



SRSFC 2016

Springfield Ramblers Football Club.



The Rules, Codes & Procedures of Springfield Ramblers Football Club.

26/7/2016

Club Colours: Red & Blue



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Section 1. Club background and General Information.

Springfield Ramblers Football Club (SRFC), is a voluntary run soccer Club for boys and girls, set up for the purpose of encouraging and fostering the playing and love of the game of soccer in the town of Cobh and in the environs of The Great Island area. Our aim is to ensure that all players can play and develop in an environment of safety and fairness. Child Safety and Protection are paramount in the running of the Club.

The Club was formed when the Schoolboy sections of Springfield FC and Cobh Ramblers FC, amalgamated to provide a single dedicated outlet for the playing of schoolboy soccer.

As of 2016 the Club has over 500 signed male and female players. This number is divided between the two Club sections.

1. The Academy (5 to 10 year old) &
2. The Club (11 to 19 year olds).

Springfield Ramblers subscribes to the FAI Code of Ethics & Good Practice for Children's Soccer.

Academy and Club Sections.

The Academy is for younger players primarily 5 - 10 year old boys and girls. It runs each Saturday morning from 9.00 - 2pm, with specific times for different age groups. On completion of the U10 season, players transfer from the Academy to the Club proper, where they continue their training at specific times throughout the week. Girls can play with boys teams till reaching the age of 12 after which they join the Girl section. They also have the option of joining and playing with the girls section earlier.

Affiliation.

The Club is affiliated to the following Associations and leagues:

1. Football Association of Ireland (FAI),
2. Schoolboys Football Association of Ireland (SFAI),
3. The Cork Youth League (CYL)
4. Cork Schoolboys League (CSL),
5. The Cork Ladies League (CWSS)

The club competes in competitions organized by these bodies.



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Location.

Where is it located?

The Club operates and maintains two locations inside the boundary of the town of Cobh. These are:

1. John Murphy Memorial Park Soccer and Astro turf pitches - Cobh Community College Grounds.
2. Pat O'Brien Soccer pitch, training grounds and changing rooms. See Map on Website.

Management

Who runs it?

The Club is currently run by a Board of Directors who delegate the running of the Club to a Management Committee. Each Committee member has a specific role. The roles are divided under the following headings:

1. Chairman,
2. Hon Secretary,
3. Treasurer,
4. PRO,
5. Fundraising,
6. Academy Director,
7. Development,
8. Grounds and Premises,
9. Football Sub Committee,
10. Polices, Procedures & Documentation,
11. Child Protection Officer.

The current Committee members and their roles are available on the Club Website. The Committee operates an open door policy of being open to questions, complaints or queries once they are serious and not frivolous. These can be directed to a Committee member who will investigate and respond to them.

The Committee will not respond to any third party comments or hearsay as frequently leads to inaccuracies and wrong mis-information. Persons are encouraged to source information from the Committee members directly themselves and avoid third party hearsay

A Committee member can delegate to another member his responsibilities for a period. They must inform all the Committee members of the change. (Cover for holidays etc.)



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Membership.

Initial registration for the Club and Academy takes place in August (see website for exact date). The schoolboy season runs from August (beginning of the school year) to the end of May (the beginning of the school holidays), with a break for Christmas and Easter school holidays.

New members can join the Academy (U5 to U10) at any stage throughout the season by turning up at the Astro-Pitch any Saturday morning or by contacting the Academy Coordinator's. Details are on the Club website. Those wishing to join the Club midseason are subject to SFAI, CYL, CWSS and CSL rules.

Players **must** sign at their age group per SFAI and FAI and CWSS rules. Players may play up for a higher age group team but only with the approval of their signed Team Manager. If a player plays for a higher age team at an official league or cup match (regardless of the time spent on the pitch), they can only play up with that team (if approved) for the remainder of the season.

You cannot play for two higher age teams in one season, in official league or cup matches. Proof of age can be requested by the club in the event of a query.

Disclaimer:

Soccer is a contact sport. All players play at their own risk and must realise that they may be prone to injury due to the nature of the sport. While the Club will provide appropriate insurance cover, there is no requirement on the Club to meet any costs arising for any player who may be injured while playing or training.

Members.

The registered players are the members of the Club. Their rights and powers are exercised on their behalf by their legal guardians (proof required). The legal guardians act on players behalf until they reach 18 years of age. If a guardian has more than one member, the legal guardian may act for both individually, and it continues pro rata. The legal guardian must be able to show legal proof of guardianship.

Section 2. Roles and Responsibilities.

Role and Responsibilities of the Committee.

1. The role of the Committee is to ensure that all players can play in an environment of safety and fairness and that Child Safety and Protection are paramount in the running of the Club.
2. The Committee will consist of a minimum of 8 persons.
3. The Committee will have the power to rule and instruct on all matters relating to the Club, in accordance with these rules, procedures and policies.



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4. The Committee will meet on a regular basis, in accordance with Standing Orders. The meetings will normally be called by the Club Chairman or Club Officer, but can also be called when proposed and seconded by two other Committee members.
5. Minutes are to be kept of all Committee meetings.
6. The Committee will have the right to co-opt new members onto the Committee, for the following reasons:
 - As a replacement for members who resign.
 - As a replacement for members whose committee membership is withdrawn in accordance with the rules of the Club.
 - To carry out duties of the Club as determined by the Committee.
7. The Committee will allow each team to be represented by their Coach/Manager at Club meetings, when such meetings are called by the Club Committee.
8. Committee members who are absent for more than three consecutive meetings without excuse or reason, maybe deemed to have resigned as a member of the Committee.
9. The Committee shall impose disciplinary measures for behaviour likely to bring the Club into disrepute and or for behaviour which is inconsistent with the good ethos, ethics and proper running of the Club.
10. The Committee will have the authority to impose disciplinary measures for breaches of discipline, breaches of the Club Rules, Practices & Procedures or the Rules, Practices & Procedures of any organisation to which it is affiliated.
11. The Committee must agree any imposition of discipline by a simple majority.
12. Disciplinary measures imposed by the Club Committee may take the form of expulsion, suspension, fines, or a combination of fine and suspension, or any other sanction considered appropriate in relation to the nature of the misconduct.
13. In the event of a complaint made against any member of the Club, the Club Complaints procedure should be invoked.
14. The Complaints Procedure involves appointing two or more Club Committee members, (by the General committee), to undertake an investigation into any complaint by a Club member, parent, supporter, or opposition player, supporter, parent or Club official. The manner of the investigation will have regard to the response of the person complained against. It will be a matter for the Club Committee to impose any sanctions that may be required, following the recommendation of the investigation. If the complaint is against a Committee Member, the investigating group must have a neutral independent person as Chairperson.
15. The Committee may convene Extraordinary or General Meetings when they consider necessary. A two-thirds majority of the Committee is necessary to approve the calling of such a meeting.
16. The Chairperson shall be the final arbitrator on any point of procedure. They will have a casting vote when on occasions when such a vote is required.
17. In the modern age where electronic communication is virtually available to all, there may be occasions where immediate action is required to react to an



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urgent situation. At such times it may not be possible to arrange a meeting of the Committee in short notice. On these rare occasions the Chairman with the approval of the Treasurer and the Secretary, can seek Committee approval by email. An outline of the situation by email must be given and all transcripts between members must be circulated to all Committee members. On these rare occasions the vote must be retrospectively revised and approved at the next committee meeting. A majority vote of 2/3 overall majority is required for this.

18. The Committee will always strive to ensure that the finances are tightly controlled, all club monies are accounted for, membership fees are as low as possible, and that the members are getting value for their fee.

Role of the Secretary

1. The Secretary shall deal with all correspondence from all outside agencies and affiliated organisations and circulate as appropriate.
2. The Secretary shall take the minutes of Committee meetings and any other meetings of the Club.
3. Other members of the Committee may be delegated to assist the Secretary in the performance of any of the above or other duties as required.
4. The Secretary along with the Treasurer and Club Chairman will act to ensure that the Club completes all documentation necessary to ensure that all Club teams are entered into their appropriate competitions.
5. The Secretary shall complete any requirements as detailed in this document as reasonably as possible.
6. Always act in the best interests of the Club.

Role of the Treasurer

1. The Treasurer shall keep up to date accounts of the finances of the Club.
2. The Treasurer shall report on a regular basis to the Club Committee on the Club's finances.
3. The Treasurer shall collect and enter into the accounts of the Club all money and proceeds entrusted to him/her.
4. The Treasurer will operate bank accounts on behalf of the Club.
5. The Treasurer shall complete any requirements as detailed in this document as reasonably as possible.
6. Always act in the best interests of the Club.

Accounts of the Club

1. All cheques of the Club must be signed by two of four nominated Committee members. The members are appointed by the Committee. The Treasurer will not be one of these members.
2. The Treasurer is the only Officer authorised to issue cheques for signatures and these will be pre-filled, addressed and dated. The treasurer must be in agreement for the purpose of the cheque. If not it must be brought to the attention of the Committee.



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3. The Accounts of the Club must be audited and signed off by the Club Accountant annually, before the General Meeting.
4. The Committee of the Club shall be indemnified against any expenses incurred in the course of carrying out Club activities. The expenses must be approved prior to spending by the Club Committee.
5. All activities by the Club Committee are voluntary and Committee members shall not receive any financial reward from the Club for any activity.

Role of Managers / Coaches

1. Managers are responsible for the safe and efficient management of their team and are reportable to the Club Committee. The safety, protection & development of their players in an environment of fun and gamesmanship should be the main aim.
2. All Managers / Coaches will behave, act and abide with the Roles, Responsibilities, and Codes of practice as detailed in this document.
3. All Managers / Coaches should have attended or be registered with the Club to attend an FAI Child Welfare Course.
4. Managers and Coaches should be or be in, the process of being Garda Vetted. At a minimum one Garda vetted person should be managing or coaching at any team event. (While others are in the process of being processed).
5. A Manager must have a level of qualification equal to the level which he is coaching. (At the very least, he must have a coach with the appropriate qualification level at all training sessions).
6. The Manager should use all skills and knowledge gained from experience to plan, organise, train, encourage & develop his assigned team.
7. Where obvious talent is in evidence, the Manager should identify it to parents and Club Officers and encourage for development.
8. The Manager should give feedback to parents annually.
9. The Manager must develop the team not just individuals.
10. Team selection, including the playing of substitutes, will be the sole responsibility of the Team Manager / Coach and his / her decision will remain final.
11. A Manager Coach or Club Official must never discuss soccer, team, or player matters with any outside party on their own. There should always be two Coaches / Managers present. Discussions with parents should take place after training away from players and never after matches.

Manager Appointment & the Responsibility of Managers / Coaches.

1. Managers are selected pre-season by the Club Committee.
2. In the case of a number of candidates for the position of team manager, the Committee will organise and conduct interviews with all the candidates. Following the interviews, a recommendation will be forwarded to the Committee for approval.
3. Should a Manager step aside during the season the Committee will appoint an Interim Manager for the remainder of the season.



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4. Managers must be re affirmed each year by the Committee. A Manager may be removed by a vote of a majority of the Management Committee in circumstances where the committee thinks fit.
5. Once a candidate is selected and confirmed as Manager they are responsible for:
 - The safety of players under their management while attending training seasons and attending, travelling to and playing matches.
 - Appointing persons to act as coaches to their team for the season. These persons must be approved by the Club committee.
 - The organising of team training seasons and booking of training times on pitches and astro.
 - Developing a plan of progression for the team through the season.
 - Monitoring and evaluating each player in their team, and taking actions to assist players where necessary.
 - Organise Manager / Coach training with the Club Committee member where required. This includes First Aid, Child Protection, Garda Vetting and Defibulator training.
 - Developing players who show signs of above average ability.
 - Responsible for informing the Committee if a Manager cannot attend a match due to an extraordinary event and cannot get a substitute to attend in reasonable time.
 - Making sure every effort for training is to go ahead, unless very adverse weather conditions (ie heavy consistent rain), or an act of God event occurs.
 - Making sure two appropriately qualified adults attend each team event. In the absence of a second coach or manager, a parent can be asked to remain while training etc is ongoing.
 - Contacting the committee member responsible for equipment and gear to organise the the distribution of gear and equipment.
 - Reporting any injuries as soon as they occur and filling out the injury report form. See website.
 - Determining the team annual awards winners.
 - Keeping records and results of players for training and match attendance..
 - As the Club representative the manager is responsible for the behavior of players and parents at team events.
 - Responsible for the condition of the facilities and pitch after home games, and for ensuring that it is appropriately cleaned, locked up and secured.
 - Responsible for behavior of players or parents at team events. If inappropriate; the manager must take steps resolve the issue. This can include asking individuals to leave Club events. (See conduct of player, parents and Club officials).
 - Make every effort to present a team (even if depleted) to all matches.



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- Make contact with lower age Team Managers for use of players to assist in team numbers if required.
- Contact the Committee if they need any assistance.
- Encourage and permit the top 4 – 5 players in the team to train and play up regularly with the next higher age group.

Once appointed a Manager can be reviewed and if necessary replaced, if in the opinion of the Committee it is warranted, due to inappropriate actions, comments, behavior, loss of players or the team is seen to regress. This is a 2/3 overall majority vote requirement.

Preparation for Home Games.

Preparations for the match in the days before hand should include:

- Inform the players guardians at the earliest opportunity of the match, location time and meet up time and location.
- Managers should never contact a player by phone, txt email or other social media directly. (Unless they are 18yrs or over).
- Check opponent's colors and arrange for alternative jerseys to avoid colour clash with standard colours.
- Ensure keys for facilities at hand.

On the day of the match preparations should include:

- On the morning of the match, check the match is still on and has not been cancelled. If so inform players ASAP.
- Arrive approx 1 hour before the match, to allow sufficient time for setting up the pitch, warm-ups or for possible emergencies (damage equipment, no shows etc).
- Organise for goals to be lifted in to position and secured with securing pins. (Goals must be secured with at least three steel pins driven into the ground at the back-groundlevel, horizontal post).
- Check nets for gaps or holes and repair if necessary.
- Set up corner flags.
- Set up sideline barriers if required.
- Assign changing-rooms to opponents, remembering the following on games.
- Inform opponents of their warm up areas away from the main pitch.
- Inform opponents and referee of Club policy of opponents and supporters occupying opposite's sides of the pitch.
- Bring cones and bibs for pre match warm up and subs.
- Bring Team Jerseys (alternative strip if colour clash).
- Bring First Aid Kit.
- Bring a Mobile Phone fully charged with pre entered emergency numbers for Parents, First Responders, Doctors, and Ambulance etc.



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- Bring Water bottles for sufficient water for warm up and duration of play.

Preparations for the Away Games.

Preparations for the Away Games match in the days before hand should include:

- Contacting and informing the players at the earliest opportunity of the match, opponents, location, match time, pick-up time and availability of lifts.

On the day of the match preparations should include :

- On the morning of the match, make sure in plenty of time, the match is still on and has not been cancelled. If so inform players ASAP.
- Organise lifts at the pick up point.
- Arrive approximately 45min before game.
- Determine the changing-rooms.
- Ask for areas to warm up.
- Bring cones and bibs for pre match warm up and subs.
- Bring Team Jerseys.
- Bring First Aid Kit.
- Bring a Mobile Phone fully charged with pre entered emergency numbers for parents, First Responders, Doctors, and Ambulance etc.
- Bring Water Bottles for sufficient water for warm up and duration of play.

The Manager is the Club representative and as such is also responsible for the behavior of players and parents at team events. If the behavior of players or parents at team events is inappropriate, the manager must take steps resolve the issue. This can include asking individuals to leave Club events. (See section on conduct of players, parents and Club officials).

Section 3. Meetings of the Club Committee – Standing Orders.

- The Venue, date and time of each meeting will be decided, usually by the chairman or in their absence by another officer of the Club, with 5 days of notice.
- The quorum for all meetings of the Committee shall be five.
- The Chairman or Club officer, shall draw up a meeting Agenda. Committee members will be entitled to raise any matters of concern under “any other business”.



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Order of Business.

The procedure at Committee meetings will be:

- Minutes of the last meeting will be read, proposed, seconded, passed and signed by the Chairperson.
- All matters arising from the minutes must be settled.
- Reports from the Chairperson, Secretary and Treasurer, sub-committees etc., as required.
- Secretary to read all correspondence, and to inform the meetings of all relevant matters.
- Treasurer to make a statement on the state of the accounts of the Club and all relevant matters. The Treasurer will organise to pay all bills accrued, as approved by the Committee.

Mode of Voting.

A show of hands shall determine all ballots, except when members wish a secret vote. In the event of the Chairperson being absent a Club Officer will be appointed to act as Chairperson, and shall have the same voting powers as defined by these regulations.

Suspension of Standing Orders.

A two thirds majority of those present is required to suspend standing orders.

Behaviour at meetings.

Only one member should be allowed to speak at a time under through the meeting Chairperson. No other person should speak or interfere with the speaker unless a point of order has to be made.

Points of Order.

Any member may bring to the notice of the meeting, through the Chairperson, points of order relating to the rules and standing orders of the Club.

Section 4. Codes of Practice and Conduct.

This Club endorses the contents of the FAI Code of Ethics, Code for Parent Behaviour, the Code for Good Practice for Children's Sports in Ireland and the Code of Ethics for Under-age Soccer.

Springfield Ramblers recognises and accepts that in all matters concerning child protection, the welfare and protection of our underage players is the priority.



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Misconduct.

Members of the Club shall at all times observe Springfield Ramblers Rules, Procedures & Codes of Practices and those of the CSL, SFAI, CYL, CWSS and the FAI laws of the game of soccer.

Any act of misconduct or breach of the rules by a Club player resulting in the Club being fined or otherwise sanctioned, will result in that player being asked to reimburse the Club the full amount of the fine and maybe further disciplined as determined by the Club.

Misconduct by any Club player, or supporter maybe reviewed by the Club Committee. A properly convened investigation by two committee members must be completed and their recommendations forwarded to the committee, before any disciplinary actions should be taken.

The Club Committee shall have the power to expel a player or supporter when, in their opinion, it would not be in the interest of the Club for them to remain. There shall be no appeals procedure. This must be agreed by a voted by a 2/3 majority of the full committee vote.

SR Code of Practice for Managers / Coaches

It is the aim of the managers and coaches of the Club to promote the highest standards of behavior to their players in training, at matches and at Club events.

All team managers / coaches should have the appropriate dedication, interest and competence. It is intended that all managers will have a coaching badge equal to the standard to which they are managing / coaching, before being given the responsibility of managing a team. At the least a coach with the relevant qualification should be present at the training seasons. Team Managers and Coaches must plan and prepare their coaching sessions in advance. This should include:

- Facilities available
- Availability of equipment in working order (balls inflated etc.)
- Players available
- The coaching structure for the training session
- The Exercise, Drills or work outs to be completed.
- Take into account the team mood,
- Always aim to finish the training session with a flourish or on a high and that players go away happy.
- Any conflict, upset or disagreement should be resolved immediately or on the end of the training session, and always have a second coach or parent on hand to witness the discussions.
- Any discussions with parents should happen at the end of training sessions or at a time agreed beforehand and always have a second coach or parent on hand to witness the discussions.



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Team Managers must give advice, encouragement and support to their players during coaching sessions and on match days, always promoting sportsmanship and fair play.

Team managers are expected to conduct themselves in a manner that is honourable and reflects well on themselves, their team, supporters and their Club. They should not get involved in inappropriate acts, either by words or actions that are likely to bring them, their team, supporters or their Club into disrepute.

In the event of a Complaint about another team player official or supporter the complaint should be reported to a Committee Member and a decision will be made whether to pursue this with the relevant governing association.

SR Code of Conduct for Players

It should be the aim of all players to attend training sessions or matches on time, with all the required gear. They should also be ready at least 5 minutes before training starts or pre match warm up start.

All players must conduct themselves to the highest standards during training and matches. They must have good behaviour and show respect to their Manager / Coach, team mates, opponents, referee, opposition, equipment, & facilities.

All players should:

- Play for enjoyment, not just to please parents and coaches
- Play by the rules of the game
- Always accept the referees decision
- Play with control and not to lose your temper
- Play for the team.
- Respect your opponent and the referee.
- Co-operate with Team Manager / Coach, team mates and opponents.
- Play to have fun, but also to develop and improve your skills.
- Shake hand with your opponents and the referee at the end of the game.

All players representing the Club who fall below the expected standards and levels of behaviour will be subject to disciplinary action. Examples of unacceptable action include:

- Disrupting training.
- Abusive behaviour, foul language towards team mates or opponents.
- Threatening behaviour.
- Violent conduct.
- Bad sportsmanship.
- Persistently being cautioned or sent off.
- Child Abuse / Bullying behaviour.
- Deliberately setting out to harm your opponents.



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Any player displaying unsporting behaviour or in breach of this code of conduct can be liable to immediate substitution or suspension by the Club for a period as determined by the Team Manager. In all cases the player should be sent home and the parents spoken to. In severe cases the matter can be referred to the Committee and the player may be asked to explain their behaviour. This could result in their membership being suspended or in some cases, being expelled from the Club.

All players should seek to shake hands with their opponents and also the referee at the end of the game. After any win or loss, players should not engage in any actions which may be construed as deliberately upsetting or antagonising to their opponents.

SR Code of Conduct for Parents, Guardians, Spectators.

Springfield Ramblers aim to promote the highest standards of sportsmanship and fair-play and to ensure the game of soccer is played in the correct spirit. Any adult taking part or supporting any activity organized by the Club either as a guest or other, shall maintain the best of behaviour and aim to act as a role models for the younger Club members. Adults should encourage, advice, support and help players and not abuse, embarrass or humiliate or antagonise them.

Adults should not shout, swear, argue, become violent, abuse or use sarcasm. Players should be assisted, encouraged and applauded, whatever the results or outcomes.

Adults should:

- Always praise.
- Encourage involvement and effort above winning.
- Display patience
- Ensure the players they have an association with are aware of the standards of acceptable behaviour and will fulfil their role in addressing unacceptable behaviour with their players

The Team selection, including substitutes, ultimately remains the sole responsibility of the Team Manager and their decision is final. Parents, Guardians, Supporters or persons associated with a player who try to unduly influence the Manager with

regard to team selection shall be in contravention of the codes of conduct and can be disciplined accordingly. They must accept the referees decisions and these decisions are final.

Misconduct by any Parents, Guardians, Supporters or person associated with a Club player maybe reviewed initially by the Team Manager and if deemed appropriate forwarded to the Club Committee for review and or disciplinary action.

Verbal abuse of players or referees cannot be accepted in any shape or form.



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A properly convened investigation by two or more Committee members must be completed and their recommendations forwarded to the Committee, before any disciplinary actions should be taken.

Any parent, guardian, supporter or person associated with a player whose behaviour is considered to fall below the required standard, may result in the membership of that player being suspended or cancelled.

Any complaint regarding the opposition, referee, spectators, or any other aspect of the game must be dealt with by the Team Manager.

If the matter is considered serious enough, the Club Secretary will inform the appropriate authority. It is never appropriate for any Parent, Guardians, Supporters or person associated with a Club player to take the law into their own hands. Any person who does so will be subject to Club disciplinary procedures.

All parents, guardians and spectators shall abide by the rules of the Football Association of Ireland and its constituent youth and schoolboys leagues.

Spectators should:

- Maintain the best of behaviour.
- Realise the level to which a game is being played and conduct the level of encouragement and support to that level.
- Applaud good play by both teams.
- Respect players, Club officials, referees, opponents and other supporters.
- Support managers and coaches especially in the event of abuse and or conflict or disagreements.
- Help the Team Manager and coaches if they require additional help in training or organising Club events.
- Help set up and take down the pitches before and after matches.
- Provide transport to and from matches where available
- Encourage young players to play by the laws of the game.

Section 5. Club Rules.

1. The cost of subscriptions, match fees, training fees and any other fees will be decided by the Club Committee. The Committee will always strive to maintain the costs as low as possible.
2. All players must be registered with the Club and appropriate league before they are allowed to play matches.
3. Completed membership forms along with appropriate fee and player registration forms must be handed in on Registration Night. This date will be identified on the Club website and all players will receive a notification letter.
4. Coach / Managers are to be appointed each season to run the various teams.



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5. Managers will apply to the management committee at the end of each season for consideration to the position of manager of the same team for the following season.
6. If more than one individual applies for a position with a team, the committee will organise for the candidates to attend an interview. The recommendation of the interview panel will go to the main committee for review and the committee will have the final decision
7. Teams within the Club shall play home games at grounds designated by the Club Committee.
8. Players must only wear kit provided by the Club or team sponsors at matches and it must not be worn at any other time unless with the permission of the Team Coach/Manager.
9. Club notepaper and any other paper bearing the Club logo can be used only by the Officers of the Club.
10. All members of the Club shall operate and behave in accordance with the Club's Code of Practices.
11. The Club's purchasing policy requires the approval of Treasurer for the issuance of cheques and they must be signed by two of four committee nominated persons.
12. All expenditure must be receipted and documented.
13. A player must first commit to his / her own age group but can play for a team in the next upper age group, provided it is by agreement with both managers, on a match by match basis.
14. The more talented players from an age group, should be encouraged to train and play up with the next age appropriate team (outside of their own training times and matches). This should be treated as an opportunity, not as a right, which can be removed if the players signed team manager deemed they should be removed. These players should be closely monitored and if deemed appropriate can be rotated among other players if it is seen that it would be beneficial.
15. The Club shall not be liable for payment of non sanctioned items of expenditure.
16. All adults involved directly with children will be aware of the guidelines regarding behaviour towards children. It is the duty of every Coach and manager to ensure that all children are safe and every effort will be taken to protect them.
17. Training schedules should be drafted in consultation with the Team Coaches/Managers.
18. Any person wanting to make a complaint should contact any committee member to lodge the complaint. The committee member must bring this complaint to the general committee and if warranted it must be investigated by a panel of two or three appointed by the committee. The report from this group should be given to the next Committee meeting and appropriate action should be taken.
19. The Club logo can only be used with the permission of the Club committee.
20. Each manager is entitled to a set of keys but only to the facilities for which they train or play games. The keys must be closely minded and must not be



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21. loaned or copied. The keys must be returned on conclusion of a Managerial post.
22. Committee members can be contacted between 6 and 8pm each day and not at weekends if avoidable.

Section 6. Player Fees.

The Club recognises that fees are an unwelcome burden to all players and guardians. The Club endeavours to ensure to keep its fees as low as possible, while at the same time ensuring the maintenance of its pitches and facilities are kept to their present high standard. The Club actively surveys other Clubs in the Cork area and benchmarks its fees to ensure it remains in the lower end of the scale out of 20 surveyed.

The fees are collected in two lots at the beginning of the season in August and midseason. The Club strives to ensure that all players will be able to play soccer and will not be refused playing for SRSFC due to financial constraints. Player's guardians who wish to apply for alternative arrangements should contact their relevant manager in total confidence. Any such arrangements can be made in the strictest total confidence between the Manager and Club Treasurer and cannot be disclosed to any other party.

All Club Officials who are involved in dealing with fees and players must do so in the strictest confidence and privacy. It must never be discussed in public or in front of any other persons.

A player must pay the initial fee at registration night to be eligible to play for the club. If subsequently a player does not pay the second obligation mid-season, their Guardians will be contacted by letter and their Manager and asked to make contact with Club. If they continue not to pay, on investigation, they can be suspended from their team and not selected to play by their managers. In short you must pay to play or must have made provision to pay with the club treasurer to be fair to all members.

Section 7. Grounds Maintenance.

The Club recognises that the facilities need constant investment to keep them at their high level. It also recognises that large investments going forward will be required in the future e.g. new Lawnmowers, buildings upgrades, sheds etc. In addition the Astro Pitch has a finite life and will need upgrading in the years to come.

The club will always try to pursue alternative funding through sponsorship and grants etc.



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Section 8. Player Injuries and Injured Player Procedure.

Disclaimer:

Soccer is a contact sport. All players play at their own risk and must realise that they may be prone to injury due to the nature of the sport. While the Club will provide appropriate insurance cover, there is no requirement on the Club to meet any costs arising for any player who may be injured while playing or training.

Procedure for Injured Player.

In the event of a player being injured, the player should be given appropriate treatment immediately where the injury occurred. Treatment can vary from comforting and water washes to full first responder, doctor or full ambulance call out.

For this reason it is very important for the Manager and Coaches to have First Aid training and to be able to contact the required emergency services and direct them to the site of the accident.

At all matches the Manager should ensure that a trained First Aid person is available to assist should a player get injured.

For Club insurances purposes the following procedure should be followed should a player be injured:

1. Treat the player as necessary immediately.
2. If the injury prevents the player from continuing playing, call their legal guardians, parents or responsible person.
3. Call all necessary emergency services if necessary.
4. If parents, guardians etc., cannot be contacted or attend, then someone from the management or coaches should accompany the player to the relevant emergency service (hospital etc).
5. They should remain there until the players legal guardians arrive.
6. The injury should be reported on the Injury Report Form ASAP and forwarded to a Committee member for forwarding to the Club insurers. (Report Form can be found on the website). The form must then be forwarded to the insurance company within five working days.
7. Parents and guardians will look after the necessary treatments and log and keep all receipts and submit them to the Committee for submittal to the insurers to support a claim.
8. The insurers will decide whether the claim is liable for insurance cover or not, of if the injury is as a result of standard contact sport play.

Section 9. Annual Awards.

The Club holds end of season, annual awards for each of the Club teams. The Club on behalf of the team awards three prizes:



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Clubman of the Year.
Most improved Player.
Player of the Year.

These awards can be decided by the Team Manager in association with their coaches, or they can be decided by the Team themselves, by taking a poll.

All aspects of a player's participation for the season should be taken into account ie. Attendance, attitude, ability, interaction with team mates and effort. Managers should

remember that choosing these awards can be difficult and may cause resentment to some other players. However the awards should reflect the fairest decisions and award the players most deserving of them.

Managers and coaches may deem it appropriate to explain their choices to some team members.

The Club also awards players for other achievements, for example being appointed to the cork squads, best clean sheet, most goals scored, appointment to other squads etc.

Section 10. Manager & Coach training.

The Club has a policy of training Managers, Coaches and Club officials to statutory and FAI recommended levels for coaching and training schoolboy soccer.

To this end the Club subscribes to the FAI Coach Education Pathway. All new and existing coaches must attend a FAI Child Welfare and protection in sport workshop.

Managers / Coaches are also required to qualify to a minimum level of Kick-Start 1.

As Coaches and Managers progress with the teams they must qualify to an appropriate level to which they are training and managing.

Managers and coaches are also required to have at least one adult qualified to a recognised First Aid and Defibrillator course. (There should be a qualified person present at each match).

Coaches are also encouraged to attend other developmental courses. A sample list of FAI approved courses is attached below.

- Child Welfare and protection in Sport Workshop
- Kick Start 1
- Kick Start 2
- 4 v 4 Workshop
- 7 v 7 Workshop
- Fundamentals of Goalkeeping



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- Youth Cert
- FAI Goalkeepers Certificate
- First Aid
- Defibrillator use.

Section 11. Anti-Discrimination Policy.

Springfield Ramblers commits to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Springfield Ramblers 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 selection of candidates for volunteers
- Courses
- External coaching and education activities and awards
- Football development activities
- Selection for teams
- Appointments to honorary positions

Springfield Ramblers does not tolerate discriminatory behaviour, whether physical, sexual or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Section 12. Fundraising.

General Fundraising.

The Club reserves the right to fund raise for both general and specific financial needs. All fund raising efforts must be approved by the Club committee.

General fund raising on behalf of the Club is organised by the Committee member allocated to fund-raising efforts. They may form a fundraising subcommittee to assist in fundraising efforts.

Team Fundraising.

A team seeking specific funding for a specific activity (say travel to a tournament abroad) may be also be allowed to fundraise independently of the Club. This must be approved by the Club committee. All use of Club names badges etc can only be used with the permission of the Committee.

The Club acknowledges that the town of Cobh and its surrounds has only limited business and sponsors who are repeatedly placed under consistent financial



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obligation from all the sports Clubs in the Cobh area, of which there are many. To this end Springfield Ramblers limits its general fundraising activities to only one or two a year.

As seen in previous years, because there are only one or two General Fundraising Activities, the extra fundraising by a Team can impact on the general fundraising of the Club. To this end, fundraising by a team will be examined on a case by case basis by the committee. Fundraising by a team may be required to contribute a proportion to the club general fundraising activities.

If a team raises money through a source outside of Cobh and the surrounds of The Great Island, that money is exempt of the general fund contribution.

Section 13. Transportation.

The Club asks players, guardians, parents and relations to transport Team players to and from matches. Buses are not used with the exception of a team who progresses to a cup match outside of the county. This is only if the Club finances allow and with the approval of the Club Committee. 50% of the cost will be borne by the players.

A bus can only be ordered and organised by the Club Treasurer.

Section 14. Child Welfare.

All Managers Coaches or Officials who work with minors must attend and complete an FAI Child Protection Welfare Workshop.

The Club subscribes to and enforces the FAI procedures, rules and regulations in relation to Child Protection and Welfare. (See link at end to FAI website).

Child Abuse / Bullying.

Child Abuse and or Bullying in any shape or form is not acceptable or permitted in any form in Springfield Ramblers and will be dealt with immediately, compassionately and appropriately.

What is Child Abuse / Bullying?

Child Abuse / Bullying can be defined as repeated verbal, psychological or physical aggression conducted by an individual or group against others. It is behaviour which is intentionally aggravating and intimidating, and occurs mainly in social environments such as schools, Clubs and other organisations working with children.

It includes behaviours such as teasing, taunting, threatening, hitting or extortion behaviour by one or more children or adults against a victim. It can be physical or psychological. It can include name calling, embarrassment, humiliation, and being made an outsider, being lied about and ignored. While the more extreme forms of



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Child Abuse / Bullying would be regarded as physical or emotional abuse and are reportable to the HSE & Gardai.

It is important to recognise the impact that Child Abuse / Bullying and discrimination can have in the lives of young people. Some people may not regard Child Abuse / Bullying and discrimination as child abuse because of the settings in which this often takes place and also because it is often other young people who are responsible for the behaviour.

Springfield Ramblers recognises that Child Abuse / Bullying can be a major problem.

All Coaches, Managers, volunteers, players & parents have a part to play in ensuring that no player in Springfield Ramblers is subject to any type of Child Abuse / Bullying behaviour.

Child Abuse / Bullying of any kind will not be tolerated and any person who is subject or witnesses any type of Child Abuse / Bullying behaviour have a duty to report it to their Manager, Coach or Parent who will in turn must report it to the Club Committee.

On receipt of a report in relation to Child Welfare the Club Child Protection officer will initiate the procedure as detailed in the FAI child Protection regulations.

Peer Abuse.

In some cases the alleged perpetrator will be a child. In these situations, the child protection procedures should be adhered to for both the victim and alleged abuser, that is, it should be considered a child protection issue for both children. It is important that clarity exists in respect of which behaviours constitute peer abuse, particularly child sexual abuse.

Abusive Behaviour.

It must occur over time, rather than being a single aggressive act.
It involves an imbalance of power, the powerful attack the powerless.
It can be psychological, verbal, or physical in nature.

Types of Child Abuse / Bullying.

Child to child – includes physical aggression, verbal Abuse / Bullying, intimidation, damage to property, stealing property and isolation

Adult to child- this includes the use of repeated gestures or expressions of a threatening or intimidatory nature, or any comment intended to degrade a child

Child to adult- this includes the use of repeated gestures or expressions of a threatening or intimidatory nature by an individual or group of children

The most common abuse is :



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Being called names, insulted or verbally abused;
Being deliberately embarrassed and humiliated by other children;
Being made to feel different or like an outsider;
Being lied about;
Being physically assaulted or threatened with violence;
Being ignored.
Being deliberately embarrassed or humiliated;
Being unfairly treated or verbally abused;
Being ignored or not spoken to.

Response to Child Abuse / Bullying.

Vigilance is the most potent deterrent against Child Abuse / Bullying, so that minors who bully will know that it will be dealt with, and the victims of Child Abuse / Bullying will have confidence in this.

Abuse or Bullying (or even suspicion of Bullying / Abuse) must be immediately reported to The Club Child Protection Officer & Club Chairman. If necessary contact a Club Committee member who will inform both Officers.

They will then set in motion a set procedure to deal and handle with the bullying per the FAI designated procedure. This is all done in complete confidence and privacy.

More extreme forms of Child Abuse / Bullying will be regarded as physical or emotional abuse and are reported to the HSE & An Garda Síochana.

How can Bullying / Abuse be prevented?

- Ensure that all members follow the code of conduct, which promotes the rights and dignity of each member.
- Ensure adequate supervision at all times
- Deal with any incidents as they arise.
- Reinforce that there is 'an open door policy for the players to come and talk freely' with their Manager / Coach policy about any item they wish.
- Encourage young people to negotiate, co-operate and help others, particularly new or different children
- Offer the victim immediate support.
- Never encourage a young person to take the law into their own hands and beat the bully at their own game
- Tell the victim there is nothing wrong with them and it is not their fault.
- Publicly display signage or posters referring to Bullying or Abuse and making it clear that it is not acceptable.

Any issue relating to Bullying or Abuse can be discussed freely with the Club Child protection Officer. See website for current Club Officer responsible for Child Protection.



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Section 15. Hiring of Astro Pitch.

Hire of Astro facilities

Any group hiring the Astro pitch must have their own appropriate insurance.

Section 16. Use of Grass Pitches.

Use of the grass soccer pitches and grass training areas must be reserved and can only be used outside of scheduled games by contacting the Pitches & Grounds committee member. (See website).

This person has the sole right (by authorisation of the committee) to allow the use of pitches for matches or training. They may also close pitches due to weather conditions.

Closure of pitches and the resulting cancellation of matches must not be taken lightly and only if in their opinion the pitches will be damaged.

Section 17. Sponsorship.

The Club reserves the right to seek and obtain sponsorship. All rules and agreement in relation to sponsorship must be approved by the Club committee. Team who wish to seek their own individual sponsorship can only do so with the approval and agreement of the Club Committee.

Section 18. AOB

Amendment or changes to the rules and codes procedures and practices can be carried out by 2/3 majority of the Club committee.

This document is a live document and the most up to date revised version will be that held on the website.

These should be revised and checked every two years by the Club secretary.

A Club Officer cannot approve any actions which contravene these rules with out the approval of the Club committee.

Section 19. Club Management going forward.

A plan is being developed to allow for Club Committee Members to be elected by an Annual General Meeting. New Committee members are appointed to the



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committee by a vote of the current Committee. There will need to be a number of legal changes to the structure of the club to allow for this to happen. It is the intention of the current committee to pursue this plan to completion as soon as possible.

Section 20. Social Media

Players, supporters, parents or Guardians of players are not permitted to mention abuse, degrade, bully, threaten, mock or insult or make reference to, either directly or indirectly, by verbal, written, video or pictorial means, any other club or opposition players, supporters, officials, events or matches by any social media or other electronic means.

The committee are the sole arbiter of investigating whether a social media comment can be interpreted as being directly referring to a Club event and whether it was intended to abuse, insult, harm or cause upset. **This policy will be strictly enforced and will be referred to the Gardai.**

The Club have a policy of not commenting on or responding to comments or complaints made in the public media or on social media as it believes that persons who wish to ask questions, make complaints etc should contact a Club committee members directly to get the full, true and up-to-date answers and not be party to hearsay, falsehoods and misinformation.

These rules, codes, and regulations have been approved by the Club committee on the :

Signed _____

Club Secretary

Signed _____

Club Treasurer

Signed _____

Club Chairman