise-england-dna-foundation-phase-resource-051217>

Further information is available by following the link to a variety of podcasts below:

<https://itunes.apple.com/gb/podcast/liverpool-fa-podcast/id1304637859?mt=2>

*whether you win or lose,
make it a better game.*

*Treat your team, other players
and Match Officials with
respect so that everyone
has a more enjoyable time,
on and off the pitch.*

Play Your Part (Code of Conduct)

Adult Players

**Play your part and support
The FA's Code of Respect:**

On and off the field, I will:

- Stick to the rules and celebrate the spirit of the game
- Always show respect to everyone involved in the game
- Never engage in public criticism of the Match Officials and abide by their final decisions
- Win or lose with dignity. Shake hands at the end of every game
- Be aware of the potential impact of bad language on others
- Never engage in abusive language, bullying or intimidating behaviour

**I understand that if I do not follow the Code,
I may:**

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be required to attend a FA education course
- Be dropped, substituted or suspended from training
- Not be selected for the team
- Be asked to leave the club and/or issued a fine



RESPECT

Set the standards for a great game.

Use your position to set a
positive example for the people
you're responsible for and lead
a better game for everyone.

Play Your Part (Code of Conduct)

Coaches, Team Managers and Club Officials

Play your part and support
The FA's Code of Respect:

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away



RESPECT



When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests

I understand that if I do not follow the Code, I may be:

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

**we ONLY
do
Positive.**

Make your impact a positive one.

*By managing the game in a positive,
calm and confident way, you'll
encourage everyone to have fun.*



Play Your Part (Code of Conduct)

Match Officials

**Play your part and support
The FA's Code of Respect:**

I will:

- Respect the game, the competition and all other participants
- Maintain my integrity and approach each game with a positive mind set
- Be knowledgeable of the laws of the game, regulations and competition rules
- Set a positive personal example, by promoting good behaviour
- Embrace and empathise with the spirit of the game
- Submit accurate and concise reports and misconduct
- Complete and submit accurate and concise reports
- Apply the laws of the game, promoting positive actions and not tolerating actions that do not fit the image of the game

**I understand that if I do not follow the Code,
I may be:**

- Required to meet with The FA, County FA Referee Development Staff or Referees Committee
- Suspended by the County FA



RESPECT

**We ONLY
do
Positive.**

*If we behave positively
during practice and matches,
our children will too.*

*By setting a good example, we'll help
build a supportive environment in which
everyone can enjoy themselves.*

Play Your Part (Code of Conduct)

Spectators and Parents/Carers

**Play your part and support
The FA's Code of Respect:**

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour

**I understand that if I do not follow the Code,
I may be:**

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine



RESPECT

*we ONLY
do
Positive.*



Play your best. Be your best.

*Make sure you and everyone
around you has a good time
on and off the pitch.*

Play Your Part (Code of Conduct)

Young Players

Play your part and support
The FA's Code of Respect:

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away



RESPECT

I understand that if I do not follow the Code,
I may:

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training

We ONLY do Positive.





SAFEGUARDING GUIDANCE FOR OPEN AGED CLUBS WITH 16 AND 17 YEAR OLD PLAYERS

Cornwall FA is aware that there are many 16 and 17 year old players looking to play in Open Aged Football. This is a fantastic opportunity for these young players to progress and be challenged both technically and physically, however officials, managers and players must also recognise that these young players are still minors.

There are many ways that a club can ensure these young players are enjoying their football and stay at the club by playing football in a safe environment:

- 🕒 Club to adopt and adhere to the FA Safeguarding Policy.
- 🕒 Ensure all coaches and physios working with 16/17 year olds are named and attached to the team on the Whole Game System
- 🕒 Ensure that all coaches and physios working with 16/17 year olds obtain an FA DBS check and undertake the relevant FA safeguarding training.
- 🕒 Manager/Coach should speak with the U18's player (and parent) about their expectations of joining the team, including playing time and their role within the team.
- 🕒 Ensure that the young player feels comfortable in the changing room environment and explain that if they do not wish to undress in the changing room they can arrive and depart wearing their playing kit.
- 🕒 Encourage your team captain to mentor any young players throughout the season and ensure that the other players on the team are mindful of the player's age when both on the pitch and in the changing room.
- 🕒 Safeguard U18's player at all times, but particularly during matches to ensure that he/she is not subjected to verbal or physical abuse by opposing players who are trying to intimidate them. Report any concerns to the match official and the County FA.
- 🕒 Manager/Coach to make the match official aware that you have an U18 player on your team.
- 🕒 Remember by law U18's are not allowed to drink alcohol!
- 🕒 Do not allow U18's to take part in any initiation (hazing) rituals.
- 🕒 Think about the travel arrangements for both home and away matches for U18' players. Ensure you have consent from parents and their emergency contact details.
- 🕒 Clubs to distribute the 'Understanding your Rights' leaflet to all 16/17-year-old players

For further information or guidance on Safeguarding Children and Young People in football please contact Claire Summers-Evans, Designated Safeguarding Officer claire.summers-evans@cornwallfa.com or phone 01208 262989 or visit our website www.cornwallfa.com

Sin Bins in Youth Football



From next season 2019-20 any youth player who shows 'dissent' towards a referee or assistant referee (linesman) may be sin binned. This means you might be shown a yellow card and you will be asked to leave the field of play for either 8 or 10 minutes.

So what is dissent? To avoid being sin binned when you next play take a look at the different types of behaviours which are classed as dissent.

- ✗ Clapping sarcastically towards the referee or assistant!
- ✗ Questioning the referee or assistant referees decisions!
- ✗ Making sarcastic or rude comments towards any match official!
- ✗ Kicking the ball away in anger!

Swearing at any match official or linesman is not dissent, but may result in you being shown a red card!





GUIDANCE NOTES NO:

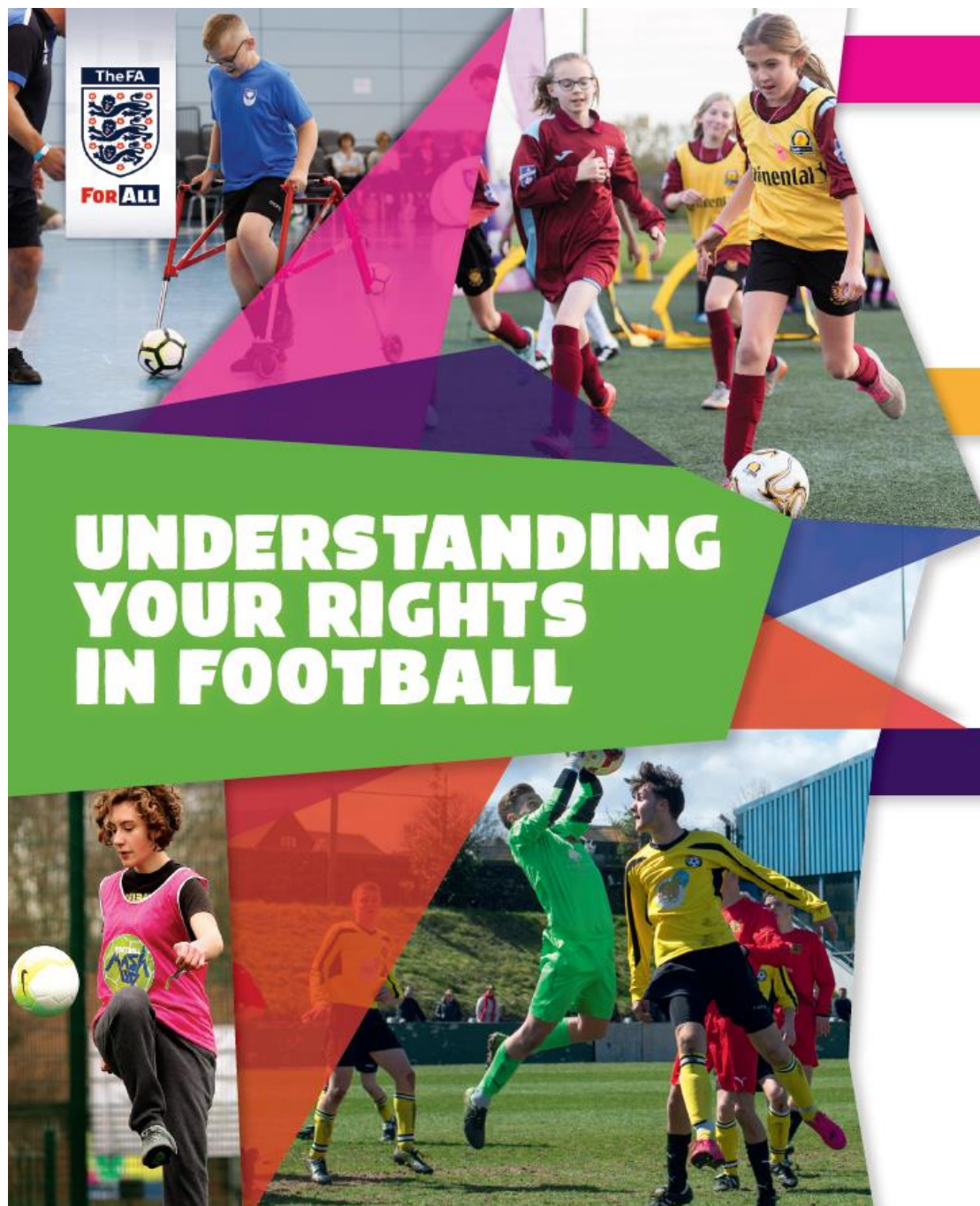
7.1

UNDERSTANDING YOUR RIGHTS IN FOOTBALL

FOR 16/17-YEAR-OLDS

Version: 1.1
Published: MAY 2019





UNDERSTANDING YOUR RIGHTS IN FOOTBALL

YOUR RIGHTS:

- You have the right to feel safe on and offline;
- You have the right to healthy relationships and appropriate boundaries;
- You have the right not to be bullied, harassed or intimidated;
- You have the right not to feel uncomfortable or unsafe;
- You have the right not to be discriminated against because of your age, gender, gender reassignment, ethnicity, sexual orientation, marital status or civil partnership, faith, ability or disability, pregnancy and maternity.

WHAT YOU CAN DO:

- Tell an adult you trust at home, school or college or at football;
- E-mail safeguarding@TheFA.com, or speak to your Designated Safeguarding Officer;
- Contact the NSPCC for free **0808 800 5000** or Chldline **0800 1111** or visit their website for more Information;
- If someone is in immediate danger dial 999 to speak to the Police;
- Set up privacy settings for your online profiles;
- Report inappropriate online behaviour to CEOP.

HELPFUL ORGS:

NSPCC: nspcc.org.uk/what-you-can-do/report-abuse

Chldline: chldline.org.uk Helpline: **0808 800 5000**

CEOP: ceop.police.uk/ceop-reporting

ThinkUKnow: thinkuknow.co.uk/14_plus

ChldNet: chldnet.com/young-people/secondary

Samaritans: samaritans.org/how-we-can-help-you
Helpline is open 24 hrs a day: **0116 123**

Stonewall: stonewall.org.uk/help-advice

Stonewall Youth: youngstonewall.org.uk

YoungMinds: youngminds.org.uk

DisrespectNoBody: disrespectnobody.co.uk

AGE ON 31 AUGUST OF THE RELEVANT PLAYING SEASON	ELIGIBLE AGE GROUPS	MAXIMUM PERMITTED FORMAT	MINIMUM PITCH SIZES		MAXIMUM PITCH SIZES		RECOMMENDED GOAL SIZES IN FEET	BALL SIZE
			YARDS	METRES	YARDS	METRES		
6	Under 7	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
	Under 8		30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	
7	Under 8	5v5	30 x 20	27.45 x 18.3	40 x 30	36.3 x 27.45	12 x 6	3
	Under 9	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	
8	Under 9	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
	Under 10		50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
9	Under 10	7v7	50 x 30	45.75 x 27.45	60 x 40	54.9 x 36.6	12 x 6	3
	Under 11	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	
10	Under 11	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
	Under 12		70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	
11	Under 12	9v9	70 x 40	64 x 36.6	80 x 50	73.15 x 45.75	16 x 7	4
	Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	
12	Under 13	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
	Under 14		90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	
13	Under 14	11v11	90 x 50	82.3 x 45.75	100 x 60	91.44 x 54.9	21 x 7	4
	Under 15		90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
14	Under 15	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
	Under 16		90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	
15	Under 15	11v11	90 x 50	82.3 x 45.75	110 x 70	100.58 x 64	24 x 8	5
	Under 17		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
	Under 18		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
16	Under 17	11v11	100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	5
	Under 18		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	
	Open Age		100 x 50	91.44 x 45.75	130 x 100	118.87 x 91.44	24 x 8	

AGE GROUP	MINIMUM DURATION OF PLAY PER HALF (MINUTES)	MAXIMUM DURATION OF PLAY PER HALF (MINUTES)	MAXIMUM PLAYING TIME IN ONE DAY IN ALL ORGANISED DEVELOPMENT FIXTURES (MINUTES)	MAXIMUM PLAYING TIME IN ONE DAY IN ALL TOURNAMENTS AND TROPHY EVENTS/ FESTIVALS (MINUTES)	COMPETITION STRUCTURE
Under 7 and Under 8	10	20	40	60	Development focussed with a maximum of 3 trophy events per season over 2 week periods (6 weeks)
Under 9 and Under 10	20	25	60	90	Development focussed with a maximum of 3 trophy events per season over 4 week periods (12 weeks)
Under 11	20	30	80	120	Development focussed with a maximum of 3 trophy events per season over 6 week periods (18 weeks)
Under 12	20	30	80 (if applicable)	120	Any varieties including one season long league table
Under 13 and Under 14	25	35	100	150	Any varieties including one season long league table
Under 15 and Under 16	25	40	100	150	Any varieties including one season long league table
Under 17 and Under 18	25	45	120	180	Any varieties including one season long league table



Make it a Positive Match Day Experience

The better the environment we create for the players, the more everyone will enjoy the game. Greeting the opposition and the referee, putting on refreshments, appointing a Match Day Manager, are all ways in which any club, at any level can start to make a difference on the day.

GOOD PRACTICE

- ✓ Coaches to stand in the technical area unless called on the pitch by the referee to treat an injured player
- ✓ Spectators to stand behind the respect barrier on the opposite side of the pitch
- ✓ Applaud good play for both teams
- ✓ Only the coach to issue instructions to the players
- ✓ Respect handshake (or fist pump) before the game
- ✓ Handshakes all round after the game regardless of the score

POOR PRACTICE

- No spectators to stand behind the goals
- No shouting at the referee or questioning his/her decisions
- Do not encroach onto the pitch
- No angry post-mortems after the game
- Parents refrain from issuing technical instructions from the side-lines

*We ONLY
do
Positive.*



EAST CORNWALL
YOUTH FOOTBALL LEAGUE



KERNOW YOUTH
FOOTBALL LEAGUE