



## Royal Wootton Bassett Town F.C. Code of Conduct

### **Aims and Objectives of the Club**

The club's primary aim is: -

*"To promote and develop football within Wootton Bassett through the provision of playing and coaching opportunities for as many age groups as possible, and the maintenance of a senior team and stadium in keeping with the town's stature."*

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

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

#### **Community**

Football, at all levels, is a vital part of a community. Royal Wootton Bassett Town Football Club (RWBTFC) will take into account community feeling when making decisions.

#### **Equality**

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

#### **Participants**

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

#### **Young People**

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

#### **Propriety**

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

#### **Trust and Respect**

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

#### **Violence**

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

#### **Fairness**

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

#### **Integrity and Fair Play**

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



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### **Code of Conduct for Coaches/Managers**

Coaches/Managers are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches/Managers are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches/Managers have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for Coaches/Managers. This code is not intended to conflict with that. However, the code calls for Coaches/Managers to disassociate themselves from a “win-at-all-costs” attitude.

Increased responsibility is requested from Coaches/Managers involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below is The Clubs guidelines/rules for Coaches/Managers, which includes the F.A. Coaches Association Code of Conduct (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches), which forms the benchmark for all involved in coaching:

1. Coaches/Managers must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches/Managers must place the well being and safety of each player above all other considerations, including the development of performance.
3. Coaches/Managers must adhere to all guidelines laid down by governing bodies.
4. Coaches/Managers must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches/Managers must not exert undue influence to obtain personal benefit or reward.
6. Coaches/Managers should not profit in any financial way, from any proceeds or donations given to the team.
7. Coaches/Managers must encourage and guide players to accept responsibility for their own behaviour and performance.
8. Coaches/Managers must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
9. Coaches/Managers should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
10. Coaches/Managers must co-operate fully with other specialists (e.g. other Coaches/Managers, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
11. Coaches/Managers must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
12. Coaches/Managers must consistently display high standards of behaviour and appearance.
13. Coaches/Managers must not use or tolerate inappropriate language.
14. Team Selection Rules
  - i. Team selection will be based on the following:
    1. Players Ability
    2. Players commitment and behaviour
    3. Attendance at Training
  - ii. Outings and Special Events:
    1. Players commitment and behaviour
    2. Attendance at Training
15. Managers/coaches must ensure that the child's school commitments have priority.
16. The child's personal welfare is paramount.

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17. The manager has the right to ask a player and/or parents to leave the club/not attend training/matches, if in the opinion of the manager, the child/parent persistently behaves in a manner that is disruptive, offensive or inconsiderate to others, or causes any vandalism to equipment or facilities whatsoever.
18. Managers/coaches must provide notification of training sessions, matches and other events in good time, when information is available.
19. Notification of matches, training and events will be given at training sessions.
20. Managers/coaches will ensure first aid equipment is available, and that managers have training in basic first aid, at all training sessions and matches.
21. RWBTFC will ensure that the local Social Services and Police have vetted team management, in accordance with FA guidelines
22. Managers/coaches will provide suitable and safe equipment.
23. Managers/coaches will monitor and record attendance and payment of fees.
24. Managers/coaches will manage and maintain an official financial account, and bank any monies received on a regular basis.
25. Managers/coaches will show these accounts to club officials on demand. Parents are welcome to view these accounts also.
26. Managers and Assistants will have attended and passed the 'FA Junior Managers Course' or the minimum equivalent set by the Football Association.
27. It is the Managers responsibility to ensure all expenses incurred by the team, are promptly paid, and records and receipts kept for inspection.

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### **Code of Conduct for 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.

It is the Parents responsibility that all Youth and Mini-Soccer players follow these club rules.

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#### **Obligations towards the game**

##### *A player should*

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.
7. Not spit or use abusive behaviour.
8. Not name call or belittle other players.
9. Not get involved in any fighting or bullying whatsoever.

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

##### *A player should*

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

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

##### *A player should*

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

#### **Respect towards Opponents**

##### *A player should*

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.
3. When attending away fixtures, and acting as club ambassadors, pay full respect to the other teams players, officials, spectators, parents and facilities.

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

##### *A player should*

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

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### Respect towards Team Officials

#### *A player should*

1. Abide by the instructions of their Coach, Manager and Club Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

### Obligations towards the Supporters

#### *A player should:*

1. Show due respect to the interests of supporters.

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### Code of Conduct for Team Officials

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

#### **Obligations towards the Game**

##### *The team official should*

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

#### **Obligations towards the Team**

##### *The team official should*

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect for the interests of the players, Coaches/Managers and officials, their own club/team and others.

#### **Obligations towards the Supporters**

##### *The team official should*

1. Show due respect for the interests of supporters.

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

##### *A team official should*

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

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

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

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

A parent's / spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents / spectators to:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Parents / spectators must agree and adhere to the club's Code of Conduct and Child Protection Policy, by signing and completing the Player Registration Form.

Parents/spectators should follow these club rules:

1. Arrive for training sessions and matches in good time.
2. Inform the manager if a child has any illnesses, or takes any medication, or is undergoing medical treatment.
3. Ensure their child has correct kit; shin guards, football boots, football socks, waterproof coat, and waterproof trousers. Training shoes for hard surfaces. A sweatshirt during cold weather.
4. Prompt payment of fees and other costs.
5. If weather is bad, it's the parent's responsibility to check if a training session or match is postponed or cancelled.
6. If any problem arises, parents should at first contact the team manager or assistant, and follow the Clubs Complaints Procedure as set out in this Code of Conduct.
7. During matches, parents/spectators should under no circumstances be abusive or disruptive to the referee, or disagree with any decisions made by the referee/officials.
8. Parents/spectators should not show any frustration related to poor performance during or after the training session/game. Children respond to positive behaviour, not negative.
9. Promptly notify to the manager, regarding inability to attend a match, for which your child has been selected.
10. After each training session/game, all children will be grouped together for a team talk/assessment of the session. The children will only be allowed to leave the grounds, if the parent/guardian approaches the group. Could all parents/guardians please inform the management, if you have arranged for someone else to collect your child.

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11. Any damage caused to club equipment or facilities by any child due to lack of respect, will be the responsibility of the parents to replace or contribute towards the cost of replacement.
12. Prompt return of any forms.
13. Parents should, when an opportunity arises, try to raise funds for the team, on behalf of the Coaches/Manager.
14. If possible, parents should try to help assembling or clearing away of equipment before and after matches.
15. Sign and complete the Player Registration Form.

### **Anti-Discrimination and Equal Opportunities Policy**

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level. Wootton Bassett Town Football Club fully support this policy and therefore all members of the club should at all times, follow this policy.

Football belongs to, and should be enjoyed by, everyone equally. Our commitment is to eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, or religion and to encourage equal opportunities.

### **Anti Discrimination Policy**

- Wootton Bassett 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 everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- Equality of opportunity at Wootton Bassett Town Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.
- Wootton Bassett Town Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- Wootton Bassett Town Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

### **Equal Opportunities Policy**

Please see Equal Opportunities Policy (EOP001)

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### **Goalpost Safety Guidelines**

The Football Association, along with the Department for Culture, Media and Sport, the Health and Safety Executive and the British Standards Institution, would like to draw your attention to the following guidelines for the safe use of goalposts. Too many serious injuries and fatalities have occurred in recent years as a result of unsafe or incorrect use of goalposts. Safety is always of paramount importance and everyone in football must play their part to prevent similar incidents occurring in the future.

1. For safety reasons goalposts of any size (including those which are portable and not installed permanently at a pitch or practice field) must always be anchored securely to the ground.
  - Portable goalposts must be secured by the use of chain anchors or appropriate anchor weights to prevent them from toppling forward.
  - It is essential that under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts.
  - Particular attention is drawn to the fact that if not properly assembled and secured, portable goalposts may topple over.
  - Regular inspections of goalposts should be carried out to check that they are kept properly maintained.
2. Portable goalposts should not be left in place after use. They should be dismantled and removed to a place of secure storage.
3. It is strongly recommended that nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced. New goalposts should not be purchased if they include metal cup hooks which cannot be replaced.
4. Goalposts which are "home made" or which have been altered from their original size or construction should not be used. These have been the cause of a number of deaths and injuries.
5. Guidelines to prevent toppling:
  - i. Follow Manufacturer's guide-lines in assembling goalposts.
  - ii. Before use, adults should:
    - ensure each goal is anchored securely in its place
    - exert a significant downward force on the cross bar
    - exert a significant backward force on both upright posts
    - exert a significant forward force on both upright postsThese must be repeated until it is established that the structure is secure. If not, alternative goals/pitches must be used.

For reference, you should note that The F.A. and BSI have developed a standard for future purchases (PAS 36:2000), available from BSI. It is hoped this will be developed into a full British Standard in due course.

REMEMBER TO USE ALL EQUIPMENT, NOT JUST GOALPOSTS, SAFELY AT ALL TIMES.

### **Disciplinary Procedure**

In the event of persistent poor behaviour, or in the event of a serious misdemeanour, the following disciplinary procedure shall be adopted by the Club.

1. The individual shall be given a verbal warning.
  - I. The reason(s) for the verbal warning shall be made clear.
  - II. In the event of the verbal warning being issued to a Youth Section player (under 16 years of age), the player's parent(s)/guardian(s) shall be advised of its issue and reason(s).
  - III. The team manager shall log the date of issue of the verbal warning and the reason(s).

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- IV. The relevant Section Secretary shall be informed of the issue of the verbal warning and reason(s).
2. In the event of further incidents involving the same individual, the individual shall be given a written warning.
  - I. The reason(s) for the written warning shall be made clear.
  - II. In the event of the written warning being issued to a Youth Section player (under 16 years of age), the player's parent(s)/guardian(s) shall be advised of its issue and reason(s).
  - III. The team manager shall log the date of issue of the written warning and the reason(s).
  - IV. The relevant Section Secretary shall be informed of the issue of the written warning.
3. In the event of further incidents involving the same individual, the individual shall be suspended/expelled from the Club
  - I. The reason(s) for the suspension/expulsion shall be made clear.
  - II. In the event of a Youth Section player (under 16 years of age) being suspended/expelled, the player's parent(s)/guardian(s) shall be informed and advised of the reason(s).
  - III. The team manager shall log the date from which the suspension shall run from and to/the date of expulsion and the reason(s).
  - IV. The relevant Section Secretary shall be informed of the suspension/expulsion and advised of the reason(s).

Managers may, if considered appropriate, move directly to 2 or 3 above, with the approval of the relevant Section Secretary.

Appeals against disciplinary decisions may be made by following the Club's Complaints Procedure (page 11).

### **Club Complaints Procedure**

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 have been broken, should follow the procedures below.

1. All complaints must initially be reported to the individuals Team Manager.
  - i. Complaints will not be addressed unless first reported to the Team Manager. Parents/Players should discuss personal issues with the manager directly. Only issues raised by the parent/player, direct with the manager will be dealt with.
  - ii. If a parent/player does not agree with any of the manager's decisions, and only after evaluation and fair appraisal of the issue, parents can contact the relevant Section Secretary, (only after talking to the manager or coach first), if they feel escalation of an issue is required.
  - iii. Again, issues will not, and cannot be dealt with, unless the manager or assistant has been informed beforehand. Escalation of any issue is seen as 'a last resort', and is not the first port of call.
  - iv. If a parent/player does not agree with the ruling of the Section Secretary, then the issue can then be escalated to the Club Committee.
2. Escalated issues should then be reported to the Club Secretary, Club Chairman or another member of the Committee.
  - i. Your report should include:
    - i. Details of what, when, and where the occurrence took place.
    - ii. Any witness statement and names.
    - iii. Names of any others who have been treated in a similar way.
    - iv. Details of any former complaints made about the incident, date, when and to who made.
    - v. A preference for a solution to the incident.

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3. The Club's Management Committee will sit for any hearings that are requested.
4. The Club's Management Committee will have the power to:
  - i. Warn as to future conduct
  - ii. Suspend from membership
  - iii. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.
5. The decision of the Committee is final, unless otherwise directed by the Wiltshire County Football Association.

### Endorsed by:

Signed: (Club Secretary) \_\_\_\_\_ *I Thomas* \_\_\_\_\_ Date: \_\_\_27/05/2020\_\_\_

Signed: (Club Chairman) \_\_\_\_\_ *A Walduck* \_\_\_\_\_ Date: \_\_\_27/05/2020\_\_\_

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