

Constitution & Rules

Abbey Lane Junior Football Club



A Charter Standard Club



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Name

The Club is known as Abbey Lane Junior Football Club.

The Club is registered with the Sheffield and Hallamshire County Football Association Limited as **Abbey Lane Junior Football Club**.

Executive Committee

The Club Committee and any parents joining the Annual General Meeting will elect the following officers to the Executive Committee: Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer, and any other officers considered necessary for the running of the club to a maximum of 2.

The Executive Committee is responsible for the following:

1. Oversight and maintenance of the highest levels of child welfare:
 - Ensure that all managers and coaches have the appropriate level of qualifications.
 - Ensure that all adults involved in the club have completed a CRC check.
2. Ensuring consistently high levels of coaching and team management:
 - Provide guidance and support on coaching, training and managerial best practise.
 - Organise training courses via local and county FA.
 - Appoint and remove Team Managers and Coaches.
3. Managing The Club finances:
 - Produce financial monthly updates to the Club Committee, and an annual statement of accounts.
 - Review bank statements with the Executive Committee quarterly.
 - Provide clear and transparent financial governance, ensuring that the club is financially sound.
4. Maintain appropriate controls and governance of The Club:
 - Define the strategic direction of the club and making recommendations to the Club Committee about changes to The Club constitution.
 - Represent the Club with external organisations including Leagues and the County FA.
 - Hear and resolve any disciplinary matters, including internal club disputes.
 - Engage with the local community, including schools, to encourage mutually beneficial relationships.
 - Define, embed and maintain moral standards of behaviour consistent with the FA Respect Campaign.
 - Refer decisions to the Club Committee where appropriate.

Decisions of the Executive Committee will be made by a majority of the Executive Committee; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Executive Committee will be three, including at least one of the Chairperson or Secretary. Where a decision has a financial impact the Treasurer must be present.

Club Committee

The Club Committee will consist of the Executive Committee, Team Managers and Coaches. Club Committee members are responsible for the following:

- Ensuring that all required qualifications are completed at the appropriate time.
- Attending monthly committee meetings, or sending a delegate.
- Raising any concerns about their age group to the Executive Committee.
- Collecting annual membership fees and registration forms promptly and passing to the Club Secretary.
- Ensuring that all players attending training, or playing in their teams are registered with The Club.
- Voting on any issues referred to them by the Executive Committee.
- Ensuring that all assistant coaches are ratified by the Executive Committee.
- Following the FA Respect Code, and representing The Club in line with the expected standards of behaviour and moral values.
- Supporting The Club in fund raising activities throughout the year.

Decisions of the Club Committee will be made by a majority of those attending the Committee meeting; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee will be three, including at least one of the Chairperson or Secretary.

Annual General Meeting (AGM)

The AGM will take place in June each year to:

- Receive a report on the activities of The Club over the previous year.
- Receive a report of The Club's finances over the previous year.
- Elect nominees for the positions of Chairperson, Vice Chairperson, Secretary, Treasurer, Child Welfare Officer and any other officers considered necessary for the effective running of the Club.
- Introduce any new rules for the forthcoming season.
- Consider any other business.

Executive Committee members, parents, players, Coaches and Team Managers are invited to attend the AGM.

The Club Secretary must receive nominations for the election of Executive Committee members, in writing by a proposer and seconder, at least 2 weeks before the AGM. Both proposer and seconder must be members of The Club.

An Agenda will be available upon request prior to the AGM; this will include a list of people seeking election to the Executive Committee roles. All persons attending the AGM will be entitled to vote on the issues, and resolutions will be made by a majority of those attending, the Chairperson will have a casting vote in the event of a tie.

AGM minutes will be taken and published to all members of the Club Committee within 2 weeks of the AGM; this will include details of all nominations and election of club officials.

Extraordinary General Meetings (EGM)

An EGM can be called by the Executive Committee to discuss issues arising during the year; the Secretary will send details to club members giving at least 2 weeks notice of the agenda items.

Member of Leagues

The Club will play in League(s) appropriate for its teams and by doing so will affiliate to the Sheffield and Hallamshire County Football Association Limited. The Club will compete in Cup competitions organised by the League(s) and Area Association.

League and Area Association Rules

The Club is mindful of the Constitution and Rules of the Area Association and Leagues that its teams belong to, especially the rules pertaining to misconduct on/off the field of play, and the players selected to play League Representative Matches.

Players, Parents, Officers of the Club, Managers and Coaches, receiving a **CAUTION** or a **SENDING OFF**, should be aware that the Club incurs an administration fee set by the Sheffield and Hallamshire County Football Association Limited. The offending person or parent will pay all such fees and fines.

Results of Matches

The Area Associations and Leagues have set procedures for clubs to notify them of results or cancelled games, plus the non-attendance of the opposing team; it is the responsibility of the Team Manager to ensure that these procedures are followed. The offending person must pay any fines incurred as a result of not following these procedures.

Club Finances

A bank account will be opened and maintained in the name of The Club. The Executive Committee will ensure adequate controls and governance around the receipt of funds and the payments out of the account as defined by the Finance Policy.

All expenditure should be incurred according to the aims and objectives of the club, any expenditure that is not aligned will be approved by executive.

The Club finances will be a standard agenda item on the monthly Club Committee meeting agenda. The Club accounts will be audited annually by an independent party.

Child Protection Policy

The Club acknowledges its responsibility to safeguard the welfare of every child and young person (under 18 years of age) in Club football activity. The Club subscribes to the Football Association's child protection and best practice policy and procedures and will appoint a Club Welfare Officer (CWO).

Equality Issues

The Club, in all its activities will not discriminate, or in anyway treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. This means the Club will treat people fairly and with respect, and that it will provide access and opportunities for all. The Club will not tolerate harassment, bullying, abuse or victimisation of an individual.

The Club commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. The Club's complaint procedure should be used in such instances.

Incidents and Accidents

All Incidents / Accidents whether they involve injury or not shall be reported to the Executive Committee and the incident be logged and investigated. In the event that an injury is sustained, the well being of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of The Club.

The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid. The responsible person or the Team Manager must notify the player's parents (if not present) of the nature of the Incident / Accident or injury at the earliest opportunity. The details of the Incident / Accident must be reported to the Club Secretary, within 24 hours on the Accident Report Form. The Team Manager, or a member of the Executive Committee should endeavour to contact the Player's Parents within 24 hours of an accident resulting in an injury to ascertain the well being of the player.

Recruitment of Players

It is the policy of The Club that any player will be eligible to train with The Club, regardless of ability.

All players joining The Club must complete and sign a registration form which provides emergency contact details and any medical information which the parent deems necessary e.g. allergies, asthma.

Subscriptions

An annual subscription, will be payable each year. The level of subscriptions and method of collection will be determined by the Executive Committee and presented to the Club Committee for approval at the AGM

Managers who have players who are unable to pay full fees must discuss the individual circumstances with the Executive Committee who will confirm the amount of fees to be paid. If fees remain unpaid, the player will not be allowed to continue to play or train with the Club.

Team Kit and Equipment

Team Managers will complete a kit / equipment list at the beginning of each season. When requested, players must return the kit to the Manager at the end of the season. The Club colours are Yellow and black.

All Football kits must adhere to The Club guidelines, they must be labelled with the Abbey Lane JFC logo, sponsors name and or logo and the relevant number. No individual names can be printed on shirts.

The Treasurer must approve all purchases, and the kit and equipment remains the property of Abbey Lane JFC and must be returned if requested.

Sponsors

Individuals and / or companies wishing to sponsor the Club should contact the Club Secretary. Club sponsors will be kept informed by the Executive Committee of significant events such as Cup Finals, Club Presentation Day, one-off functions etc to ensure that they are invited.

Complaints Procedure

If any Club member feels that they have a grievance, or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1. Report the matter to the Club Secretary or another member of the Executive Committee. The report should include:
 - Details of what, when and where the occurrence took place.
 - Any witness statement and names.
 - Details of any former complaints made about the incident.
 - A preference for a solution to the incident.
2. The Club's Executive Committee will sit for any hearings that are required, to facilitate arbitration and conflict resolution.
3. The Club's Executive Committee will have the power to:
 - Warn as to future conduct.
 - Suspend from membership
 - Remove from membership any person found to have broken the Club's Policies or Code of Conduct.

Disciplinary Procedure

The Club will adopt and adhere to the FA Codes of Conduct for Managers, Coaches, Players, Team Officials, Parents and Spectators. These Codes are issued to the respective people as required. See appendixes for codes of conduct for parents, players and coaches.

The disciplinary procedure is in place to ensure that members of The Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of a breaches of any Code of Conduct the following will apply:

Players Failing to Meet the Agreed Expectations

- The age group manager will raise individual issues with the Club Secretary.
- The age group manager will speak to the player and his/her parents/guardian regarding their behaviour.
- If the player's behaviour continues to be in breach of The Club standards, an interview with the player and the parents / guardian will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from The Club.

If a Player is sent off for violent conduct or swearing, in addition to any penalty set by the Sheffield and Hallamshire FA, the Executive Committee will review the case and may impose an additional sanction.

Officials Failing to Meet Agreed Expectations

In the case of a Club Official breaching the Code of Conduct an interview will take place with the Executive Committee, who have the authority to revoke membership of the Club.

Parents / Spectators and Carers Failing to Meet Expectations

In the case of a parent, spectator or carer breaching the Code of Conduct, a meeting will take place with the Executive Committee, who have the authority to take the appropriate action.

Dissolution

A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of The Club shall be transferred to another Club, the Sheffield and Hallamshire County FA or The FA, for use by them for similar community sports.

The FA Charter Standard ANTI-BULLYING POLICY FOR FOOTBALL CLUBS

Recommended guidelines



CHARTER STANDARD

STATEMENT OF INTENT

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

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

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

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

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

OBJECTIVES OF THIS POLICY

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

SIGNS AND INDICATORS

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

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

IN MORE EXTREME CASES

- starts stammering
 - cries themselves to sleep at night or has nightmares
 - becomes aggressive, disruptive or unreasonable
 - is bullying other children or siblings
 - stops eating
 - attempts or threatens suicide or runs away.
- These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

PROCEDURES

1. Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the County FA Welfare Officer.
2. In cases of serious bullying, the incidents will be referred to the County FA Welfare Officer for advice and possibly to The FA Case Management Team.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, the police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

IN THE CASE OF ADULTS REPORTED TO BE BULLYING ANYONE

1. The County FA Welfare Officer should always be informed and will advise on action to be taken where appropriate.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Safeguarding Children Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Services.

PREVENTION

1. The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
2. All club members and parents will sign to accept the constitution upon joining the club.
3. The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

We would like to thank the Amateur Swimming Association who have shared their Anti-Bullying Policy for Clubs on which this recommended FA Club Anti-Bullying Policy has been developed.

TheFA.com/Footballsaf

RECOMMENDED CLUB ACTION

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

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

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

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

www.anti-bullyingalliance.org.uk
www.stoptextbully.com
www.bullying.co.uk

The FA Charter Standard

EQUALITY POLICY



CHARTER STANDARD

The aim of this policy is to ensure that everyone is treated fairly and with respect and that our club is equally accessible to all.

Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

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

Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination.

This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

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

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

Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010.

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

OUR COMMITMENT

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

The FA Charter Standard

SAFEGUARDING CHILDREN POLICY AND PROCEDURES



CHARTER STANDARD

This policy template is provided as a form fillable PDF so you can add your Club name to the relevant sections. It is not recommended that you make any other changes unless you discuss these first with your County FA Welfare Officer and have them agreed. It is important that you discuss this policy as a committee ensuring that you are clear about your responsibilities as a Club and that you adhere to this policy in full. Appointing a Club Welfare Officer is an integral requirement of this policy.

1.

FA Charter Standard Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club football activity. We subscribe to The Football Association's Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy are that:
- The child's welfare is, and must always be, the paramount consideration
 - All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
 - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
 - Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

FA Charter Standard Club recognises that this is the responsibility of every adult involved in our club.

3.

FA Charter Standard Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.

4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
- Develop a role profile
 - Request identification documents
 - As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
 - Request and follow up with two references before appointing
 - Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All our current members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of our club, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

Please note: The policy on CRB Enhanced Disclosures will be subject to change, in light of the Protection of Freedoms Act 2012. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.

5.

FA Charter Standard Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at **The Football Association, Wembley Stadium, PO Box 1966, London SW10 9EQ** or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Our club encourages everyone to know about this information and utilise it if necessary.

6.

FA Charter Standard Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or CFA. The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst their Club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.

8. **Respect** codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by our Club. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the **Respect** codes.

9. Reporting your concerns about the welfare of a child or young person - **Safeguarding is everyone's responsibility**. If you are worried about a child it is important that you report your concerns - no action is not an option.

- If you are worried about a child then you need to report your concerns to the CWO
- If the issue is one of poor practice they will either:
 - a. Deal with the matter themselves or
 - b. Seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - a. contact your CFA Welfare Officer directly
 - b. contact the Police or Children's Social Care
 - c. call the NSPCC 24 hour Helpline for advice on **0808 800 5000** or text **88858** or email help@nspcc.org.uk

Please note: The FA's Safeguarding Children Policy and Procedures is available via www.TheFA.com/Footballsafes. Click on the 'downloads' under Policy and Procedures. It outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

10. Further advice on Safeguarding Children matters can be obtained from:

- ? **David Hulton Club Welfare Officer**
T: ? **07855319203**
E: ? **davidhulton@blueyonder.co.uk**

- County Football Association's Welfare Officer

- T: **Clare Taylor, County Welfare Officer, on 0114 261 5500 or via**
E: **clare.taylor@sheffieldfa.co**

- www.TheFA.com/Footballsafes
- Footballsafes@TheFA.com
- The FA Safeguarding Children general enquiry line **0845 210 8080**