**DINNINGTON TOWN**

**FOOTBALL CLUB**

##### DTFC1

##### CONSTITUTION

# Introduction

From our nursery sessions to the first team our aim is to provide players and children in the Dinnington and surrounding areas with the opportunity to take their first experience of or play in organised football. We are an awarded FA Charter Standard – Community Club level that ensures and assists clubs to provide a safe and pleasant environment and a quality experience for all players. We hope this will encourage these young people to play for life at the highest possible standard and also develop into respected adults and football players.

We want to win, but only in the right way, which is honest and fair and this is also to be stressed to the parents of players in the junior section who have a huge part to play as the youth teams develop. Without the parents these teams will never survive, the management team will encourage everyone to take an active part in running the teams and the club. The team managers and coaches are specially picked and encouraged to attend coaching courses to attain the highest levels.

The club is affiliated to the Sheffield and Hallamshire FA (Affiliation No. V-SHE3830) and our teams play in the Central Midlands League and Sheffield and District Junior Football League ([www.junleague.com](http://www.junleague.com)).

We are based out of the Dinnington Resource Centre where we have a 3G facitlity which host all of our age groups. It is our hope that the members of the Junior Section will get the opportunity to join the developing first team and go on to represent the Town. We also have an over 35s team too.

The club is entirely self-financing with grant awards and donations wherever possible and applicable. We are taking responsibility of the Resource Centre grounds and are building both on and off the field of play. We are always looking for volunteers to help with jobs around the Resource Centre facilities – a few hours can make a great difference.

#### Club Address

Dinnington Resource Centre, Laughton Road, Dinnington S25 2PP. Tel 01909 518222

#### Club Website

#### www.dinningtontown.co.uk

#### Social Media

Facebook – Dinnington Town FC

Twitter – @DinnoTownFC

Enclosed in this constitution are:

* General Club Rules
* Child Protection Policy
* Anti-Bullying Policy
* Equality Policy
* Club Complaints Procedure

#### Respect / Codes of Conduct

The club and the leagues in which the club’s teams play are signed up to the FA’s respect campaign and as such have adopted the FA’s Respect Codes of Conduct for: Young Players; Spectators and Parents/Carers; & Coaches, Team Managers and Club Officials.

They are appended to this Club constitution and during the annual registration process everyone will be asked to confirm that you have read them and will abide by them whilst a member of the club. If you have any questions, please do not hesitate to make contact with your team manager or any club official.

The FA has also launched a free online Respect Parent Guide at [www.thefa.com/respectguide](http://www.thefa.com/respectguide)



The club have also adopted the Respect Barrier policy; here is a summary of the main points which go along with the campaign:

* The barriers literally draw the line that parents and spectators should not cross.
* A ‘Designated Spectators' Area’ is marked out on one side of the pitch - fans and parents/carers from both sides stand behind this barrier on one full length of the pitch, where possible starting two metres from the touchline.
* The coaches of both teams to stand on the other side of the pitch, meaning players get instructions from just one side of the pitch.

Severe sanctions can be put in place against any individual, team, club or indeed the league itself for non-conformance. In recent seasons team managers in our area/league have been asked to step down under the new guidelines.

#### FA Guidelines for Junior Teams

The FA issue recommended guidelines on best practices and a series of issues and events which may occur in the life and times of a football club or team. If you wish to receive guidance on one or more of the listed please contact one of the clubs management committee:

Travel, Trips and Tournaments

Changing Rooms and Showering Facilities

Advice and support for individuals receiving a disclosure

Appointing a Club Welfare Officer (CWO)

Choosing a Club for your Child

Celebrating Football through Photographs and Video

More information is available through TheFA.com/Footballsafe Let’s make football safe - Not sorry

# General Club Rules

1. Name
	* + 1. The club shall be called Dinnington Town Football Club (the “Club”)
2. Objects
	* + 1. The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.
3. Status of Rules
	* + 1. These rules (the “Club Rules”) form a binding agreement between each member of the Club.
4. Rules and Regulations
	1. The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.
	2. No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
	3. The Club will also abide by The FA’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.
5. Club Membership
	1. The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
	2. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.
	3. In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
		1. The FA and Parent County Association shall be given access to the Membership Register on demand.
6. Annual Membership Fee
	1. An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
	2. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
7. Resignation and Expulsion
	1. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
	2. The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
	3. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the “Club Property).
8. Club Committee
	1. The Club Committee shall consist of the following Club Officials: Chairperson, Vice Chairperson, Treasurer, Secretary, Welfare Officer and up to 6 other members, elected at an Annual General Meeting.
	2. Each Club Official and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson, Vice Chairperson or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be three.
	3. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
	4. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
	5. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
	6. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
	7. The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.
9. Annual and Extraordinary General Meetings
	1. An AGM shall be held in each year to:
		1. receive a report of the activities of the Club over the previous year;
		2. receive a report of the Club’s finances over the previous year;
		3. elect the members of the Club Committee; and
		4. consider any other business.
	2. Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
	3. An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
	4. The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
	5. The quorum for a General Meeting shall be the Chairperson, Vice Chairperson and Secretary.
	6. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
	7. The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
10. Club Teams
	* + 1. At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club’s football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.
11. Club Finances
	1. A bank account shall be opened and maintained in the name of the Club (the “Club Account”). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
	2. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
	3. The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
	4. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
	5. The Club may also in connection with the sports purposes of the Club:
		1. sell and supply food, drink and related sports clothing and equipment;
		2. employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
		3. pay for reasonable hospitality for visiting teams and guests; and
		4. indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
	6. The Club and its member teams shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
	7. The Club and its member teams shall prepare an annual “Financial Statement”, in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
	8. The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (“the Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
	9. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
	10. On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
	11. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.
12. Dissolution
	1. Resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
	2. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
	3. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

# Child Protection Policy

1. Dinnington Town Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association’s (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
	* + 1. The key principles of The FA Safeguarding Children Policy are that:
				- the child’s welfare is, and must always be, the paramount consideration
				- all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief
				- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
				- working in partnership with other organisations, children and young people and their parents/carers is essential.
2. We acknowledge that 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 poor practice and abuse. Dinnington Town Football Club recognises that this is the responsibility of every adult involved in our club.
3. Dinnington Town Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association’s Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA’s Responsible Recruitment guidelines for recruiting volunteers and we will:
	* + - * Specify what the role is and what tasks it involves
				* Request identification documents
				* As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them
				* Ask for and follow up with 2 references before appointing someone
				* Require an FA CRB Enhanced Disclosure where appropriate in line with FA policy.
			1. All current Dinnington Town Football Club members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit.
			2. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Dinnington Town Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.
			3. It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of ‘grooming’ within football.
5. Dinnington Town Football Club supports The FA’s Whistle blowing Policy. Any adult or young person with concerns about a colleague can ‘whistle blow’ by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW10 9EQ or alternatively by going direct to the Police, Children’s Social Care or the NSPCC.
	* + 1. Dinnington Town Football Club encourages everyone to know about it and utilise it if necessary.
6. Dinnington Town Football Club has appointed a Club Welfare Officer in line with The FA’s role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer Training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.
7. We acknowledge and endorse The FA’s identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer and in cases of serious bullying the CFA Welfare Officer may be contacted.
8. Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Dinnington Town Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.
9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone’s responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.
	* 1. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
		2. If the issue is one of poor practice the Club Welfare Officer will either:
			+ - deal with the matter themselves or
				- seek advice from the CFA Welfare Officer
		3. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children’s Social Care.
		4. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
		5. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
			+ - contact your CFA Welfare Officer directly
				- contact the Police or Children’s Social Care
				- call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk
			1. The FA’s Safeguarding Children Policy and Procedures are available via www.TheFA.com/Footballsafe – click on the ‘downloads’ under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.
			2. Further advice on Safeguarding Children matters can be obtained from:
				+ DTJFC Welfare Officer
				+ County Football Association’s Welfare Officer, safeguarding@sheffieldfa.com
				+ www.TheFA.com/Footballsafe
				+ Emailing – Footballsafe@TheFA.com
				+ The FA Safeguarding Children general enquiry line 0845 210 8080

# Anti-Bullying Policy

**Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

#### What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain

and distress to the victim.

Bullying can be:

* Emotional by being unfriendly, excluding (emotionally and physically), sending hurtful text messages and tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
* Physical pushing, kicking, hitting, punching or any use of violence
* Racist racial taunts, graffiti, gestures
* Sexual unwanted physical contact or sexually abusive comments
* Homophobic because of, or focussing on the issue of sexuality
* Verbal name-calling, sarcasm, spreading rumours, teasing

#### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

* All club members, coaches, officials and parents should have an understanding of what bullying is
* All club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
* All players and parents should know what the club policy is on bullying, and what they should do if bullying arises
* As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported
* Bullying will not be tolerated

#### Signs and Indicators

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

* says he or she is being bullied
* is unwilling to go to club sessions
* becomes withdrawn anxious, or lacking in confidence
* feels ill before training sessions
* comes home with clothes torn or training equipment damaged
* has possessions go “missing”
* asks for money or starts stealing money (to pay the bully)
* has unexplained cuts or bruises
* is frightened to say what’s wrong
* gives improbable excuses for any of the above

In more extreme cases

* starts stammering
* cries themselves to sleep at night or has nightmares
* becomes aggressive, disruptive or unreasonable
* is bullying other children or siblings
* stops eating
* attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

#### Procedures

Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.

In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.

Parents should be informed and will be asked to come in to a meeting to discuss the problem.

If necessary and appropriate, the police will be consulted.

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly

An attempt will be made to help the bully (bullies) change their behaviour.

If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

#### Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a small panel (made up from Chairman, Club Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

**In the Case of Adults Reported to be Bullying Anyone Within the Club Under 18:**

The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.

It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA’s Safeguarding Children Education Programme may be recommended.

More serious cases may be referred to the Police and/or Children’s Services.

#### Prevention

The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.

All club members and parents will sign to accept the constitution upon joining the club.

The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

This policy is based on guidance provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk.

You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

**www.anti-bullyingalliance.org.uk**

**www.stoptextbully.com**

**www.bullying.co.uk**

# Equality Policy

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

Dinnington Town 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, anyone who wants to participate in it.

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

This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

Dinnington Town Football Club, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that Dinnington Town Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

Dinnington Town Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

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

Dinnington Town Football Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

Dinnington Town Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

Dinnington Town Football Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.

# Club Complaints Procedure

The club is entirely reliant on the work of volunteers to run the club and as such no-one involved is classed as professional or paid in any capacity. However the clubs committee and coaches are encouraged to be as qualified as possible, with a minimum FA Coaching Level 1. Whereas policies and guidelines are in place to ensure the smooth running, there are occasions when there are differences of opinion or complaints arise and the procedure outlines the steps to be taken.

If the complaint is a matter relating to the welfare of a child or children then the actions as outlined in the Club’s Safeguarding Policy should be followed.

For team related matters such as player selection and coaching, we would encourage that dialogue begins with the team’s manager or coaches. If this cannot bring a satisfactory conclusion then the club officials can offer advice and mediate to bring about a resolution.

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

1. They should report the matter to the team manager, club secretary or another member of the committee. The report should include:
	* 1. Details of what, when and where the occurrence took place
		2. Any witness statement and names
		3. Names of any others who have been treated in a similar way
		4. Details of any former complaints made about the incident, date, when and to whom made
		5. 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:
	* 1. Warn as to future conduct
		2. Suspend from membership
		3. Remove from membership any person found to have broken the Club’s Policies or Codes of Conduct

# Social Networking Policy

Social networking activities such as tweeting, blogging, involvement in social networking sites and posting material, images or comments can have a negative effect on an organisation’s reputation or image. In addition, Dinnington Town Football Club has a firm commitment to safeguarding children in all aspects of its work. This policy has been written to set out the key principles and code of conduct that we expect of all members of the club with respect to their responsibilities in the use of social networking sites.

Key Principles:

* Everyone at Dinnington Town Football Club has a responsibility to ensure that they protect the reputation of the club and to treat members of the club with respect.
* It is important to protect everyone at Dinnington Town Football Club from allegations and misinterpretations, which can arise from the use of social networking sites.
* Safeguarding children is a key responsibility of all members of the club and it is essential that everyone at Dinnington Town Footballl Club considers this and acts responsibly if they are using social networking sites. It is advised that anyone working in the club as a volunteer must not communicate with children via social networking.

The following are not considered acceptable at Dinnington Town Football Club:

* The use of the clubs’s name, logo, or any other published material without written prior permission from the club committee. This applies to any published material including the internet or written documentation.
* The posting of any communication or images which links the club to any form of illegal conduct or which may damage the reputation of the club. This includes defamatory comments.
* The disclosure of confidential or sensitive information; or the disclosure of information or images that could compromise the security of the club and its facilities.
* The posting of any images of employees, children, governors or anyone directly connected with the club whilst engaged in club activities.

In addition to the above everyone at Dinnington Town Football Club must ensure that they:

* Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the club or anyone at or connected with the club.
* Use social networking sites responsibly and ensure that neither their personal/professional reputation, or the club’s reputation is compromised by inappropriate postings.
* Are aware of the potential of on-line identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

In instances where there has been a breach of the above Code of Conduct, the following will apply:

* Any breaches of this policy will be fully investigated. Where it is found that there has been a breach of the policy this may result in action being taken. A breach of this policy will be considered to be a serious disciplinary offence, which is also contrary to the clubs ethos and principles.
* The Club Committee will take appropriate action in order to protect the clubs reputation and that of its committee members, managers, coaches, players, parents, referees and anyone else directly linked to the club.

# Guidelines on Communications

The FA has published guidelines in use of the internet and communications with young people which are available through the club or online at TheFA.com/Footballsafe:

* Social networking, websites, mobile phone and email communications
* Running a Website - Do’s and Don’ts
* Responsible use of social networking sites
* Communicating responsibly with Young Leaders, Coaches and Referees U18
* Using Texts and Emails with U18s - Do’s and Don’ts
* Guidance for parents/carers - Responsible use of text, email and social networking sites
* Guidance for U18s using: Club Web Pages, Social Networks, Email and Texts