

# Buxton Junior Football Club

## Constitution and Rules Handbook 2025-2026



**Respect**



# Buxton Junior Football Club

## Constitution and Rules Handbook (Revised May 2025)

### Introduction

Buxton Junior Football Club (JFC) is the official name of the Club. All sections operate under the Buxton JFC banner and this document will make references to that name. The purpose of this document is to ensure that all persons who are connected in any way with Buxton JFC are fully aware of their responsibilities and the rules of the Club.

Buxton JFC have been in existence since 1974 and has been run by a dedicated group of volunteers who over this period have provided a high standard of coaching and support for the young people of Buxton and surrounding areas. We as a Club have had a mixed bag of success over the years winning a good share of trophies and league championships. However, it has never been our overriding aim to go 'Trophy Hunting' as it is called, but rather to ensure that our local youth have the opportunity to play in team sport at a reasonable level.

We operate a soccer school with the intention that all children from the age of 5 years old can have the opportunity to be coached and to learn the fundamental skills and rules in association football. We will provide football for both boys and girls. Buxton JFC is the largest organisation within the Buxton area that provides supervised activities for young people with a playing membership of over 250 boys, girls and adults. As you can imagine the running of a Club of this size takes a great deal of organisation and commitment, we are therefore very grateful to all the volunteers who give up their free time at no cost to the Club, to ensure that the young people get the highest level of help and encouragement in a safe and friendly atmosphere.

We would like to thank those companies and individuals who have sponsored the Club in any way from providing kit, equipment, financial donations, and raffle prizes etc. We are most grateful to those past contributors and hope to thank those who will help us in the future. Football has a great deal to offer young people from the enjoyment of physical activity to the development of a sense of self-worth, a knowledge of their own abilities and an opportunity to work in co-operation with others.

Through football, young people develop an enthusiasm for active participation, which can become the basis of a healthy and active lifestyle. In short, it gives young people the chance to develop the skills needed in everyday life. Buxton JFC recognises this and will go out of its way to develop the young person through the medium of football in a safe and enjoyable manner. However, adults need to be involved to enable young people to take part and if they do so for the wrong reasons, they can forget that Football is supposed to be fun and enjoyable.

This Clubs coaches and officials will always try and remember this and not force the young people beyond their capabilities and different levels of interest. Football is a great game that can be enjoyed as a player, spectator, official, parent/guardian and coach at any age and it is only by working together can we make the best use of it for the young people in our locality.



## Where's the Play in Football?

Over the last few years some negative trends have appeared in football: -

- Stress on winning at all costs.
- Increasing amount of violence.
- Pressure on young people for higher achievement.
- More and more demanding training and competition programmes.

These all come from the idea that junior sport is merely a scaled down version of adult sport. At this Club we recognise that children should play as children not as scaled down young adults. We will help young people maintain a sense of proportion and perspective as well as having realistic expectations of them ourselves. Keeping football fun when you are losing 10-0 and the winds so cold you can't feel your fingers isn't easy, but if we don't do it, we will lose our players through feelings of frustration and inadequacy.

When winning is kept in perspective there is room for fun in the pursuit of victory, or more accurately the pursuit of victory is fun. As a club we are not saying that winning is not important, just that it is not the most important thing. For this to happen we all need to work together to make Buxton JFC the best Football Club we can for the players, spectators, officials, parents/guardians and coaches.

## Club Ethos & Principles

### Mission Statement

Buxton Junior Football Club aims to develop the football and social skills of children whilst promoting fun, teamwork and discipline within a well-structured coaching system, employing best practice at all times. The interests of players are our overriding priority.

### Club Ethos

The club ethos is founded upon the answers to three fundamental questions:

1. Who is the club for?
2. Why do kids play football?
3. How do we measure success?

### Buxton Junior Football Club will:

- Promote enjoyment and sportsmanship for all.
- Develop the skills and abilities of the individual child within a team environment.
- Provide football to children of all ages and abilities, in a safe and friendly environment.
- Deliver age-appropriate coaching to support long term player development.
- Encourage all players to try their best and make the most of their abilities.
- Offer a challenging but supportive environment where children can learn from their mistakes without undue pressure and anxiety.
- Promote good behaviour and respect for others.



The popularity of the club is reflected in the number of children who join us and then wish to remain with us. We provide an opportunity for children to get involved in football and then enjoy it to the best of their ability with all the fringe benefits. Over the years we have evolved the club in order to reflect the experiences we have witnessed, both positive and negative. All of which is for what we feel is best for the children and their football development. We exist for the 250+ players, who play football for fun and enjoyment.

We measure our success on the attendance of the children, how well we develop the individual in improving their own ability level and finally, on how the teams perform as a unit. We are NOT about win at all costs, win at all costs does not work for us. We are about coaching the children to be FOOTBALLERS, for that they must learn how to play the game with confidence. The club aims for the safe and professional enjoyment of sport for all involved, with note that many involved are very young children. The safe custody of those in our care is of paramount importance.

The FA charter standard is the benchmark of good practice for operating children's Football teams, and Buxton JFC operates to this standard. The Club Committee wish to continue to operate the club achieving the high standards of the charter standard and this places obligations on teams playing under the umbrella of Buxton JFC with regards to the management structure, DBS checking of individuals, formation of accounts etc. Compliance with the Charter standard requirements is a mandatory requirement for teams operating as part of the Buxton JFC, and failure to achieve this standard may result in individual team membership of Buxton JFC being reviewed. The Club Management Committee will provide assistance and guidance to Charter standard requirements.

The Club Committee wishes Buxton JFC to be regarded as a benchmark of good practice for safe and professional enjoyment of sport for all involved and seeks to present a consistent and professional image to society, and an open / transparent accountable function with its team and supporting parents. The Committee seeks to encourage open and effective communication between all involved to knit the wide age range of teams into one united football club. It is seen as useful to publish this member's handbook to provide guidelines and policies, leading to that united football club.

## Objectives

### Season 2025-26

The club has the following objectives:

- The continued development and expansion of the development group leading to the formation of at least 2 fledgling U7/U8 teams for the season.
- Appointment of 2 x U8 team managers prior to the end of July 2025, and their achievement of level 1 qualification before end of 2025.
- Necessary recruitment of managers to ensure that no manager will be responsible for more than one team, either in a coaching or managerial role.
- The development of player football skill levels at all levels, supporting the use of specialist skills coaching where possible.
- To ensure the club has a minimum of two Level 2 coaches.
- The wider development of players through opportunities to coach, and act as role models for younger teams.



- The wider development of players through club sponsorship and subsidy of referee qualifications.
- The improvement of club skill levels through sponsorship of coaching qualifications.
- To ensure that all committee roles are filled prior to the start of the season.
- The continued development of girl's football, maximising the number of girl's teams.
- Grow the number of ladies' managers, coaches or volunteers for the season.
- Establish a more proactive safeguarding agenda, adding an additional CWO role, that will engage with the parents, managers, volunteers and coaches throughout the season.
- Greater promotion of BJFC providing a more visible presence within Buxton and the surrounding area.
- Greater use and promotion of the FA Respect initiative within the Club.

## The Club

Buxton Junior Football Club, which is referred to as the CLUB, is a non-profit making organisation with the purpose of providing (either directly or in partnership), male and females with the facility to play association football on a competitive and non-competitive basis as permitted by the Football Association.

All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties. The Club shall be made up of the following teams: Buxton Junior Boys, and Buxton Junior Girls. Each team is permitted to have teams at individual age groups as determined by the Management Committee. The Senior Team in the Club will be that team which holds the highest ranking within any FA Pyramid system or if the Club does not have an open age team the senior team will be the oldest age group playing.

Senior teams because of their position in a FA Pyramid Competition will have priority over junior teams playing Youth football. In the event of the Club ceasing to exist, all its assets will be distributed to other junior clubs and or local children's charities as determined by the Management Committee.

## Membership

There are 5 classes of member:

- Honorary Life Members (non-voting).
- A person who is a member of the Management Committee, Team Officials and Post holders. Such persons have full voting rights.
- Playing member (non-voting member).
- Parent/guardian of any playing member under the age of 18 (non-voting member).
- A person who is an asset to the Club and is elected as an associate member (nonvoting member).

Only the membership of the Management Committee may vote at a Management Committee Meeting. This document (the Club rules) forms a binding agreement between each member of the Club. All members shall conduct themselves in a manner that will not bring discredit to the Club & comply with the rules of the leagues to which the Club is affiliated.



## Annual Club Membership

Annual Club membership fees for 2025-26 will be £379 per season, this is made up of a £55 signing on fee, payable by August 1<sup>st</sup>, 2025 and 9 x £36 monthly payments as laid down in the on-line subscription payment system. The Annual Membership fee shall be determined on an annual basis by the Club Treasurer based on submissions by the Management Committee for future spending requirements and previous financial trends identified.

### So where does your money go?

The easiest way to break it down is as a reflection of your £379. For your £379, the Club will spend this season:

- Training venues hire and facility maintenance £220.
- League affiliation/club insurances/coach training courses £50.
- Match charges/pitch fees/referee costs £70.
- Kit/footballs/training aids/first aid kits etc. £39.

This covers all the Club's costs and the intention is that the Club will break even each season. We are not a for-profit club, we only seek to cover the costs of the Club. There is no requirement for any additional charges to be paid, other than entrance to the Club presentation day in June, and/or as described below. The membership fee provides access to one hours training per week, plus participation in games subject to the players availability. Training is available at Buxton Community School, Buxton F.C (Silverlands) from September until the end of April in each playing season. Training during May, June, July & August is at either Sterndale Moor, Haslin Fields or Temple Fields subject to pitch availability. Training at alternate venues is subject to agreement with the Club Treasurer and may be subject to additional charges payable by the team.

Training slots will be agreed each year by the Management Committee with priority given to existing teams requirements. Once agreed the slots will be arranged by the Facilities Director with the individual training facility. Additional training above the one-hour session is provided by some teams and many teams do offer occasional trips or tours to end of season tournaments etc. Participation in any of these activities is NOT MANDATORY and there are absolutely no penalties for not doing so, however the cost of those additional activities must be met by those who take part as they are not part of the Clubs training curriculum.

Where a child is offered additional training or takes part in extracurricular activities parents and guardians MUST satisfy themselves that the managers offering these activities have the permission from the Club, to do so in the Club's name, and that ALL activities have been risk assessed in a proper manner and that proper accounts have been kept. The Club will not accept liability for any accidents or injuries occurring during activities that have not been pre-approved by the Club.

It is very important that everyone understands and appreciates that Buxton JFC is a FA Community Charter Standard Club with the emphasis on Club, we are not a group of 20 teams operating under a club umbrella but one Club where fee income from a parent or guardian goes to running the Club. It is an unfortunate consequence of the new FA pathway that the introduction of smaller teams has actually meant that pro rata those smaller teams cost more to run than some 11 a side teams! Ironically a 5-a-



side Under 8's team playing at a central venue will cost the club about the same as an 11 a side team playing at Sterndale Moor. We believe that it is unfair to run our, your Club, in the way that many youth Clubs are run, in that each team must pay its own way, which is why your fee contributes to the running of a Club where over 250 young people can enjoy the sport, we all love.

Consequent to this, the Club wishes to encourage all its playing membership to continue their footballing experience and will provide significant subsidies for coaching/refereeing courses undertaken by those who wish to undertake those qualifications.

Remaining fees will be directly proportional to the number of months remaining to the end of season. All non-signed on players who attend training sessions shall be required to sign a manual declaration as shown in Annex 22. The Club does have a hardship fund administered by the Club Treasurer, any member who has financial difficulties paying the membership fees should discuss their situation directly with the Treasurer. Any support through the hardship fund will be subject to the approval of the Club Management Committee.

## Affiliation

The Club shall have the status of an affiliated member Club of the Football Association by virtue of its affiliation/membership of the Football Association. The rules and regulations of the Football Association Limited and the parent County and any league or competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club rules. The Club shall maintain the status of a FA Charter Standard Club, at a level appropriate to its needs and resources. For Season 2025-26, this will be FA Community Standard. The Club and its membership will support the FA Respect Campaign at all times.

## Club Management

The Club shall have a Management Committee which comprises:

- Chairman (see Annex 1)
- Club Secretary (See Annex 2)
- Club Treasurer (See Annex 3)
- Events Director (See Annex 4)
- Fundraising Director (See Annex 5)
- Communications Director (See Annex 6)
- Facilities Director (See Annex 7)
- Kit Manager (See Annex 8)
- Child Warfare Officer (See Annex 9)

## The Management Committee is responsible for:

- The policies and management of the Club. As such the Management Committee has the power to amend the Club Constitution and Rules
- Annual appointment of Team officials



The decision of the Management Committee in respect of the Clubs operation is final. Decisions on all matters except for those taken at the AGM will be taken at Management Committee Meetings. All documents to be authorised by Club Chairman. Individual Management Committee members, except for the Chairman, may not enter into agreements or make decisions affecting the club without the prior agreement of the Management Committee. Any agreement or decision made by the Chairman is subject to approval by the Management Committee at the subsequent Management Meeting and only comes into effect at the date of that meeting.

The Club will not merge or form any contractual relationship with any third party, where the Club ceases to be the majority partner or gives up control of club funds to the other party. It will be a requirement of the Club that the Club Chairman will represent the club in all meetings, except where he/she delegates otherwise. The Club will not take out any loans or mortgage without a majority vote of the full Management Committee and agreement by 2/3 of the Full Voting Membership at an EGM called for determining such a loan.

The Club will not accept donations from third parties where conditions are attached to the donation without a majority vote of the full Management Committee. Other persons may be co-opted as is deemed necessary onto the committee during the season. Where appropriate, an honorarium and or expenses may be offered to Management Committee members.

Any Club member may attend any Management Committee meeting in the capacity of an observer. The Management Committee shall be subject to annual election. All Management Committee members are required to put the interests of the players and the Club first over any individual or team interests. No member of the Club, Management Committee or otherwise shall commit the Club to expenditure without the prior approval of the Club Treasurer except for the £25 maximum emergency expenditure by team officials. The Club Treasurer and Chairman must approve all Club expenditure.

A person (except the Club Treasurer, who shall remain independent, but will be entitled to vote) may hold more than one post, provided there is no conflict of interest. Said person is, however entitled to one vote only, regardless of number of positions held. The Management Committee will endeavour to govern by consensus, however, if decisions are put to a vote, in a tie the Chairman shall have the casting vote.

Where the Club has a full 8 (eight) member Management Committee 5 (five) members of the Management Committee will constitute a Quorum for the Full Management Committee, except for decisions requiring a vote of the full Management Committee as laid down in these rules and 3 (three) members a Quorum for any subcommittee. Subcommittees may only make recommendations to the Management Committee who will take any final decision on all matters. Where the Management Committee consists of 4 (four) or less elected members 3 (three) will constitute a Quorum and for 5-7 elected members 4 (four) will constitute a Quorum. In the event the club has 4 (four) or less elected members the Club will not have any management sub committees.

The Management Committee shall meet whenever deemed necessary and minutes of the meeting shall be recorded. Minutes shall be available to all voting members. Items deemed to be confidential will be listed as such on the minutes and will not be available generally but will be recorded as a confidential minute separately. The Club shall have a Club Development & Management Plan, which shall be a standing item on Club Management Agenda's, which will be reviewed and updated on a meeting-by-meeting basis. This plan shall be updated in conjunction with the Clubs Charter Standard Development Plan.



## Resignation and Expulsion

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. 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. 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").

## Annual General Meeting

An Annual General meeting shall be held (normally in July/August) for:

- The Chairman's report, which may be written and advised to members prior to the AGM.
- Presentation of the Club accounts, which may be written and advised to members prior to the AGM.
- Election of Management Committee members.

Voting on propositions which do not require changes to Club Rules or Constitution must be submitted, in writing, to the Club Secretary, at least 14 days prior to the meeting. NO other business will be conducted at the AGM.

All members may attend the Annual General Meeting, with only voting members entitled to take part in the election of officials and acceptance of accounts. Any person, not already in the elected position but wishing to stand for one of the elected positions, shall only be allowed to do so, if a written nomination is received by the club secretary at least 14 days prior to the annual general meeting. Persons already in an elected position, including co-opted members and wishing to continue do not have to submit a nomination. Members may be voted onto the Management Committee in a "member without portfolio" role, however the maximum number of members shall not exceed 8.

Propositions which require changes to Club Rules or Constitution must be submitted in writing, and seconded, by at least 2 current voting members, by 31<sup>st</sup> March in any playing season and will be discussed and adopted/not adopted by the management committee prior to the following AGM. Any alterations to the Club Rules & Constitution will be discussed at the May management meeting and agreed at the June management meeting. Any agreed revisions will be issued by the Management Committee prior to the AGM each year.

## Policies & Procedures

The Club shall carry insurance as advised by the Clubs solicitors and or the Football Association. The Club shall have:

- A Child Welfare policy (see annex 10)
- A Health and Safety policy (see annex 11)



- Anti-Discrimination policy (see annex 12)
- Equal Opportunities policy (see annex 13)
- A Complaints procedure (see annex 14)

Codes of Practice for:

- Team Officials (see annex 15)
- Parents and Spectators (see annex 16)
- Players (see annex 17)

## Team Officials

The Club Committee shall appoint a Club member as Team Manager to be responsible for each of the Club's football teams and an additional club member to act as Assistant/Coach. The appointed members shall be responsible for managing the affairs of the team. Persons wishing to become Team Managers or Assistant/Coach need to apply in the first instance to the Club Secretary. They will be asked to read and acknowledge (by signature) the Code of Conduct for Managers, Equality Policy and the Safeguarding Children Policy, together with an application form.

Their submissions and any other information as to the suitability of the persons as managers of young people will be discussed by the Committee. The Committee will then decide on the candidates. ALL teams must operate with a minimum of 2 appointed officials.

Team officials shall:

- Be appointed by the Management Committee only after interview and appropriate checks have been conducted.
- Upon appointment be responsible to Club Management Committee.
- Attend a Level 1 Football Coaches course, within 12 months of appointment.
- Hold or obtain the minimum qualifications as required by the requirements of the FA Charter scheme, within 12 months of their appointment and attend refresher training, as required.
- Attend meetings and events, where reasonably practical.
- Be solely responsible for team selection.
- Make the players welfare their priority.
- Ensure all fixtures/training sessions are supervised by them or a suitably qualified Club official.
- Be responsible for kit and equipment provided by the Club.
- Make requests for kit and or equipment via the Kit Manager.
- Make requests for other costs via the management committee.
- In an emergency, spend up to £25 per season without approval.
- Inform, in writing, the Club secretary of any player leaving or wishing to join the Club.
- In the event of any person sustaining an injury requiring outside medical treatment, while under the jurisdiction of the Club, then the team officials shall inform the Club secretary, in writing, giving details of the injury, to who and under what circumstances along with any other relevant information using an Incident Form as shown in Annex 3.
- Shall have available, players medical records, at all training sessions and matches.
- Ensure that all monies due along with a completed Club cash return are deposited with the Club treasurer on a monthly basis.



If a manager considers that a player should no longer remain a member of their squad or where a manager does not wish to re-sign an existing player, then the manager shall first bring the matter to the Club Management Committee. The Club Management Committee will consider the issue and make the final decision. Managers are not authorised to dismiss any player at any time without the authority of the Management Committee. Team Managers shall not send any correspondence to any party without the approval of the Management Committee where the content may bring the club into disrepute.

## Players

Players shall:

- Pay subscriptions and fees as authorised by the Club.
- Pay any fines imposed by the league along with any associated expenses incurred by the Club.
- Not be considered for selection if they are in breach of Club rules or the Players Code of Conduct
- Where a player requests to play for another team within the Club, then if both the respective team officials agree, then the transfer can proceed. Should the team officials fail to agree, then the matter shall be decided by the Management Committee. This applies also during the off season where players wish to change teams within the club.

During the designated football season as laid down by the relevant league rules of those Leagues take priority with regards to transfer of players between teams, and reference should be made to the FA Rule C(ii) regarding transfers. FA Rule C (2) is copied below.

### Players without Written Contracts 2 (a)

Regulations Concerning Approaches Players who are not under written contract to a Club may be registered with a number of Clubs at any time, subject to the following provisions and those of the Competitions in which they play:

- (i) Competitions sanctioned by The Association under regulation 3 of the “Regulations for the Sanction and Control of Competitions” may make their own regulations for the approach of Players between Clubs of the Competition;
- (ii) During the current season any Club wishing to approach a Player known to be registered with or having played for any other Club must give to the secretary of each such Club, seven days’ formal written notice of the intention to approach the Player; Formal written notice of approach need be given by: (A) a Saturday Club only to all Saturday Clubs; (B) a Sunday Club only to all Sunday Clubs; and (C) a midweek Club only to all midweek Clubs;
- (iii) The written notice must be sent by special delivery or recorded post, or a written acknowledgment otherwise obtained from the secretary or chairman of the Club approached. Facsimile or e-mail transmission may be used provided a receipt of acknowledgment is also obtained;
- (iv) Following the date of posting of the written notice of approach, or receipt of an acknowledgment: (A) the Player may be registered on or after the eighth day; and (B) the Player must have been registered on or before the 21st day;
- (v) the approaching Club: (A) may not approach the same Player a second time in the same playing season; (B) may approach only one (1) Player at a Club at any time subject to Rule C2 (a)
- (ix) below; and (C) may not approach another Player at the same Club within 28 days of an earlier notice of approach or acknowledgment; 5



- (vi) if an approach is made by a Player to another Club during the current season, that Club shall give the Club(s), for which the Player is known to be registered or has played, seven days' notice of approach as set out in Rule C2(a)(i) to (v) above before registering the Player;
- (vii) a Club which is the subject of a complaint alleging failure to give notice in accordance with this Rule may be subject to a charge of Misconduct pursuant to Rule E1(b);
- (viii) a Club proved to have breached the provisions of this Rule may have its current registration of the Player cancelled and be subject to such other penalty as The Association or appropriate affiliated Association deems appropriate, in accordance with relevant regulations of The Association from time to time in force;
- (ix) A current season runs from 1 July to the following 31 May.

The above applies to all players without contracts regardless of age. Only during the period 1st June to 30th June may players move from or to other clubs without a transfer. Managers must report to the Management Committee any approaches they become aware of as the situation may become a matter for DCFA. Managers should make themselves fully aware of any League rules that may affect them, for instance the DG&LL forbids players at one club training with another club. The club provides open age football for those players over the age of 16 years. When signing players for this age group, preference shall be given to existing or previous players of the club.

Any member(s) of the Club, who considers a player to be unworthy of representing the Club, shall bring this to the attention of the management committee, in writing. The management committee will decide upon the appropriate course of action after due consideration with all parties. Any player dismissed as a Club member shall only be reinstated with the approval of the management committee. Poaching of players within the Club or of players from another club is not permitted. Any person found guilty of a poaching offence by the Derbyshire County FA will be subject to sanction by the club which may include termination of position.

## Events and Tournaments

The Club policy is to encourage teams to participate in football related events and tournaments but in a managed way, so reducing risks to the Club, Club members and members of the public. (See annex 18).

## Sponsorship

Where an individual or an organisation wishes to make any form of sponsorship to the club, then the person(s) who on behalf of the Club makes any sponsorship arrangements, shall inform the sponsor that any item sponsored, automatically becomes the property of the Club (not a team) and the Club shall decide upon its use. Where a sponsor wishes to include conditions to their sponsorship, these shall be agreed by the management committee before any sponsorship or conditions are accepted.

Any monies received by any member of the Club, from any sponsorship arrangement, shall be given to the Club treasurer for banking. The Club will provide any kit etc. that has been designated as part of the sponsorship arrangement. Teams are NOT permitted to order their own kit.



### Procedure, (where a Team Manager is approached by a potential sponsor)

- 1) When approached, Manager should not initially agree to any sponsorship without agreement from the Management Committee. There may be reasons the Club does not wish to be sponsored by a particular company or individual
- 2) Managers should make it clear that the sponsorship should not come with conditions attached, particularly with regards to kit. The Club does not accept playing kit from Sponsors, it provides its own bespoke kit
- 3) Any Sponsor wanting to append conditions to a sponsorship should be advised that the Club Management Committee will discuss the arrangement prior to sanctioning any arrangement.
- 4) Remember at all times that the Sponsorship should be for the Club and not specific projects

### Procedure (where a manager is approaching a potential sponsor)

- 1) Prior to approaching any potential Sponsor the Company and/or individuals shall be approved in advance by the Management Committee. There may be reasons the Club does not wish to be sponsored by a particular company or individual
- 2) Managers should be clear that they understand that any sponsorship should not come with conditions attached, particularly with regards to kit. The Club does not accept playing kit from Sponsors, it provides its own bespoke kit
- 3) If a Company /individual who has been approached and provisionally agrees to sponsor the club does wish to append conditions, then they should be advised that the Club Management Committee will discuss the arrangement prior to sanctioning any arrangement
- 4) Remember at all times that the Sponsorship should be for the Club and not specific projects

## Fundraising Committee

In order to secure both the longevity and financial position of the Club, the Club will establish a BJFC fund raising committee and associated set of guiding principles for future fund-raising activities. A fund-raising committee (FRC) will be formed in addition, volunteers/parents from Club and each Team will be sought to join the FRC. The FRC will formulate a set of fundraising guiding principles for BJFC members to work with going forward. The Fundraising Director will be the Chair of the fundraising committee and will report monthly to the Management Committee.

The FRC will record and monitor all Club based fund raising activities, including sponsorship deals for kits, training tops/coats, etc. Master spreadsheet to be developed and Fundraising Director to update and maintain on a regular basis. Regular communication with all BJFC Team Managers will be secured via standing agenda item at future Team Meetings and e-mail dialogue. The FRC will develop a generic fundraising plan at the beginning of each season, which will form the basis of BJFC fundraising activities.

Teams wishing to undertake their own fundraising activities will need to seek permission directly from the Club Chairman to ensure transparency. All monies raised must be returned to the treasurer of Buxton Junior FC. Teams who raise funds will be entitled to a percentage of that money for their own activities in accordance with below. Activities must be football related and each Manager MUST produce accounts to ensure transparency. All surpluses to be returned to the Club and remain ring fenced.

- Raise under £750 per fundraising event and its 50:50 with the Club.
- Raise over £750 per fundraising event and its 75:25 in favour of the team concerned.



Team Managers and any representative of a team may not hold an account of any form for the purposes of running activities in the name of the Club. The only accounts to be used are those maintained by the Club Treasurer.

## Team Meetings 2025-26

The structure of the Team Meetings are as follows for season 2023-24:

- August - No Meeting
- September - Joint Meeting ALL TEAMS (to be held prior to season start)
- October – Joint Meeting ALL TEAMS
- November - Joint Meeting ALL TEAMS
- December - Joint Meeting ALL TEAMS
- January - Joint Meeting ALL TEAMS
- February - Joint Meeting ALL TEAMS
- March - Joint Meeting ALL TEAMS
- April - Joint Meeting ALL TEAMS
- May - Joint Meeting ALL TEAMS
- June - Joint Meeting ALL TEAMS
- July – AGM

Meeting minutes shall be produced for all Team meetings, and all members may attend with the main objective being as a means of communication between the Club and its teams and vice versa.

## Management Committee Meetings

Management Committee meetings will be held on the following dates, unless agreed otherwise. League meetings will take precedent over general & management meetings and any Club meetings will be rearranged. Meeting Dates:

- Monthly Meetings
- July - AGM

## Miscellaneous Expenditure

Any Management Committee member, team official or appointed person may spend, in an emergency, up to £25 per season, without prior approval. All other expenditure shall be authorised by the Management Committee.

## Attendance at Team Meetings and the Annual General Meeting

To aid good communication, each team must be represented, ideally by at least one Team Manager, or by another person (e.g. a parent) who is able to communicate any team issues to the Club and any Club



issues to the team, at each Team and Annual General Meetings. No person may represent a team other than the one they are directly associated with as laid down in the Clubs annual Who's Who.

The Club Secretary shall record team attendance at meetings, each season, starting in September, and these shall be recorded in the minutes. The attendance by a representative of each team at the Annual General Meeting is mandatory. The attendance by a representative of each team at a minimum of three Team meetings per annum, is mandatory. Should any team fail to achieve the required attendance requirement then:

- The team managers will not be re-appointed for the following season.
- The team will be disbanded at the end of the current season and will not represent the club in the forthcoming season unless suitable new managers are recruited.

### Extraordinary General Meetings

The Management Committee may order an EGM giving 14 days' notice to managers, attendance at which is mandatory. On receipt of a signed request, by 8 members or more, the Club Secretary will organise an EGM giving 14 days' notice to all.

### Dissolution

A resolution to dissolve the Club or to pass on its assets to any third party shall be proposed at an annual or extraordinary general meeting and shall be passed only if carried by a majority of at least three-quarters of the committee members present and voting.

The dissolution shall take effect from the date of the resolution and the members of the Management Committee shall be responsible for overseeing the winding-up of the assets and liabilities of the Club. Any property remaining on a winding-up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall be paid to or distributed for use in community related football initiatives, another Community Amateur Sports Club for football or to a registered charitable organisation.

### Disciplinary Meetings

All Disciplinary Meetings or meetings called by individuals or managers to discuss matters of a confidential nature shall have the minutes taken but not distributed to Club members unless the Management Committee decides otherwise. All participants at those meetings to be bound to maintain the confidentiality of the meeting.

### Disciplinary Procedure

Any complaint about a member or official of the Club will be dealt with as follows:

If the complaint is about a parent or player, the initial responsibility for resolving the complaint lies with the Team Manager. He/she should make written notes about the complaint (including dates) and speak to the individuals concerned about their behaviour/actions. He/she should also make written notes about the outcome of this discussion. If appropriate, the Child Welfare Officer should be informed of the complaint and the actions taken to resolve it. Managers are encouraged to seek help from the CWO or Committee whenever necessary.



If the complaint is about a Team or Club Official this will become the responsibility of the Committee. The Chairman or Secretary (or alternative members as necessary) will make written notes about the complaint and speak to the person concerned, involving the Child Welfare Officer if appropriate. Written notes will also be taken about the outcome of this discussion.

If the case is deemed to be particularly serious or the inappropriate behaviour/actions continue after the initial complaint, this will be addressed by requesting that all parties involved attend a meeting with a Disciplinary Sub Committee consisting of 3 Committee members (plus the Child Protection Officer, if appropriate). All parties will be asked to provide written statements before the meeting. The Disciplinary Sub-Committee may choose from the following:

- The complaint may be dismissed after reviewing the facts.
- Individuals from either party may be warned in writing about their conduct and told to avoid any repetition.
- The Disciplinary Sub-Committee may recommend to the main Committee that the individuals concerned should be expelled from the Club and then informed of this in writing if agreed.

If the individual(s) wish to appeal, they must do so in writing to the Chairman within 14 days of receiving the decision of the Disciplinary Sub Committee. They will be invited to put their case to the full Committee which will then make a final and binding decision. The Club reserves the right to seek advice from either the Derbyshire F.A. or the Police on any matter, which may in course lead to further actions or charges being pursued.

## Playing facilities

The Club does not own nor has the funding to own its own premises, however we have 1 running SLA (Service Level Agreements) with Buxton Community School. This SLA is renewed on a 10-year rolling basis and entitles the Club to use their facilities for training and the playing of games. We also have 2 running lease agreements with Tarmac Hindlow Quarry (Sterndale) for 10 years, and University of Derby for Haslin Fields for 25 years. We are sole tenants at both of these sites for use for training and games.

One other facility in use by the Club currently is Buxton F.C (Silverlands). Mini soccer teams in the relevant leagues use central venues provided by the individual leagues.

No more than 2 games per pitch per day will be permitted, with teams in order of seniority taking priority. It will be the responsibility of the appropriate Team Manager in conjunction with the Facilities Director to ensure that games are re arranged with individual league fixture secretary's in the event that original fixtures provide for more than the 2 games allowed.

### Silverlands, Home of Buxton FC

Buxton F.C, allow the Club to use their Silverlands facility for training.

Teams using the Silverlands facility will comply with the use of Technical Areas and will not engage in "touchline walking". The pitch footwear policy must be adhered to at all times. Team Managers must



ensure that the away team is aware of the policy, and parents who act as linesman also comply with the policy.

### Sterndale & Haslin Facilities

In order to comply with the conditions of our lease the following are applicable:

- Parking or causing an obstruction at any time is not permitted on the access road adjacent to the football pitches.
- The facility is to be used only for football.
- The grass to be mown as required.
- Maintain the pitches and car parks to a reasonable standard.
- The facility to be free of rubbish waste or refuse.
- The changing room is to be kept clean and in good repair, including the redecorating of the internal and external surfaces.
- No changes to the changing room without the Landlords permission.
- No tree, bushes or hedges are to be injured or cut down.
- No soil to be removed from the facility.
- The club shall not assign or sublet or part with possession of the whole or any part of the facility.
- The club shall hold public liability insurance.

All persons using the facility shall do so in a reasonable way, so not to cause any legal breach, breach the rules of the Club and to observe the Clubs codes of conduct. Technical Areas will be marked out and Team Managers, including away managers will be expected to use these. "Touchline walking" will not be permitted. Signage will be provided on site as to these Ground Rules. Managers will be responsible for ensuring that the referee is aware of the Ground Rules prior to kick off. The sole arbiter regarding whether the pitches are fit for play will be the Buxton JFC Team Manager of the team first scheduled to play.

### Kit Provision

The Club provides the following for teams:

- Shirts, Shorts, Socks
- Training aids such as cones, discs etc.
- Balls for training and games.
- Medical kits.
- Teams may not provide their own nor will the club reimburse any team where they do so. The ONLY exception is Gloves for Goalkeepers. Goalkeepers may provide their own gloves and the club will reimburse the team manager up to the value quoted.
- The Club does NOT provide full tracksuits; boots, shin pads.
- The Club identity for playing kit is the Buxton F.C kit.
- A such any sponsored items should reflect the club identity.
- The Club Logo is to be used in all communications with parent's players etc. and managers should keep copies of all information disseminated.



## Image Use for U18's

### TEN GOLDEN RULES TO REMEMBER

- 1.) All children must be appropriately dressed.
- 2.) Photography or recording should focus on the activity not on a particular young person.
- 3.) Images should focus on small groups rather than individuals.
- 4.) Images of a child who is under a court order should never be used.
- 5.) If a young person is named avoid using their photograph.
- 6.) If a photograph is used avoid naming the person or use their first name only. Personal details should never be revealed.
- 7.) Make sure parents/carers/young person have signed and returned the Parent/Carer and Young Person Permission Form.
- 8.) Use photographs that represent the broad range of youngsters participating in football.
- 9.) All people taking photographs or recording footage at a football event should register with the event organiser.
- 10.) All concerns regarding inappropriate or intrusive photography should be reported to the appropriate organisation.

Guidelines issued by The FA Child Protection Department.



## Annex 1

### **Club Chairman**

#### **Terms of Reference**

- To chair all meetings.
- Responsible for the ongoing viability of the Club.
- Facilitator, ensure objectives are set and completed.

## Annex 2

### **Club Secretary**

#### **Terms of Reference**

Responsible for:

- Administration.
- Club records and data bases.
- Representing the club at league meetings.
- Club and Player Insurance.

## Annex 3

### **Club Treasurer**

#### **Terms of Reference**

- Advising as to fees and other expenditure.
- The depositing of all Club funds in accounts, which are held in the name of the Club.
- All accounts will require two signatures (The Treasurer and Club Secretary).
- Providing a monthly statement of the Clubs assets and debts to the Management Committee.
- Providing account statements for scrutiny by the Management Committee at periods not exceeding 3 months.
- Preparation and presenting of the Clubs accounts at the Annual General Meeting.
- Exercising due diligence to protect the Clubs assets and complying with relevant financial legislation.

## Annex 4

### **Events Director**

#### **Terms of Reference**

- Responsible for and the management of all aspects of Club events, e.g.
- Overseas “twinning” tours.
- Presentation Event.

## Annex 5

### **Fundraising Director**

#### **Terms of Reference**

- Support the raising of funds to meet the agreed club commitments in the short, medium and long term.



- Provide ideas for potential sponsorship opportunities.
- Management of the Club Fundraising Committee.

## Annex 6

### **Communications Director**

#### **Terms of Reference**

Responsible for:

- Internal communications.
- Promoting the Club within the community.
- Advertising club events, where appropriate and gaining press coverage for Club events.
- Assisting and encouraging Team Managers to produce match reports for the local press.
- Monitoring the media coverage by other local sports organisations.
- Assisting the webmaster to maximise publicity for the Club via the website.
- Promoting the Club via other media e.g. radio and football websites.
- Publication of a Club Newsletter.
- Act as the Clubs School Liaison Officer.

## Annex 7

### **Facilities Director**

#### **Terms of Reference**

Responsible for:

- Pitches and changing facilities.
- Availability of current and future facility requirements.
- Allocation of pitches and training venues to teams.
- Liaison with facility providers and contract/lease arrangements.

## Annex 8

### **Kit Manager**

#### **Terms of Reference**

- Maintaining an inventory of kit.
- Maintaining a record of kit allocation.
- Acting as a focal point for all issues regarding kit.
- To advise the management committee of new kit required and the estimated cost.
- Purchase of kit, within the budget allocated by the management committee.

## Annex 9

### **Child Warfare Officer**

#### **Terms of Reference**

- Be informed and aware of the Club's responsibilities when running football activities for children and young people.
- Ensure these responsibilities are well understood by other Club members, developing best practice processes.



- Helping league and club personnel understand their 'duty of care' towards children and young people.
- Ensuring all relevant people complete The FA's 'Safeguarding Children' training programme.
- Support the Event Director to make sure events are organised properly.
- Ensure all relevant people complete FA CRB checks before working in any capacity for the Club.

## Annex 10

### **Child Welfare Policy**

The Club shall:

- Appoint a Child Welfare Officer, responsible to the Club Chairman.
- Adopt and practice procedures as recommended by the Football Association or Club solicitor.
- Promote and implement preventative safeguarding measures and create fun, safe football environments.
- Provide training to Club officials.
- Provide guidance, upon request.
- Make the reporting of concerns as easy as possible.
- Ensure safeguarding and child protection concerns are investigated swiftly and thoroughly in conjunction with statutory agencies.

The Child Welfare Officer is the focal point for such issues and responsible for advising the Management Committee.

## Annex 11

### **Health and Safety Policy**

- The Health and Safety of all persons associated with any Club activity is the prime consideration.
- The Club shall observe guidance as provided by the Football Association or other specialists e.g. doctors.
- All teams shall be provided with a first-aid kit.
- All events, matches and training sessions shall have both a qualified first aider and first-aid kit available.
- The Club shall bear the cost of suitable first-aid courses for nominated candidates.
- All members of the Club have a responsibility for their own and others safety, and as such should act in a reasonable and responsible way.

Players shall:

- Wear shin pads for all training sessions and matches.
- Not wear jewellery during training sessions or matches unless it is adequately protected to prevent injury to the wearer or other parties.
- Team officials shall take appropriate measures to protect the Health and Safety of their Players.



- Any issues that cannot be dealt with immediately shall be reported to the Club Secretary without delay.
- Players/Parents shall report any perceived Health and Safety issues to their team officials.
- All events organised by the Club, other than training sessions and matches, shall include a health and safety assessment to be carried out as far as is reasonably practical.
- The management Committee shall review its Health and Safety policy annually.

## Annex 12

### **Anti-Discrimination Policy**

The Club is responsible for:

- Setting standards and values.
- Its commitment to confront and eliminate discrimination (e.g. sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability).
- Providing equality of opportunity for all its activities (e.g. advertisements, selection of candidates, courses, awards, team selection, appointments and development activities).
- The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- The Club is committed to ongoing training and awareness, in order to promote the eradication of discrimination within its own organisation and within football as a whole.

## Annex 13

### **Equal Opportunities Policy**

The Club is committed to:

- A policy of equal treatment of all members with respect to issues including, gender, colour, marital status, race, nationality, ethnic origin, religion, sexual orientation and disability.

The Club shall:

- Not treat any individual less favourably than another.
- Not impose any of the above issues, as restrictions upon membership or posts within the Club.
- Not tolerate victimisation or harassment of an individual.
- Require all members to abide and adhere to the principles and requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for equal Opportunity.
- Commit itself to immediate investigation of any claims of discrimination, which will include requiring any practice not in accordance with the Club's policy to cease forthwith.
- Take disciplinary action against any member not abiding by this policy.
- The Club commits itself to the disabled person whenever possible. It shall treat such members in all respects as any other member. The difficulties of their disablement permitting, assistance will be given, whenever possible, to assist the disabled to gain access.
- Appropriate training will be made to such members who request it.



- All members are expected to abide by legal requirements e.g. Race Relations Act 1976, Sex Discrimination Act 1986 and the disability Discrimination Act 1995.

## Annex 14

### **Complaints Procedure**

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club polices, rules or codes of conduct have been broken, should follow the procedure below:

They should report the matter to the Club Secretary or to a member of the Management Committee

The report should include:

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

The Management Committee subcommittee will sit for any hearings that are requested and the hearing will sit in accordance with the disciplinary procedure outlined earlier in the document. The management committee has the power to warn, suspend or remove a member, as appropriate, having been found to have broken the Club rules, polices or Codes of Practice.

## Annex 15

### **Code of Conduct**

#### **Team Officials (Managers and Coaches)**

The health and safety, welfare and moral education of the players is the first priority and takes precedent over all other issues.

Team Officials should:

- Disassociate themselves from a “win-at-all-costs” attitude.
- Respect the rights, dignity and worth of each player.
- Treat all players equally.
- Adhere to Club and FA rules and guidance.
- Develop an appropriate working relationship based upon mutual trust and respect.
- Not exert undue influence to obtain personal benefit or reward.
- Encourage players to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience, and ability of each player.
- From the outset, ensure that players and parents are aware of what is expected of them and what they are entitled to expect from the Club.



- Cooperate with other specialists (e.g. or doctors) in the best interests of the players.
- Promote the positives of the game e.g. fair play.
- Promote the law and “spirit” of the game.
- Ensure prohibited substances or techniques are not used.
- Display high standards of behaviour and appearance.
- Not use or tolerate inappropriate language.
- Show due respect for match officials.

In support of this policy the Club requires Team Officials to:

- Ensure the environment in which training is conducted is safe and fit for purpose.
- Ensure training is appropriate and enhances player’s skills.
- Ensure that in accordance with the Club equality procedure players who wish to train at any age group can do so within the ratios identified below. The Club encourages “football for ALL” and Team Officials may not refuse players the right to train without Management Committee permission. Players may not however train with other teams in the club without the permission of their Team Manager and parent. Managers should not discourage new players from attending training, Messages such as “my squad is full”, “I don’t need any more players” etc. are not to be used in communications with parents. Ensure that training is conducted within the appropriate guidelines and coach to player ratio. Coach to player ratios are U10 and below 1:8, U11 & above 1:10, this is a lower ratio than the FA charter standard ratio. At least 1 no female club member to be available for girls’ teams at U14 and below. No indoor training session to be conducted with more than 20 players.
- Not train or play players if their medical condition gives reason for concern.
- Maintain team discipline at all Club training, matches and events.
- Coaches are required to immediately inform the Club Management of any incidents that come to their attention that may affect the running of their or any other team belonging to the Club. Annex 23 is to be used for incident reporting.
- NO training sessions may be taken by any person other than a Club registered coach and no session may be taken by a coach whose CRC (or equivalent) has not been received by the Club. An exception will be given to the use of suitably qualified external coaches where sessions have been pre-approved by the management committee.

## Annex 16

### **Code of Conduct**

#### **Parents and Supporters**

Football should be FUN. Parents and Supporters should:

- Be positive and encourage all players, officials, managers and other spectators.
- Applaud the opposition as well as their own team.
- Avoid coaching.
- Not shout and scream.
- Respect the referee and their decisions.
- Encourage all, not just their own child, or most talented.
- Abide by Club and FA rules.



- Do nothing which would bring discredit to the team, Club or game.

NOTE The Club cannot operate without the support of parents. It is your children that the Club provides the opportunity to play football. Players need parent support and therefore parents are encouraged to take an active part in Club activities.

## Annex 17

### **Code of Conduct Players**

Players are the most important people in the sport. Playing for the team and for the team to win is the most fundamental part of the game. But not winning at any cost, fair play and respect for all others in the game is fundamentally important. Have obligations to the game, a player should:

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
- Give maximum effort and strive for the best possible performance during a game, even if their team is in a position where the desired result has already been achieved.
- Set a positive example for others, particularly young players and supporters.
- Avoid all forms of gamesmanship and time-wasting.
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any aspect of it, including others involved in the game.
- Not use inappropriate language.

Have obligations towards one's own team, a player should:

- Make every effort consistent with fair play and the laws of the game to help their own team win.
- Resist any influence which might, or might be seen to bring into question their commitment to the team winning.

Respect for the laws of the game and competition rules, a player should:

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

Respect towards opponents, a player should:

- Treat opponents with due respect at all times, irrespective of the result of the game.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

Respect towards match officials, a player should:

- Accept the decision of the match officials without protest.
- Avoid words or actions which may mislead a match official.
- Show due respect towards match officials.

Respect towards team officials, a player should:



- Abide by their instructions, provided they do not contradict the spirit of this code.
- Show due respect to your own and opposition team officials.
- Obligations towards supporters, a player should show due respect to the interests of supporters.

## Annex 18

### **Events and Tours**

This annex does not include within its scope matches played as organised by the league(s) to which the Club is affiliated, friendly matches or competitions within a 50-mile radius of Buxton or normal training sessions.

### **Funding**

The Club may assist with funding, where the whole team, the team officials and any supporters/helpers have at least 2 nights in accommodation. A team may not apply for more than one funding donation per season and must apply in writing to the Club Treasurer prior to 31<sup>st</sup> December of the season in which they intend to go on tour. Any donation will not exceed 25% of the estimated cost of the tour and specifically excludes any costs other than those incurred by registered team managers and players. The Club will not contribute to any costs incurred by parents, helpers, and spectators etc. who may take part in the tour.

The Club Treasurer shall advise the Management Committee of the amount the Club can set aside annually to fund such tours. Where more than one team applies for a donation, then the amount allocated per team, shall be decided by the Management Committee. Only teams representing the Club and with registered players of the club will be considered for a donation.

### **Health & Safety:**

For all tours and events (which includes fund raising activities e.g. sponsored walks) the Management Committee shall be provided with the following information, in writing:

- Venue
- Tournament organiser
- No of players
- No team officials
- No of helpers
- No of parents/supporters
- Mode of transport c/w Risk Assessment form
- Itinerary
- Documented Health & Safety risk assessment
- Proof of adequate insurance (Club insurance could be used if appropriate)
- An itemised estimate of costs
- Copy of permission, if required, from DCFA to take part in the tour/competition

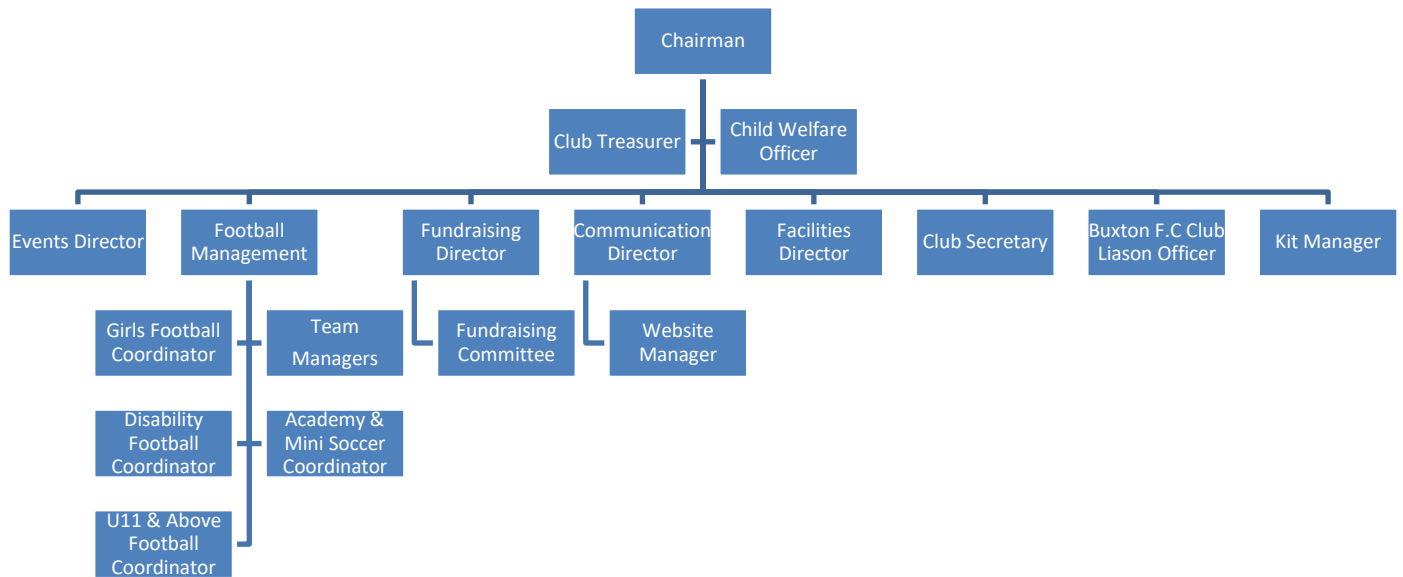
The Club Management Committee reserves the right to veto any proposed tour or event by any of the Clubs teams if it is considered not in the best interests of the Club, its members or the public. Where an



event or tour takes place without the authority of the management committee, then the Club takes no responsibility and the event or tour shall not proceed under the name of the Club.

## Annex 20

### Organisation chart



# Annex 21

## Player Declaration Form

# Buxton Junior FC



### PLAYER DECLARATION

I agree to abide by the FA Respect agreement for players

Name .....

Date of Birth .....

Signature .....

### PARENTAL/CARER DECLARATIONS

I the undersigned as the parent or legal guardian of the player above :

- Understand that football is a contact sport and as such unavoidable injuries may occur.
- Agree to non-confidential information e.g. my child's photograph to be used for local press and marketing including social media in connection with this fundraising event and Buxton JFC

### Medical Information about your Child

1. Are there any conditions requiring medical treatment YES / NO
2. Are there any special dietary requirements for your child YES / NO
3. Are there any medications not suitable for your child YES / NO

If YES, to any of the above, please give brief details:

.....  
.....

I agree to abide the FA Respect agreement for spectators

Signature ..... Date .....

Name .....

Tel No .....



Annex 22

Accident / Incident Report

# Buxton Junior Football Club

www.buxtonjuniorfc.co.uk

## Accident / Incident Report

Date & Time	Place	Team Manager
Name of Injured Person	Injured person (e.g. player or parent)	Name of any witness

### Description of Incident and nature of any Injury

### Action Taken (Indicate when and by whom)

### ± Outcome

### Recommendations (if any)

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

**This form must be completed if any person sustains a significant injury (e.g. requiring hospital or other medical assistance) or loss (e.g. theft) whilst attending any event involving the club and forwarded to the Club Secretary within 7 days of the incident**

Secretary: Arron Moss  
Mob: 07971 217574 e-mail: [arron.moss@zerol.co.uk](mailto:arron.moss@zerol.co.uk)

