



DCFC

MEMBERS HANDBOOK

Season 24/25

Prepared by:
Draperstown Celtic

1.0 INTRODUCTION

DRAPERSTOWN CELTIC have many teams but we are all ONE club.

The current committee have therefore agreed that all members, players, coaches teams etc. should be treated the same and operate the same way. It is for this reason that this booklet was produced

The purpose of the handbook is to provide clear guidance on how the club runs and its principles. It will also help existing and prospective parents, players, staff and visitors to understand the clubs rules, policies and principles and why we do some things the way that we do. It is available and visible for all members and visitors to view on our website.

Any member of Draperstown Celtic FC engaged on official business - classed as a match, tournament, a training session, a fundraising event or a social event where the player is representing Draperstown Celtic - must conduct themselves in such a manner as to give credit to the club.

DRAPERSTOWN CELTIC is bigger than anyone person and must continue to be so. We must all work together to ensure that Draperstown Celtic is around for a long time and be a positive force in the community.

1.1 Basic Standards of Behaviour

The following statements are standards that all Draperstown Celtic Club and Team Officials / Players / Members are expected to accept and embrace as the minimum standard for their involvement in Club and Team activities. There are also specific, more detailed Club Codes and Roles and Responsibilities further in this document.

- Club and Team Officials / Players must set and maintain a positive example for others.
- Club and Team Officials / Players must not use or tolerate inappropriate language to each other.
- Club and Team Officials / Players must show due respect for the interests of the players, managers, coaches, officials of their own Club and Team and those of the opponents.
- All Club and Team Officials / Players should not make any disparaging comments about other club members in public or any Social Media platform.

We are all passionate about Draperstown Celtic and want what is best for everyone



1.2 Insurance

The club membership includes a Sportsguard insurance policy. Please note that this insurance policy is very limited and Draperstown Celtic encourage members to look at the policy online and content themselves that this is suitable for their needs.

The Management Committee would recommend that playing members also take out their own sports insurance / medical policy to booster the basic club policy.



2.0 FULL CONSTITUTION

The Club and its property will be administered and managed in accordance with the provisions in this constitution.

Name

The Club will be called Draperstown Celtic Football Club and will be affiliated to the Irish Football Association.

Objectives:

The objectives of the Club are

- to provide facilities for and to promote participation in football by providing a safe environment in Draperstown.
- to promote football as a means of enhancing health education (both physical and mental), learning opportunities and the advancement of local community development and involvement.
- to ensure a duty of care to all members of the club, with a special focus on youth development through acquiring sporting and personal skills from which they will get life-long benefits such as self-respect, self-esteem, self-confidence, integrity and respect for others.

We enable the local community to actively participate in sport, in doing so we promote physical wellbeing, mental wellbeing, education, integration and social cohesion. This is achieved by offering the services of qualified coaches, necessary equipment and appropriate facilities.

Our membership fees are kept as low as possible so that no-one is excluded on the grounds of cost.

As an organisation we do not discriminate in any way in our membership policies and are wholly open to all sections of the community. The club have a core purpose in the promotion of amateur sports participation and operate strictly on a non-profit making basis. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to any members or third parties. Our activities aim to improve the physical and mental wellbeing of all participants, creating a progressive pathway for sustained involvement for all age groups from youth to elderly. We also strive to build partnerships with local schools, voluntary organisations, local residents, governing bodies, government agencies and neighbouring sports clubs.

Club Colours:

- The main Club colours shall be green and white.
- Secondary colours may include black / green / yellow (gold) / white / pink

All clothing that sports the Club badge must be uniform throughout the club so that we present a united brand for our sponsors. Also ensures that no team or age group is treated differently. Any proposed changes to club clothing (arising from any and all offers of donation or situations) must be discussed and agreed by committee



Membership:

- Membership of Draperstown Celtic FC shall be open to anyone interested in association football, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or beliefs, except as a necessary consequence of the requirements of association football.
- Draperstown Celtic FC may have different classes of membership (noted below) and subscriptions on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute
- The members of the club shall be those persons listed in the online register of members.
- In the event of a member's resignation or expulsion his or her name shall be removed from the membership register.(see below for resignation and expulsion guidance)
- To ensure all present and future members receive fair and equal treatment the membership should consist of Officers and members of the Club.
- All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.

Members will be enrolled in one of the following categories:

- Full Member – Playing or Coaching Members
- Junior Member – Student Aged 18 or younger
- Life Member – Decided by committee and no fee taken
- Associate Member – Non Playing / Supporter Membership

Voting Rights of Members

- Full membership and associate membership (over 18) are entitled to one vote which may be used at an AGM or EGM

Under 18 memberships are not entitled to a vote or to engage in the management or control of the club.

Membership Fees

- An annual fee payable by each member shall be determined from time to time by the Club Management Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees are not repayable.
- Membership Fees will be paid annually, before end of September
- These will be kept as low as possible to ensure no exclusion on grounds of cost
- The Club Management Committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club
- These will include but may not be limited to – weekly/monthly training subs, match day subs or bus fare in the event of hiring a bus for games
- The Committee have worked hard to keep any increase in fees to a minimum and believe our fees represent real value for money for our members given the facilities we have. In addition these fees still place us as one of the cheapest junior football clubs to register with

Resignation and Expulsion from Club

- A member shall cease to be a member of the Club if, and on the date of which, he/she gives notice to the Club Management Committee of their resignation. Or at the end of the membership year
- The Club Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute.
- Any member subject to expulsion has the right to appeal.
- A member who wishes to appeal against any disciplinary decision should inform the Club via club email within 5 days. At the appeal hearing the action proposed will be reviewed by an Appeals Committee. (NB no member previously involved in the decision to refuse or remove membership may be part of the Appeals Committee).
- In the case of junior members, the member's parent/guardian or should accompany them to the appeal hearing. The member / family representative will be notified of the outcome of the appeal in writing within 5 days of the hearing.

The decision reached by the Appeal Committee will be deemed final and no further correspondence will be entered into.



Governance

Officers of the Club:

- Chairperson
- Secretary
- Treasurer(s)
- Vice Chair

The position of a Club Officer shall be vacated if such person is subject to a decision of the IFA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

Committees:

The Club will be guided by the Executive Committee consisting of the 4 Officers detailed above

- Chairperson
- Secretary
- Treasurer /Finance Officers
- Vice Chair

The Management Committee is made up of the Executive Committee and other members. **Maximum** number of Committee members is 10.

Committee Guidelines

- Each Club Officer and Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting
- One person may not hold any more than two positions of Club Officer at any one time.
- The Committee(s) shall be responsible for the management of all the Club affairs.
- Decisions of the Management Committee shall be made by a simple majority of those attending the Committee Meeting and must be adhered to no matter your personal opinion. In event of a tie the Chair shall have the casting vote.
- All members will have an equal vote in any area where such a vote is called for.
- It is best practice to not have members of the same family sit together on committees. It should happen only as a last resort. In the case of the executive committee or officers of the club it is forbidden to have members of the same family hold office together.



- The quorum for the transaction of business of the Club Committee shall be 4, one of which should be the Chairperson or in his/her absence the Vice Chair or Secretary.
- The Committee will appoint sub-committees as deemed necessary and appoint advisors to the Committee as necessary to fulfil its business.
- The Committee will be convened by the Secretary to meet at least bi-monthly at a time and place notified by the Secretary. At least seven days' notice is required.
- The Committee will be responsible for adopting new policy, codes of practice and rules that may affect the organisation of the Club and its members.
- The Committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations and constitution.
- The Committee will be responsible for taking action of suspension or discipline following such hearings.
- The Committee will be elected at the AGM at beginning of each designated term.
- Each officer will retire after every term but will be eligible for re-appointment.
- A member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings. Alternatively the Committee may decide to not fill the vacancy. Again this will be by the vote of remaining Committee members



Annual General Meetings and Other Meetings

An Annual General Meeting (AGM) shall be held in each year to:

1. Receive a report of the activities of the club over the previous year.
 2. Receive a report of the clubs finances over the previous year.
 3. Elect the members of the Club Committee (if applicable).
 4. Consider any other business.
- Nominations for elections of members as Club Officers or as members of the Club Committee (if places available) shall be made in writing by the proposer and seconder, both whom must be existing members of the Club, to the Club Secretary no less than 21 days before the AGM.
 - Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary no less than 21 days before the meeting.
 - The Committee have the right to call Extraordinary General Meeting (EGM) outside the AGM. Procedures for such meetings will be the same as for the AGM.

Club Finances and Application of income and property

The income and property of the charity must be applied solely towards the promotion of the aims and objectives of the club as detailed above.

- A bank account or accounts shall be maintained in the name of Draperstown Celtic.
- Designated account signatories shall be the Chairperson, the Club Secretary and the Club Treasurer.
- No sum shall be drawn from the Club account by any method unless approved by two of the signatories or two members of Executive Committee.
- All monies of any type, including but not limited to memberships, donation, sponsorship or regular subs payable to Draperstown Celtic shall be received by the Treasurer and deposited into the Club account.
- The income and assets of the Club shall be applied only in furtherance of the objectives of the Club.
- In the event of a large capital project the Club may borrow capital from an approved financial institution. Repayments will be made at required amounts and timeframes
- Information about non-routine and all grant income must be passed to Executive Committee with the cheque or remittance advice. This will be filed by the Treasurer for reference, and used to ensure such income is correctly recorded in the accounts and grant conditions etc. noted
- The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.



- The Club Property, other than the Club account shall be vested in no less than two custodians, one of whom shall be the treasurer (The Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the minutes shall be conclusive evidence of such decision.
- The Custodians shall be appointed by the club in a General Meeting and shall hold office until resignation unless removed by resolution passed at a General Meeting.
- The custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them carrying out their duties.
- The Club treasurer(s) will be responsible for the finances of the club
- The Financial year will end on the 30th of June each year.
- A statement of the annual accounts will be presented by the treasurer annually
- Any cheques drawn against club funds **MUST** hold an authorised signature from the one of the authorised signatories.



Safeguarding Children

Draperstown Celtic Football Club is fully committed to safeguarding the well-being of all its members including its underage members. Each individual in the club should at all times ,show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body. The club has adopted a Child Protection Policy which contains further guidance with respect to this.

Equality Statement

The Club is committed to ensuring that equality is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following sport Northern Ireland definition of sports equity:

“Sports equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of the sport to ensure it becomes equally to everyone in society”

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender; race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously according to club disciplinary procedures.

Discipline, Complaints and Appeals

- All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to in accordance with the clubs Child Protection Policy.
- The Designated Club/Child Welfare Officer will be the lead contact in any such event.
- All complaints regarding the behaviours of the members while they are representing the Club in whatever capacity should be presented to Club email address.
- When necessary the Management Committee will meet to hear complaints within 7 days of receiving such a complaint. The Management Committee has the power to take appropriate disciplinary action as it sees fit, including termination of membership.

There is 1 right to appeal following disciplinary action

Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of membership.

If on the occasion of dissolution of the Club any remaining assets of the (after debts and liabilities have been satisfied) shall be given or transferred to another registered CASC, a registered charity or the sport's governing body (IFA) for use by them in related community sports.

This revised constitution was adopted at Extraordinary Committee Meeting on 18th May 2024

Signed by on behalf of the Management Committee



Paul McCallion

DRAPERSTOWN CELTIC CHAIR

3.0 Membership Fees

Membership fees are decided by the Management Committee at the AGM. Revenue from membership fees enables the club to operate and run a community football club paying for equipment, playing and training facility hire, coaches kit, insurance, league and IFA affiliations, referees, website, staff qualifications, and many more elements

Membership should be paid online through our Klubfunder page – the link is below

https://www.klubfunder.com/Clubs/Draperstown_Celtic/Membership#MembershipOptions

It is important to note that the fee is payable to become a member of DCFC and in return DCFC provide football activities on a regular basis – activities are defined as a planned weekly training session and / or a weekly match. Although DCFC strive to include every player member in matches at some stage of the season it must be recognised that the fee does not guarantee the player a place in any DCFC match day teams.

The Club Management Committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club

These will include but may not be limited to – weekly/monthly training subs, match day subs or bus fare in the event of hiring a bus for games

Members must also recognise that events beyond DCFC control (including but not limited to - weather, facility availability, league fixtures) may affect the number of training sessions and matches that DCFC can deliver.

Members in receipt of a Lifetime Achievement Award are deemed Life Members with no fee charged.

3.1 Insurance

The club membership includes a Sportsguard insurance policy. Please note that this insurance policy is very limited and Draperstown Celtic encourage members to look at the policy online and content themselves that this is suitable for their needs.

The Management Committee recommend that playing members also take out their own sports insurance / medical policy to booster the basic club policy.



4.0 EQUAL OPPORTUNITY POLICY.

The policy of Draperstown Celtic Football Club is to ensure that any eligible person irrespective of Age, Race, Gender, Religion, Ethnic Origin, Colour, Social Status, Sexual Orientation or Disability may apply for membership of Draperstown Celtic Football Club.

- Every Draperstown Celtic Football Club Member be given a genuine and equal opportunity to represent the club in the roles of Competitor, Referee, Official, Coach, Manager or any administrative appointment made by Draperstown Celtic Football Club.
- Draperstown Celtic Football Club provides a policy to ensure that every team receives fair treatment in all aspects of the sport.
- Draperstown Celtic Football Club will not disadvantage anyone in any way by imposing any condition or requirement upon them that cannot be justified.
- Draperstown Celtic Football Club reserves the right to discipline any member or assisting official who discriminates on the grounds of a person's Age, Race, Gender, Religion, Ethnic Origin, Colour, Social Status, Sexual Orientation or Disability.
- Draperstown Celtic Football Club will monitor this policy on a regular basis.

Draperstown Celtic Football Club will take into account the following legislation and any amendments published by:

- Sex Discrimination (NI) Order 1976, as amended.
- Disability Discrimination Act 1995, as amended.
- Race Relations (NI) Order 1997, as amended.
- Employment Equality (Sexual Orientation) Regulation (NI) 2003.
- Fair Employment and Treatment (NI) Order 1998, as amended.
- Employment Equality (Age) Regulations (NI) 2006.
- Equality Pay Act (NI) 1970, as amended.



5.0 CHILD PROTECTION.

We at Draperstown Celtic Football club are committed to good practice which protects children from harm. Members, coaches, officials and voluntary helpers in our club accept and recognise their responsibility under the Children (NI) Order 1995, to provide an environment which promotes the safety of young people at all times. We also acknowledge and subscribe to Child Protection policies and procedures as outlined by the Irish Football Association (2001). In order to safeguard children in our care we will:

- Develop an awareness of issues which may lead young people to harm.
- Create an environment by identifying a contact person(s) to whom young people can turn to if they need help.
- Adopt children centred and democratic coaching styles.
- Adopt child protection guidelines through codes of conduct for players and all adults working in the club.
- Share information about concerns with young people, parents and others who need to know.
- Be involved in training made available through various relevant agencies.
- Follow Governing bodies on good practice for coaches.
- Review the child protection policy on an annual basis.

The club members must realise the significant position they have in the young person's life and must therefore be an appropriate role model and set appropriate boundaries on their contact with children in their care.

5.1 Principles of Good Practice

According to Child Care (NI) all voluntary organisations working with children should:

- Recognise that children have rights as individuals and treat them with dignity and respect.
- Raise awareness, through relevant training, about what children are entitled to be protected from.
- Plan the work of the organisation so as to minimise opportunities for children to suffer harm.
- Develop effective procedures in responding to accidents and complaints and to alleged or suspected incidents of abuse.
- Establish links with parents and other relevant organisations.
- Promote the general welfare, health and development of children and protect them from harm.

5.2 Child Abuse.

Child abuse is the term used to describe ways in which children can be harmed, usually by adults and often by those they know and trust. Abuse of a child may take place in the home, in school or in the sporting environment.

There are four main types of abuse, however it is possible that a child may be a victim of more than one of these.

5.2.1 Physical Abuse:

In a football context this may occur when:

- The nature or intensity of the training disregards the child's ability to cope.
- The child is predisposed to injury resulting from fatigue or overuse
- The child is given drugs to enhance performance.

5.2.2 Emotional Abuse:

In a football context this may occur when:

- Coach/Coaches abuse his/her position to bully the child into something they are uncomfortable with.
- Shouting at, taunting, teasing or threatening a child takes place from any other member.
- There is displayed a lack of care and/or attention to a child.

5.2.3 Neglect:

In a football context this may occur when:

- A child is made to play in extreme cold conditions when inadequately dressed.
- A child is made to play in extreme heat without sufficient fluid intake.
- Constantly ignoring a child/young player.
- Continuously showing favouritism towards certain players

5.2.4 Sexual Abuse:

In a football context this may occur when:

- The coach using or letting others use sexually explicit language.
- The coach involved in inappropriate touching of children/young players.

The coach involved in horseplay or sexually provocative games with children/young players.

5.3 Guidelines For Dealing With Suspected Or Alleged Abuse

DO

- Remain Calm
- Reassure the young person but do not make promises of confidentiality.
- Take time to listen to the young person and take the allegations seriously.
- Record time and date.
- Record name, address and date of birth of the young person.
- Note the nature of the allegation/complaint.
- Contact the designated Child Welfare Officers, as soon as possible.

The designated Child Welfare Officer will make contact/referral to the appropriate agencies and on advice will make contact with the parents of the young person.

DO NOT

- Panic
- Make the child repeat the story unnecessarily.
- Promise to keep secrets.
- Enquire further into details of the alleged abuse.
- Dismiss allegations out of hand as attention seeking.
- Attempt a physical examination of the child.
- Comment on issues to the press or any other party who does not represent a statutory organisation.

5.4 Child Protection Guidelines

These guidelines have been produced to help protect coaches/volunteers working with young people in Draperstown Celtic Football Club and should be followed to at all times.

- Always be publicly open when working with children.
- Avoid situations where you and a child are completely unobserved.
- Avoid unnecessary physical contact with children. When an injury occurs or when a child is distressed, the involved adult should explain what he/she is doing but only with the consent of the child and in full view of as many people as possible.
- Where possible, allow parents to take responsibility for their child.
- Parents should be asked to ensure that the children are collected on time.
- Parents will be informed when their child is to travel with his/her team to an away fixture, together with the drop-off and pick up times.
- All should respect the rights, dignity and worth of all children in their care and treat all equally.
- Coaches should always promote Fair Play.
- Coaches should always display high standards of personal behaviour and appearance.
- All coaches working with children under the auspices of Draperstown Celtic Football Club will have undergone the necessary coaching and child protection training as delivered by the Irish Football Association.

5.5 Fair Play Policy

- Players play for the enjoyment of the game and to improve performance.
- Where rules apply, players try to understand them and apply them.
- Players accept the decision of coaches and officials.
- Players will control their tempers at all times.
- Players will play in a sporting manner at all times.
- The aim of the game/training is to have fun, improve skills and feel good about themselves.
- Players will work equally hard for themselves and their team.
- Players will treat all other players as they would like to be treated themselves.
- Players will not bully, constantly criticise or take unfair advantage of others.

Players will co-operate with their coach, team mates, officials and opponents



6.0 DRAPERSTOWN CELTIC CODES OF CONDUCT

6.1 Code of Conduct for Youth Players

Training and matches should be fun but there are 5 simple rules that we expect you to follow so that everyone can enjoy their DCFC membership.

1. Listen to Your Coaches
2. Try your hardestalways
3. Respect Others
4. Play fairly
5. Come Prepared

6.1.1 Listen to Your Coaches.....And we will listen to YOU

You must listen to your coaches instructions and co-operate. This includes instructions to line up, to help set up or take down equipment, to begin or end drills and games, to follow basic safety rules and to listen carefully to team talks. You must tell your coach if you cannot come to training or matches. Please talk to someone you trust and/or the club welfare officer if you are unhappy about anything

6.1.2 Try Your Hardest

Play to the best of your ability. Concentrate and try your best in warm ups, drills, games and matches. Don't complain when it is your turn to be a substitute or asked to play in a particular position. Everyone gets their fair turn. Keep going, even when it is not going well

6.1.3 Respect Others

You must treat referees, coaches, parents and other players with respect. Play by the rules. Accept the referee decision – even if you think it is wrong. We all make mistakes!! Don't swear, argue or fight. Don't mock or taunt opponents or teammates. Never overtly criticise your team mates; encourage them if they make a mistake. We will not tolerate verbal or physical bullying, name calling, racism or any type of discrimination. Show appropriate loyalty to your club

6.1.4 Play Fairly

Draperstown Celtic players should not cheat. Don't ever deliberately foul or recklessly injure your opponents. If you hurt someone by accident help them and apologise. Don't dive, don't pretend to be injured or make false claims for penalties, frees, corners, goal kicks etc. Shake hands with the opposition and the referee after the game – no matter the result.

6.1.5 Come Prepared

It is important to bring with you everything you need. Always wear shin guards and suitable footwear. If you have club gear please wear it to games – our sponsors will appreciate your efforts. Bring your own water bottle with you to training and matches and have a drink when encouraged by coach to do so. Make sure you have any medication you require with you.



Consequences

If in the opinion of the coach / club / welfare officer you break the rules you will be asked to apologise, be reminded of the rules and/or you may be subject to one or more of the following (not an exhaustive list) :

- Substituted
- Asked to sit out training or matches
- Serious incidents like bullying, racism, sectarianism or violence may mean that you could be expelled from the club

6.2 Code of Conduct for Coaches

These six rules basically form the code of conduct and set out the very high standards we expect from our coaches

1. Build Relationships
2. Show Respect
3. Be A Mentor
4. Play by The Rules
5. Look After The Players
6. Set a Good Example

6.2.1 Build Relationships

You are the first or main point of contact that many people will have with DRAPERSTOWN CELTIC. You should build good relationships with parents, prospective members, officials, players, referees, leagues and the IFA and other bodies. If you need to make a complaint about anyone inside or outside the club or pursue an issue or raise a problem first refer it to the Committee who will agree the most appropriate course of action or take action on your behalf

6.2.2 Show Respect

You will respect the rights, dignity and worth of all players, parents, opponents and officials. You will treat ALL players fairly and equally. Never argue with the opponents or with the referee even when the decision is obviously incorrect and do not criticise the referee in front of your players. You should encourage your players to support each other and respect the opponents. You should lead your team in shaking hands with your opponents and the referee after the game regardless of result or performance

6.2.3 Be A Mentor

Your role is to help your players to achieve their full sporting potential regardless of their natural ability, and to help guide their emotional, moral and social development. To do this you will actively build their self-confidence and self-esteem through equal time on the pitch, experiencing different positions, frequent praise and encouragement and constructive feedback which creates a positive and nurturing environment. To help your players make their own decisions, learn from their mistakes and accept responsibility for their own behaviour and performance you will not constantly shout instruction during games. Try to keep them to a minimum

6.2.4 Play By The Rules

You will explain the laws of the game and ensure players to stick to them. Instil in your players a sense of fair play and good sporting behaviour. Actively condemn any form of cheating, foul play or verbal or physical confrontation with team mates, opponents, supporters or referees.

6.2.5 Look After The Players

Your primary responsibility is to the child and you must place their emotional and physical wellbeing above all other considerations, including performance, the club and especially the result! This is youth football not the premier league. You are responsible for the children's safety including safe facilities, equipment, practices, their health, medication, first aid, emergency aid and medical care. You should treat personal information about the child, family and their circumstances as confidential and only discuss it with those that need to know.

6.2.6 Set a Good Example

You have enormous influence so you must maintain high standards of behaviour and appearance. You should not use or tolerate inappropriate language , swearing, name calling or public criticism of any player. You will set and enforce this standard for players, parents and spectators. You must be, and be seen to be, fair, honest, reliable and trustworthy

Consequences

Action may be taken, if warranted, by the Club, League or IFA. Examples include but are not limited to

- Issued with a verbal warning by club or league
- Required to meet with club or league Welfare Officer
- Required to meet with club or league committee
- Be suspended or expelled from club

6.3 Code of Conduct for Parents of Youth Players

Parents and supporters, you have a vital role in supporting your child and the club. These 4 simple rules tell you what you can do to help

- Support your child
- Support the Team
- Support the Club
- Set a Good Example

6.3.1 Support Your Child

Encourage your child to do their best. Encourage your child to be independent in getting their football gear together e.g. water bottle, shin guards etc. Getting them to training and matches punctually.

6.3.2 Support the Team

We would like you to give lots of verbal support and encouragement to ALL the children, not just your own. But please remember that excessive shouting can put children under excessive pressure and spoil their enjoyment.

Please don't coach your child (or others) during a match – leave that to the coach. Children need to learn to make their own decisions, right or wrong, and to learn from their mistakes.

Children's play should not be directed from the side-lines. Please remain outside the field of play and within the designated supporters area if there is one.

6.3.3 Support the Club

You can do this by:

Volunteering – includes anything from coaching, practical help on matchdays by helping with transport, setting up goals etc. It could also be fundraising, administration duties

Paying fees and returning paperwork on time etc

Letting coaches know availability for training and matches as soon as possible after notification

Discussing the codes of conduct with your child and informing the club of any issue you or your child have

6.3.4 Set A Good Example

Draperstown Celtic support the IFA Respect programme to ensure that football can be enjoyed in a safe and positive environments. Remember that football is a time for children to develop technical, physical, tactical and social skills. Winning is not everything!!! We ask you to help set a good example by applauding all player and not questioning the referee decisions – even when obviously wrong. Never engage in or tolerate offensive or insulting language or behaviour. If you need to make a complaint about anyone inside or outside the club or pursue an issue or raise a problem first refer it to the Committee who will agree the most appropriate course of action or take action on your behalf



Consequences

Action may be taken, if warranted, by the Club, League or IFA. Examples include but are not limited to

- Issued with a verbal warning by club or league
- Required to meet with club or league Welfare Officer
- Required to meet with club or league committee
- Having to leave the match venue
- Be asked not to attend future games
- Be suspended or expelled from club (if a member)
- Be suspended or expelled from club – along with your children

6.4 Summary

Every member of the club is bound by 1 or more of the above Codes of Conduct and is expected to maintain a high standard of behaviour. The club usually operates a 3 strike expulsion system for bad behaviour (depending on seriousness of offence) for all members, spectators and parents. Anyone found to be in breach of these codes or club rules may be disciplined by, but not limited to:

- Verbal or written warning
- Suspension from number of training sessions and/or matches
- Suspension from club for remainder of season
- Expulsion from club

7.0 ANTI BULLYING POLICY

We are committed to providing a caring, friendly and safe environment for all our members, so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at DCFC.

If bullying does occur, all club members and parents/carers should be able to tell their club about this and know that incidents will be dealt with promptly and effectively by the club.

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 Management Committee member.

Draperstown Celtic Football Club is committed to playing its part to teach players to treat each other with respect.

7.1 What Is Bullying?

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

It can happen face-to-face or through cyberspace, and comes in many different forms:

Verbal: Name calling, persistent teasing, persistent mocking, taunting and threats.

Physical: Any form of physical violence, intimidating behaviour, theft or the intentional damage of possessions. This includes hitting, kicking and pushing.

Emotional: Excluding, tormenting, ridiculing, criticising, humiliation, setting people up and spreading rumours.

Cyberbullying: The misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation. Examples of cyberbullying include:

- Abusive comments, rumours, gossip and threats made using digital communications and/or technologies - this includes internet trolling.
- Sharing pictures, videos or personal information without the consent of the owner and with the intent to cause harm or humiliation.
- Hacking into someone's email, phone or online profiles to extract and share personal information, or to send hurtful content while posing as that person.
- Creating dedicated websites that intend to harm, make fun of someone or spread malicious rumours.
- Pressurising someone to do something they do not want to such as sending a sexually explicit image

DCFC commits to ensure our website and/or social media channels are used appropriately and any online bullying will be dealt with swiftly and appropriately in line with procedures detailed in this policy.

People can be targeted for any reason, but people who bully others often target 'difference' and bullying can be a form of wider discrimination. For example, bullying behaviour may be:

- Racist: Targeted at ethnicity, skin colour, and language, religious or cultural practices.
- Homophobic, biphobic and/or transphobic: Targeted at actual or perceived sexuality and/or gender.
- Sexual and/or sexist: Sexual and/or sexist behaviour that is intended to cause offence, humiliation or intimidation.
- Disablist: Targeted at an impairment or special educational need.
- Targeting any 'difference':

Bullying behaviour can also be targeted at 'looks', weight and height, colour of hair, wearing glasses or braces, acne, psoriasis and eczema, scars, marks or conditions of the face or body, body odour, poverty, gifts and talents or family situation. (e.g. divorce, bereavement, homelessness).

Everybody has the right to be treated with respect and no one deserves to be a victim of bullying. Individuals who are bullying need to learn different ways of behaving.

Draperstown Celtic Football Club recognises its responsibility to respond promptly and effectively to issues of bullying.

7.2 Procedures To Be Followed If Aware Of A Bullying Incident

1. Report bullying incidents to the squad coach, an adult you trust, Club Welfare Officer or a member of the club's Management Committee.
2. In some cases if the club deem it necessary, the incidents will be referred to the IFA Designated Safeguarding Officer for advice and possibly to the IFA Case Management Team.
3. Parents/carers should be informed and may 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 will be fully investigated

A small panel (including the Club Welfare Officer, and another 2 Management Committee members) should meet or talk with the parent/carer 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.

6. The same three persons should meet or talk with the alleged bully and their parent/carer and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
7. If bullying has occurred the club will initiate disciplinary action under the club constitution and or disciplinary policy and procedure.

7.3 Recommended Club Action

1. If bullying has in the club opinion taken place, the club **MAY** consider a Reconciliation meeting by getting the parties together. It could be that a genuine apology solves the problem. The individual will then receive their First and Final warning. In certain cases the bullying may lead to immediate expulsion from the club
2. Any further bullying by the offender will result in the immediate expulsion of the bully from the club. There will be no repayment of the membership fee.
3. All coaches involved with both individuals should be made aware of the issue, investigation and outcome of the process i.e. the warning or expulsion.

7.4 Adult To Child Bullying

In the case of adults reported to be bullying anyone within the club under 18

1. The IFA Designated Safeguarding Officer must be informed and will advise on action to be taken where appropriate. This may include action by the IFA Safeguarding Team.
2. It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The IFA's Safeguarding Education Programme may be recommended.
3. More serious cases may be referred to the Police and/or Children's Social Care.

FURTHER INFORMATION

- The club have a written constitution, which includes what is acceptable and proper behaviour for all members, of which the Anti-Bullying Policy is one part.
- All club members and parents/carers sign to accept all policies upon joining the club.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will meet with members to discuss the issue openly and constructively.



8.0 VOLUNTEER POLICY & PROCEDURE

Draperstown Celtic FC involves volunteers in a variety of ways because it believes that their input and experience can greatly enhance and develop the life of the club.

In accordance with good practice DCFC have a commitment to ensure that the selection of volunteers will be carried out in a fair and open manner and adhere to equality of opportunity at all times.

Draperstown Celtic FC are committed to ensuring that volunteers are supported, supervised and recognised so that their input and experience is positive.

DCFC are based in Draperstown however the recruitment of potential volunteers will not be restricted to the Draperstown area as the club recognises that supporters from surrounding areas MAY want to participate in the life of the club.

Draperstown Celtic FC will recruit volunteers:

- By word of mouth through existing DCFC volunteers
- By use of the DCFC social media
- By advertising locally using posters, and/or adverts in local newspapers.

8.1 Selection Process

Upon receipt of a note of interest, a Draperstown Celtic FC official will meet with the volunteer, where the person will have an opportunity to ask any questions that they may have regarding the role. The person's application will be discussed and consideration given into why they want to be involved and mutually ascertain whether this is an appropriate role for them. If not, and no other roles within the club can be identified then the person can be referred to their local Volunteer Centre to consider an alternative volunteering position.

If an application is successful, a volunteer agreement should be signed which sets out the expectations of the club in the volunteer and the responsibility of the club to the volunteer in fulfilling their role.

For some roles, references may be sought from people who are not related to the potential volunteer in any way to them. The requirement for references for particular roles will be advertised in advance.

8.2 Access NI / Disclosure

Some volunteer roles can only be undertaken subject to the candidate's successful application to the Access NI scheme. Until the Access NI check comes back the volunteer will still be able to help but cannot be left unattended around children or take a team by themselves.

The final decision on whether or not the person should be involved with the club is the responsibility of the Committee(s) of Draperstown Celtic FC.

8.3 Volunteer Agreement

The Volunteer Agreement will describe the arrangement between Draperstown Celtic FC and the volunteer. The paper is to assure the volunteer of DCFC's appreciation of their commitment to the organisation

It is hoped that this will demonstrate that Draperstown Celtic FC will do the best it can to make the volunteer's experience both enjoyable and rewarding.

This handbook will be given (pdf usually) as an induction pack and each member should make themselves aware of all relevant policies.

Training as appropriate for specific roles will be provided. Volunteers will also be made aware of external training opportunities which may be open to them. Information received by Draperstown Celtic FC, which may be of interest to volunteers, will also be made available to them.

Support and supervision as appropriate to the role can be given if required. Supervision may be by telephone, email or on a face to face basis. Support focuses on the practical needs and emotional support of the volunteers and also focuses on issues of accountability.

8.4 Volunteer Information meetings

May be arranged as and when this is felt to be beneficial for volunteers.

8.5 Volunteer Participation

Volunteers will be encouraged to participate in wider aspects of the club.

- To promote a sense of ownership and belonging for volunteers.
- To ensure that policies and procedures reflect the views and experience of those who are involved
- To ensure that volunteers have the chance to make a positive contribution to Draperstown FC and develop new skills.

Possible areas of participation include:

- Coaching
- Promotion of the club to the wider community.
- Recruitment of other volunteers.
- Supporting club activities
- Database management
- Fundraising including grant applications
- Event Organiser
- Producing newsletters

8.6 Additional Information

A register detailing all volunteers of DCFC will be maintained. This will be reviewed on an annual basis.

8.6.1 Insurance

All volunteers are covered by the basic DCFC insurance whilst engaged in their agreed roles. It is the responsibility of the volunteer to inform their motor insurance company if they are using their car during their volunteering role.

8.6.2 Codes of Conduct

Volunteers will be made aware of all other DCFC Policies and will be given relevant information and/or training on this as appropriate to their role

9.0 Mental Health Policy

Draperstown Celtic recognises that mental health is as important as physical health and accepts that, on average, one in five people will experience a mental health difficulty in the course of a year and one in 10 young people (if applicable) and that such problems can cause real and lasting damage, both to the individual and to the persons family and sport family.

The Club also recognises that the majority of people who experience mental health difficulties or who are facing personal challenges that can impact on mental health can get over them or learn to live with them especially if they are supported early on.

This Policy applies to members, volunteers and coaches and aims to ensure that everyone feels supported in the club environment.

9.1 Mental Health Definitions

Mental health is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.

9.1.2 Wellbeing:

Wellbeing is about feeling good and functioning well and includes the individual's experience of their life; this includes feelings of contentment, enjoyment, and engagement with the world, all part of wellbeing.

9.1.3 Mental illness

Mental illness refers to a range of mental health conditions that can affect mood, thinking and behaviour. Examples include Depression, anxiety and schizophrenia.

9.2 Policy statement

It is the policy of our club to:

- Set up a Wellbeing Committee of a quota of 2-3 members of the club and link into OUR local mental health contact: S.T.E.P.S. We accept that putting the onus of responsibility on one individual in regards to mental health and wellbeing can be challenging and that a proper support structure is required.
- promote mental health and wellbeing through its management policies, support services, information networks and regular health promotion campaigns (including alcohol awareness, diet, exercise, self-management, suicide awareness), and by liaising appropriately with external agencies;
- prevent, so far as is practicable, those circumstances detrimental to mental health and wellbeing;
- provide an environment in which members who have mental health difficulties or are facing personal challenges that may affect mental health receive suitable support and adjustments to allow them to achieve their fullest potential.

9.3 Responsibility of Coaches/Volunteers/Committee(s)

All coaches, volunteers and Committee Members are expected to:

- Maintain a non-stigmatising, supportive community
- Treat each member with a mental ill health difficulty as an individual, not a problem or a condition.
- Take advantage of training and information sources.
- Uphold confidentiality (wherever safety is not at risk).
- Recognise the limits to what they can do.
- Ensure relevant partnerships are in place with community partners responsible for mental wellbeing so that the club is in a position to support people to access community support services.
- Promote an ethos of TALK ABOUT MENTAL HEALTH ISSUES

9.4 Mental Health Training

Our club recognises that where individuals help a member experiencing mental health difficulties, each person has boundaries or limits to his/her knowledge, responsibilities and competence, and that these boundaries must be respected. The club will provide for its coaches/volunteers/committee suitable advice and training on:

- identifying mental health difficulties and making initial responses to individuals;
- recognising the need to refer an individual to support services;
- accessing the Clubs support services;

9.5 Responsibility of members

Our members are expected to

- Encourage the establishment and maintenance of a non-stigmatising, supportive community
- Recognise the limits to what they can do
- Refer to support and advice services within the Club when assistance is required
- Inform the club of difficulties that may be affecting their mental wellbeing, in order that the club can deal fairly with them and support them where appropriate.
- Buy into the ethos of TALKING ABOUT MENTAL HEALTH ISSUES



9.6 Mental Health Pledge

We are a family-friendly club who support everyone to be all that they can be. As a club, we would like to raise awareness of, and break the stigma around poor mental health. We believe that sport can play a huge role in tackling stigma and its effects:

- in breaking down boundaries between people with and without mental health problems
- creating social integrations and boosting self-confidence
- tackling physical health inequalities

To help us do this we have formed partnerships with 2 mental health organisations – one local and one more national. Please check out the work these organisations do – it is priceless.

S.T.E.P.S	TAMHI
<p>Our local mental health partner whose aim is to raise awareness of suicide and mental health and to address the stigma of suicide and mental health.</p>	<p>TAMHI is a mental health charity based in Northern Ireland that works with sports clubs and groups who use sport to raise awareness of mental health and resilience.</p>
<p>We are proud to support them in their work and we proudly display their logo on our playing kits.</p>	

LIFELINE – 0808 808 8000
SAMARITANS - 116 123 OR 028 90 664 422
PIPS – 028 9080 5850
MINDWISE – 028 9040 2323
AWARE NI – 028 9035 7820
DEBT NI – 0800 915 4604
ALCOHOLICS ANONYMOUS – 028 9035 1222
ADDICTION NI – 028 9066 4434
CHILDLINE – 0800 11 11

#ITSOKTONOTBEOK #ENDTHESTIGMA



10.0 Draperstown Celtic Privacy Notice & General Data Protection Regulations

This Privacy Notice sets out how Draperstown Celtic FC use and look after the personal information we collect from you and we take your privacy very seriously. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

10.1 What personal data we hold on you

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants/ members [and their parents or guardians]. You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant's parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

10.2 Why we need your personal data?

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants' and members' personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for

Purpose OR Processing Activity	Lawful Basis under Article 6 of the GDPR.
Processing membership forms and payments/ subs	Performance of a contract
Organising matches	Performance of a contract
Sending out match or Club information and updates	Performance of a contract
Sharing data with coaches, managers or officials to run training sessions or enter events	Performance of a contract
Sharing data with leagues we compete in, governing bodies, associations and other competition providers for entry in events	Performance of a contract
Sharing data with committee members to provide information about club activities, membership renewals or invitation to social events	The Club has a legitimate interest to maintain member and participant correspondence for club community purposes.
Sharing data with third party service or facility providers e.g. Klubfunder who run our shop and registrations	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members.
Sharing anonymised data with a funding partner as condition of grant funding e.g. Council	The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members.
Publishing match and league results	We will only publish your personal data in a public domain, including images and names (on match reports), if you have given your consent for us to do so. In the case of children under the age of 13 then only with consent of parent/guardian. To give consent you must tick the appropriate box on the on-line form.
To ensure we understand possible health risks	Consent. We will only process details on your medical history with your consent.

10.3 Who we share your personal data with?

When you become a member of the Club, your information, if you are a coach, player, volunteer OR Parent/Guardian, may be (depending upon circumstances) entered onto a database, which is administered by the IFA. We may also pass your information to the IFA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes. We may share your personal data with selected third parties, such as referees, club coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions. We may be required to disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

10.4 Protection of your personal data?

We will put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

10.5 How long we hold your personal data?

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data at the start of the following season after a participant or member has left, ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. If you would like your personal data to be deleted from any IFA database then please contact them.

10.6 Your rights regarding your personal data?

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Club. **However if you choose not to share your personal data with us we may not be able to register or administer your membership.**

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.



11. Social Media Policy

Draperstown Celtic thrives on positive publicity generated by social media, and it uses this tool itself to promote its activities and to communicate with supporters and stakeholders. Accordingly, DCFC entrusts its officers and volunteers to use social media wisely and consider the reputational impact on its name through any mis-use of social media. Similarly, DCFC has a reasonable expectation of supporters, including those who write about DCFC in an unofficial capacity, to behave responsibly when using social media.

11.1 Overview

DCFC recognises the benefits of social media as an important tool of engagement, communication and marketing to our customers and supporters.

It is important that the reputation of DCFC, as well as its sponsors and partners, is not tarnished or damaged in any way by anyone using social media tools inappropriately, particularly in relation to any content that directly references the club.

When someone clearly identifies their association with DCFC, or can easily be associated with the club, in this type of open forum, DCFC expects them to behave and express themselves responsibly and in a manner that complies with this policy.

11.2 Scope

This policy applies to all members and covers all forms of social media. For the purpose of this policy, social media includes, but is not limited to, activities such as:

- Maintaining a profile page on social networking sites (such as Facebook, Twitter, Instagram, Linked-In etc);
- Content sharing including using sites such as Flickr (photo sharing) and YouTube (video sharing);
- Commenting on blogs/forums for personal or business reasons;
- Leaving product or service reviews on retailer sites or customer review sites
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); and
- Editing a Wikipedia page.

The intent of this policy is to cover anything posted online where information is shared that might refer to or otherwise affect members, sponsors, partners, customers, or supporters of DCFC as an organisation and/or affect the respective reputations of DCFC, the League or the Irish Football Association and all competitions associated with or run by them.

11.3 Guiding Principles

The web is not anonymous. Members should assume that everything they write online, especially in open forums, can be traced back to them. It is essential therefore that members at all times consider their connection with the club carefully, in particular their role as a representative of the club, when using social media. These guidelines are in place to ensure that the intellectual property and reputation of Draperstown Celtic FC and its affiliated associations is not compromised and that the organisation itself is not brought into disrepute.

11.4 Usage

For all members using social media, such use:

- Must not contain libellous, defamatory, abusive or otherwise offensive content;
- Must not amount to the harassment of anyone;
- Must refrain from publishing derogatory comments about other football clubs, players or match officials [and any controversial subjects];
- Must not comment on, or publish DCFC information that is in any way confidential or otherwise commercially sensitive;
- Must not bring DCFC or the sport and any associated governing bodies into disrepute;
- Must not be directly linked with any players aged 18 or under from a personal social networking account; and
- Must not otherwise be in breach of this policy

When creating a new website, social networking page or forum that is in any way or can in any way judged to be associated with DCFC, great care should be taken to ensure the appropriate person has first obtained written permission from the club to create the page or forum. Similarly, appropriate permissions must be obtained for the use of club logos and images.

11.5 For official Draperstown Celtic FC blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content;
- Members must not use official DCFC pages to promote personal projects;
- All materials published or used must have the prior permission of and expressly acknowledge the copyright of third parties;
- If a blogger or any other online participant posts an inaccurate or negative comment about DCFC or anyone associated with DCFC, do not respond to the post and inform draperstowncelticfc@outlook.com for guidance/advice.

11.6 Consideration of Others

Social media allows photographs, videos and comments to be shared with thousands of other users. Associates must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at private DCFC functions will not appear publicly or on the internet. Therefore, members must not post information they have been asked not to post or where prior consent has not been obtained. Furthermore, they must remove information about another person if they have been asked to do so.

Under no circumstances should offensive comments be made online about Draperstown Celtic FC, its staff or any affiliated partners or sponsors of DCFC

11.7 Breach of Policy

DCFC will continually monitor online activity relating to it and / or the sport in general. Detected breaches of this policy should be reported to DCFC. If detected, a breach of this policy may result in disciplinary action being taken by the club, including without limitation, a verbal or written warning or, in serious cases, termination of the perpetrator's association with DCFC.

11.8 Consultation or Advice

This policy has been developed to provide guidance for members use of social media. If you are unsure of your rights, liabilities or actions online and want to seek clarification please contact draperstowncelticfc@outlook.com

12.0 Player Recruitment

The club will always seek to recruit more players and grow all squads. This is because with more players the club can offer more teams within an age group and align players to a team that is best suited to their capability, experience and development needs.

This model only works if DCFC continue to recruit players' right through age groups from FDC to Under17's. This model is likely to fail if the club places a cap on the number of players or introduces a waiting list.

To recruit players DCFC will use a variety of methods including:

- Encouraging word of mouth amongst parents
- Online media e.g. Facebook
- Presenting to children at school
- Giving out details at club events

DCFC welcome all potential new members regardless of ability or experience. No player should be declined the opportunity to join DCFC (as long as numbers allow).

13.0 Squad Sizes, Selection & Rotation (Youth Teams)

As a club that seeks to grow teams there will naturally be times when teams get larger before they reach enough players to create an additional team. Large teams will mean less pitch time for all players until enough players or coaches arrive to create the additional team, which will then result in two teams with lots more pitch time for each player. We ask that parents and players understand and accept the club position on player recruitment and squad sizes and support Managers and Coaches with large teams.

The further up the age groups we go the criteria for selection to the squad will change – it will include ability, attendance etc. Further details are included further in the handbook

14.0 Parent Meetings

It is highly recommended that Managers hold a parents meeting each year. A parents meeting enables the Managers and Coaches to communicate their plans for the year and their expectations of the children and their parents. The parents meeting can be as formal or informal as necessary.

If Managers and Coaches want committee support for their parents meeting a committee member will happily attend the parents meeting.

15.0 Travel Policy

Please be aware that DCFC will not take any responsibility for private arrangements made between parents/carers/guardians to transport children to or from football matches, trainings or events connected to the club.

In the event that DCFC does organise transport to an away game consent will be required from parents/carers/guardians.

16.0 Club Kit

Draperstown Celtic will supply playing kit to players selected to represent the club at weekend matches or tournaments. The coach will distribute the kit to each player and then collect it from the player again at end of the match or tournament. This ensures that no one is excluded from representing the club due to cost.

Coach's kit (normally comprising of a light training top and /or a showerproof jacket) will be provided for all Coaches who have completed their Access NI check and have agreed to volunteer for 2 years.

The club no longer promote separate sponsorship of individual teams in order to avoid overall brand dilution. Our main sponsors pay to be a club sponsor. Also as one club with many teams it is our policy that all our players should look the same therefore we will not negotiate individual sponsorship deals for the playing kit.

However **with the agreement of main sponsor and Management Committee** there may be possibility of additional sponsors on **leisure wear** for individual teams. The main sponsor logo **MUST STILL** appear on front of all leisure wear.

To maximise value, our potential sponsorship rights (aside from previously mentioned playing kit and leisure wear) are separately defined to enable different opportunities (e.g., kit bag for an individual team, events, signage, communication channels) to meet the needs of different partners. **All sponsorship deals must be approved by the Management Committee** to ensure they are suitable to the club and all agreed sponsorship monies should be paid to the club before branded gear is ordered and purchased.

However it is not appropriate for youth team kit to feature logos relating to age restricted products. In practice this means that youth kits should not feature logos relating to businesses involved in gambling, alcohol and tattoos among others.

Please note that the club are currently in an exclusive kit deal with our kit partners Uhlsport and Klubfunder. Therefore only Uhlsport clothing range can be used for club branded kit

No other clothing or equipment supplier should be used without the express permission of the Club Committee and our partners Klubfunder / Uhlsport. Any breaches of this may incur severe consequences

Please also remember that the name/ term Draperstown Celtic, in addition to all club logos, policies etc, is the property of the club, and must not be used by any member for any reason without the express permission of the club committee

17.0 Club Shop

Draperstown Celtic operate an online club shop through our partners Klubfunder. Items are selected seasonally and include items such as Football Development Centre Training Kit, Rain Jackets, Half Zips, Hats, and Replica Kits etc. The shop opens at certain times of year so please keep an eye on our social media. All items are competitively priced.

While we encourage our members to wear our badge and colours with pride it is not compulsory to buy items from the shop. As described above anyone selected to play for the club will be supplied with a playing kit for the match. If you wish to buy an item from the shop we would suggest a half zip or showerproof jacket as these can be worn on match days and as casual wear

18.0 Disruptive Children

DCFC is a football club where we expect everyone to be respectful. It is essential that children attending DCFC activity are respectful and follow the club's code of conduct.

All children and parents should recognise that DCFC Coaches are volunteer coaches attempting to develop young people with organised and structured matches and sessions to enable young players to progress and reach their true potential in a positive and safe environment.

A child who is disruptive will make it difficult for the DCFC Coach to achieve a positive safe environment that supports player development.

Draperstown Celtic activity is classed as a match, tournament, a training session, a fundraising event or a social event where the player is representing Draperstown Celtic. The Coach may deal with a disruptive child at any DCFC activity using the following processes (dependant on age of child):

- A child displaying disruptive behaviour will be excluded from activity for a period of time (e.g. 5, 10, 15 minutes).
- Once the player has re-joined the activity if behaviour is still disruptive the Coach will exclude the player from the rest of the activity. The Coach may then request that the child's parent takes the child away from the activity for that session or more.
- If a child is consistently disruptive the Coach should consult with the parent
- If after consultation with the child's parent the child is still disruptive the Coach should seek a meeting with the child's parent and the Club Welfare Officer.
- The meeting with the CWO will seek to resolve the consistent disruptive behaviour however at this meeting the CWO and the Coach have the power to apply a suspension or expulsion from DC activity which will be confirmed in writing.

19.0 Playing Up in Youth Teams

As a policy Draperstown Celtic do not encourage 'playing up' unless there are exceptional circumstances and playing up permission is confirmed in writing by the club committee. For clarification exceptional circumstances are defined, by Draperstown Celtic as one or more of the following, as long as playing up complies with the IFA and league rules:

- There is no squad available for a certain age group. In this instance players of that age group will be permitted to 'play up' a year until DC has a FULL squad available for the player's age group. The player will then play in the correct age group.
- A certain age group does not have a player of a "specialised" position such as goalkeeper. If the group below has 2 or more players of the specialised position then one of these players **MAY** play up a year provided there is agreement between coaches, parents, player and the club committee
- Within the previous two years the player has been identified as a talented player by being officially registered with a professional club's academy or centre of excellence & the team management have confirmed to the committee that the player's development is best supported by playing up.
- Parental permission, in writing, will also be required.

Draperstown Celtic apply this principle and clear rules on "playing up" so that all members understand the club position on the subject because the subject of "playing up" has the potential to cause many issues that result in the club committee having to deal with disputes rather than club development and it is felt that a clear and strict policy is the best position to adopt.

20.0 Winning Vs Development (Youth Teams)

DCFC encourage a player and team development approach and do not condone “win at all cost” tactics and practices. This development approach means that DCFC value all players equally regardless of ability and will give all players opportunity to play for Draperstown Celtic and thus develop. A less advanced player will never develop if they are not given enough focus at training or time in matches.

It is important that parents, coaches and players in the Small Sided Games teams recognise that we do not operate A, B or C teams. All abilities should be included in each team so that there is no such thing as a “strong team or weak team” and that way everyone in the team is challenged in some way during the game.

Please understand we cannot guarantee that all players get exactly the same playing time in matches because that is difficult for Coaches to monitor and depending on squad numbers it may not always be statistically possible. At the Small Sided Games level every player will get the opportunity to represent DC. However, as we reach 11 aside matches and players get older, other criteria such as attendance, effort, ability and behaviour will be taken into account when selecting a match day squad or team as well as the time given during a particular game. Further information in the next section

The development approach also means that the score is not the most important thing. The “final result of the match” is an adult orientated view of football not always shared by children. This is why DCFC Coaches (**particularly in the Football Development Centre and 9 v 9 format**) will focus children away from the result of the game and more onto the way they are playing or developing or their effort to do what they have learned.

We will do our best to win BUT we are also a developmental club and as such we have a duty to develop ALL our players. Winning is the direct result of development - by developing ALL our players we will win more games in the long run and give our players a better understanding for when they move up the age groups.

21.0 Selection and Playing Time Policy

Children will get better by taking part and playing. The focus should be on developing individual players rather than team results. In relation to team selection this should mean that ALL players should over a series of games or season, experience a range of situations - such as starting, being listed as a substitute, coming on as a substitute and being substituted

The job of our club and coaches is to provide the developmental platform and it is important that members again recognise the way we will operate. Therefore the Committee have agreed the below club policy and philosophy which must be followed by coaches.

Coaches and managers of small sided games teams (U7 to U12 teams) must ensure that all players selected for a match day squad receive equal playing time for each and every game. The only exception is where a player is injured or does not want to play for whatever reason. They should also receive equal selections over the whole season.

If any age group has enough for 2 squads, please note that the naming convention of 'Hoops' and 'Stars' has been introduced.

We do not want and will not have teams labelled as A and B in our club at these age groups. Hoops should not equal A team and Stars the B team or vice versa. These names are only used to help league organisers and allow 2 equal squads - no more no less.

With regard to these age groups with 2 squads the coaches should ensure that players are split evenly across the 2 squads. E.g. if an age group has 6 players that are slightly more advanced than other squad members then they should be split evenly across the 2 squads (3 in each squad - not all be in one squad).

Likewise with all levels of development - if 4 players are slightly less developed than the majority then it should be 2 to each match day squad. As previously mentioned we do not want and will not have teams labelled as A and B in this club at these age groups - be that via naming convention or by coaches squad selection.

Coaches of teams just starting at 11 a side (Under 13) should aim to try and ensure that all players receive suitable playing time over the entire season. This age group differ from the younger players because in some games, due to the superiority of the opposition, one or two players may struggle to compete which could lead to a loss of confidence or, worse still, a risk of injury. This may cause the coach to give greater playing time to some players for these games with the time being made-up for the others against weaker opposition. Some players may need time to adapt to the 11 a side game so this approach should give everyone a chance to experience it before the game becomes "serious".

The DCFC Committee agreed that from the U14 age group (second year playing 11 a side) coaches can, if they wish, decide that the squads are picked on merit and that the team begin to adopt a desire to win the game. Therefore, the team manager and coaches will take into account other things when picking the squad - such as attendance at training, fitness, effort, attitude and ability. **This means that the players are not entitled to a place in the match day squad. It is earned.** The coach / manager may also decide to bring a smaller match day squad or it may mean that the coach does not make substitutions for the sake of it. This is important as we have found that at this age, this is what the players desire and it is important to take their wishes into account.

All players in each year squad (e.g. 2011s) should also be included equally in tournaments over the course of any given season. The above policy includes selections for ALL tournaments. The only exception to this policy is NIBFA CUP and FOYLE CUP tournaments when the strongest squad possible can be selected (but it is encouraged that all members of the tournament squad get meaningful game time).

22.0 Coaching from Side-line (Youth Teams)

Draperstown Celtic ask that spectators do not coach the children either at training or matches. The main reason for this is that we know that young players simply find it too confusing when there are too many voices shouting at them.

Think about it. . . . A young child is on a pitch which on one side has a couple of Coaches and on the other side dozens of parents. Even though the instruction from a parent is undoubtedly well intentioned it will rarely be exactly the same as the Coaches and will likely result in the child getting confused and probably making a poor decision.

When coaching a child DCFC Coaches should try to get a good balance of directing and instructing the child whilst also encouraging children to make their own decisions and accepting that they won't always make the best decision – that is part of the learning process.

23.0 Club Facilities

Draperstown Celtic are the leaseholders of the 2 football pitches at Cahore. Please adhere to all signs and notices (at venue, on social media, email notification etc) regarding use of pitches as well as any other signs regarding maintenance etc..

DCFC also use numerous facilities in and around Draperstown. ALL staff members are responsible for ensuring that facilities are used and left in a way that is reasonable and considerate towards the owner of the facility and other users. Any club member that leaves facilities in an unreasonable condition may be subject to the DCFC disciplinary / complaints procedure.

It is the responsibility of DCFC coaches to decide if the condition of any facility is safe to use for DCFC activities.

More information on facilities and the booking of them is included in the coaches guide

23.1 Equipment

The club has spent a lot of money on equipment to facilitate coaching sessions and matches. This equipment includes but is not limited to: footballs, goals and nets, cones, markers, slalom poles, ladders, speed rings, bibs etc

All members are expected to treat the equipment with care and respect and pay particular attention to avoidance of wilful damage of the equipment or the unauthorised removal of equipment

Any member found to be guilty of the above is accepting financial liability for the replacement of said equipment and may also be subject to disciplinary action.

23.2 Defibrillator

We have, in partnership with Mid Ulster District Council (who supplied the heated outdoor case), recently installed a defibrillator at the Cahore Road complex. This defibrillator will be connected to the "network" which means the Ambulance Service are aware of it and will be able to supply the code when you dial 999.

The defib is supplied with both adult and paediatric pads.

If used please message the Draperstown Celtic Facebook page so that we aware that pads etc need replaced

24.0 Media

The media is an important vehicle to promote DCFC and help grow the club. However there are some considerations and following these guidelines will help to ensure that DCFC media is always positive and appropriate.

24.1 Match Reports

We encourage and like to see match reports for all age groups however reports can only be compiled if a member at the match sends in some basic details to us. Some basic information that helps to compile a match report is; opposition, was game home or away; half time and full time scores, debutants, names of scorers and any other players to be specially mentioned for positive performances are always needed. Match and player photos are welcomed

24.2 Online Social Media

DCFC have a website, a Facebook page, an Instagram page and a Twitter account and encourage members to view, like and subscribe to the DCFCFC online media.

DCFC gain permission that photographs of playing members can be used in club media during the registration process. Any individual members posting photographs of members on social media should have the express permission of the member's parents (if under 18).

We strongly advise all members to be careful of what references are made to DCFC on social media and ask members to refrain from making any comments that may bring the club into disrepute - including negative comments about the club, opposition or officials.

If you have an issue please speak to a committee member rather than taking to social media or WhatsApp groups. A member bringing the club into disrepute on social media may be subject to the DCFC complaints procedure.

25.0 Fundraising and Sponsorship Policy

Fundraising is an important aspect of club income. It supplements membership fees (which are deliberately kept low so as not to exclude anyone on the grounds of cost) and enables the club to renew equipment, pay for facilities and fund qualifications and courses. Fundraising events that can be organised by DCFC and/or their teams or supported by anyone include: Tournaments, Quiz Night, Night at the Races and Raffles

All fundraising activities that are organised to support DCFC must be approved by the DCFC Management Committee prior to any action being taken. All monies from fundraising activity must be provided to the DCFC Treasurer to be deposited in the relevant DCFC account.

Fundraising and sponsorship shall be carried out for the benefit of the club as a whole and not for the benefit of individual teams unless specifically authorised in advance by the Committee. If fundraising activity has been organised for a specific purpose and approved by the Committee then the funds raised can be ring fenced by the Treasurer for this reason. If ring fenced funds for a specific purpose does not fully cover the cost of what is required DCFC **may** decide to make up the remainder of the cost from club funds subject to committee approval.

Any member found to be withholding fundraising monies without depositing them with the club will be subject to the club's disciplinary procedure and risk being suspended or expelled from DCFC.

As a general principle teams and squads that organise and support fundraising events are more likely to be supported by the club when requesting reasonable levels of financial support. Teams and squads that do not support the club's efforts are less likely to benefit from club funds.

The objective of any **sponsorship** deal is to maximise value to the club (financial, value-in-kind or reputational) from commercial partnerships, to fund the club goals (especially facilities). Sponsorship is not intended to subsidise club membership fees.

The club no longer will promote separate sponsorship of individual teams in order to avoid overall brand dilution. Our main sponsors pay a lot of money to be a club sponsor. Also as one club with many teams it is our policy that all our players should look the same therefore we should not negotiate individual sponsorship deals for the playing kit. However **with the agreement of main sponsor AND Management Committee** there may be possibility of additional sponsors on leisure wear for individual teams. The main sponsor logo **MUST STILL** appear on front of all leisure wear

To maximise value, our potential sponsorship rights (aside from previously mentioned playing kit and leisure wear) are separately defined to enable different opportunities (e.g., kit bag for an individual team, events, signage, communication channels) to meet the needs of different partners.

All sponsorship deals must be approved by the Management Committee to ensure they are suitable to the club and all agreed sponsorship monies should be paid to the club before branded gear is ordered and purchased.

26.0 Awards Events

At the end of the relevant season the club will hold an awards event for ALL teams that take part in the Harry Gregg Foundation Youth League SSG Centre and up. The club will organise a venue, refreshments and they currently present the following 4 major awards –

- Newcomer / Most Improved Player,
- Top Goalscorer
- Players Player of Year and
- Managers Player of The Year.

Some age groups also present a Supporters / Parents Player of the Year. This is **not** a compulsory club award for any age group or team. This award may be included at the discretion of the head coach. There are however a few guidelines that need to be followed if giving this award – the “voters” have had to be at enough games over the duration of the season to make an informed choice, all supporters that attended regularly should be given a vote, not just a “few” and not just parents of players, the voting process must be transparent and be done by the head coach (unless otherwise delegated) and obviously no parent or supporter can vote for their own child or family member.

As per previous years the club will not fund any additional trophies to those mentioned above. If any team wishes to have their own end of season / teambuilding event and it is agreed by committee then all other costs /resources etc must be funded by the team themselves. The club **MAY** help with venue if it is agreed by the committee that venue is suitable
E.g. a previous youth squad held a FIFA evening and charged £5 per head



27.0 Club Disciplinary Policy

This policy is designed to ensure that all members of Draperstown Celtic FC achieve the standards of behaviour as detailed within the club's Code of Conduct (AVAILABLE AT SECTION 6 IN THIS HANDBOOK). Every member of the club is bound by one or more of the Codes of Conduct and are expected to maintain a high standard of behaviour.

The club will usually operate a "3 strike" system (**however - at their discretion – they may decide that the incident is serious enough to skip levels**) before expulsion for all players, coaches, spectators and parents.

The Club and Management Committee will expect that virtually all disciplinary issues with players should, and will, be resolved by the coaches concerned. The club hereby give the relevant coaches/managers the powers to produce sanctions up to and including

- **Verbal or written warning**
- **Exclusion from specified number of matches and/or training sessions**

All coaches/managers should be aware they should not speak to an U18 without another adult present. They should also make the parents/guardians of the U18 aware of the discussion and resultant actions.

The Club strongly recommend that a record of the conversation / decision / and notification of parent/guardian is made

However at their own discretion the coach/manager can escalate the incident straight to the Management Committee

In more serious cases OR where improvement in a players behaviour has not been forthcoming following previous sanctions OR when requested by the coach/manager that the Club deal with the offence a Disciplinary Committee will be formed. This will usually consist of the Club Welfare Officer and a minimum of two more member(s) of the Management Committee.

Any person who is a parent or relation of any charged individual, or any other party involved in the incident is excluded from sitting on the panel.

It is the duty of the Executive Committee to appoint this panel.

The Disciplinary Committee may impose some of the following actions when appropriate –

- No Further Action
- Verbal or Written Warning about Future Conduct
- Internal Suspension from Participating in Matches and or training – Number of Games/Weeks /Days
- Internal Suspension from Participating in All Club Activities – Period of Time
- Permanent Exclusion from the Football Club

No player should be dismissed from the Club for a first breach of the Code of Conduct except in cases where there has been a case of **Gross Misconduct**. The following list gives examples of behaviour that are normally regarded as gross misconduct:

- Fighting.
- Assault on another person.
- Deliberate damage to Club property.
- Bringing the Club into serious disrepute by actions or words.
- Serious negligence or disregard of the Club Rules that causes, or could have caused, unacceptable loss, damage or injury.
- Serious act of insubordination, including the failure to follow or observe reasonable instructions of the team coach/manager/committee.
- Sustained verbal or physical bullying of another club member regardless of the team both parties represent. This includes comments about ability or performance made during a game, training or non-football related setting (e.g. School).

Only the Club Management Committee (with a quorum of four) can take the decision to dismiss a member. In the case of an U18 the child's parent/guardian will be provided, as soon as practicable, a written explanation for dismissal, the date upon which membership will terminate and the right of appeal.



28.0 Complaints Procedures

It is recognised that in any football club, issues and misunderstandings may arise. Successful resolution of these issues depends on the willingness of the parties involved to communicate with one another. Every effort should be made to resolve disputes in an informal manner whatever issues arise. However, there will be occasions where issues cannot be resolved informally. It is the policy of Draperstown Celtic FC to provide an orderly and formal procedure to deal promptly and fairly with any serious issues.

28.1 Informal Complaint Procedure

- Discuss the complaint with the relevant team coach / person involved and seek a resolution as soon as practical.
- Talk directly face to face.
- Avoid emails or social media
- Where no satisfactory solution is possible, initiate a formal complaint procedure.

28.2 Formal Grievance Procedure

As soon as practical issue a description of the complaint should be made by email to the following address draperstowncelticfc@outlook.com

This description / 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 may have been treated in a similar way
 - (iv) Details of any former complaints made about the incident, date, when and to whom made
 - (v) A preference for a solution to the incident.
- A Complaints Panel will be formed consisting of three Management Committee members. The members will be dependent on whether or not there is the possibility of a conflict of interest.
 - Evidence from all parties will be considered. A complaint hearing involving all interested parties **may** be called, where all sides can put their case forward. Alternatively a written statement(s) can be supplied as long as it is signed and dated.
The method of “hearing” will be decided by the panel
 - Having heard all sides of the argument, the Panel will make a decision on how best to resolve the complaint.
 - The Panel will formally respond to the grievance and if necessary request further information.
 - This decision will be communicated to all interested parties.

Decisions on all grievances will be made within two weeks of the formal procedure being initiated.

The Club's Disciplinary / Complaints Committee have the power to recommend to the full Club Committee the following decisions / sanctions:

- No case to answer, complaint not upheld
- Warn as to future conduct – written warning, final written warning
- Suspend from membership / remove from membership any person found to have broken the Club's Policies or Codes

28.3 Appeals

A member who wishes to appeal against any disciplinary decision should inform the Club via club email within 5 days. At the appeal any disciplinary action proposed will be reviewed by the Executive Committee. (In the event of a conflict of interest another member of the Management Committee who did not take part in original decision, will be drafted in). The member's parent/guardian or representative, if they are a junior player, should accompany them to the appeal hearing. The member / family member will be notified of the outcome of the appeal in writing within 5 days of the hearing. The decision reached by the Appeal Committee will be deemed final and no further correspondence will be entered into.



APPENDIX A Frequently Asked Questions

What do you mean when you say we have the People and Clubs Accreditation?

The People and Clubs Accreditation is the Irish FA's accreditation scheme for all clubs across N. Ireland. The accreditation aims to recognise and reward clubs who go above and beyond by providing their members with great experiences, have an inclusive environment, follow safeguarding guidelines and link in with the local community. There are 3 different strands that clubs are assessed on, namely Club Development, People Development and Club Operations. Clubs who achieve the accreditation will be listed on the IFA website and you can be sure they offer a safe, inclusive, well-run and sustainable club

<https://www.irishfa.com/irish-fa-foundation/community-volunteering/people-clubs-accreditation>

Can my child join DCFC?

Yes, of course they can if they were born between 2012 and 2017 (slightly different for girls, just message us).

But my child has never played football before, is that ok?

Of course it is. DCFC is a grassroots development club. Our 'job' is to work with all kids, regardless of their ability, to ensure that first and foremost they enjoy playing football. If your child wants to play for us then that's enough for us. Just click the link and get them registered. <https://www.klubfunder.com/Clubs/Draperstown%20Celtic/Membership#MembershipsOptions>

Does joining involve trials?

No. As long as we have room in your child's age group they can join immediately. Again, we are a grassroots club, in fact we are previous winners of IFA Grassroots Club of the year, and we don't believe that we should be placing any pressure on your child causing them anxiety or causing them to question their self-worth just so that they can kick a ball with their friends. Players develop at different ages, why should we judge them based on their current stage of development? Also, who is to say that any particular coaches opinion of your child's ability is correct?

Will my child get to play some matches?

Of course, our focus is on development. As your children move up the age groups then of course we will start to put more emphasis on results but we think we can achieve results by developing players. Playing time generally depends on things like attendance at training, behaviour and the number of coaches available (the more coaches we have, the more playing time your kids get so feel free to join the coaching team).

How much does training cost?

Youth training costs £2 a session with a further small cost applicable when your child is picked for a match. We work with you.

What's included in my membership?

The membership fee includes league registration, league and cup fees, and the minimum insurance applicable to enter leagues. It does not include midweek training or match day fees if selected. Neither does it include club kit.

Where can I buy all the DCFC kit that I have to buy?

It is not compulsory to buy any kit. If you want to then of course that's ok, we will advertise the club shop well every time it is open but again you don't have to buy anything. We provide tops for FDC players and kits for the older youth when they are selected to represent us at a match. This is made possible because of generous sponsorship from Ballinascreen Credit Union. If you do wish to buy something we would recommend the Quarter Zip which can be worn to matches but also acts as casual wear. The klub shop will be open periodically throughout the year.

I would like to coach but I don't have any coaching experience?

Ok, so it's not often we get asked this this. However we are always interested in coaches who buy into our ethos. It is very unlikely that many new coaches have coaching experience, and as part of our commitment to the People and Clubs Accreditation the club will arrange and fund training for you. Each team requires a qualified coach, who must complete the National Coaching Certificate badge. The duration of the NCC generally covers 3 single days over 3 consecutive weekends. Please message the Club Facebook page for details.

Do parents need to stay for training and matches?

Yes at the younger age groups e.g. the FDC for toilet runs etc. Parents should not expect the coach to be responsible for their child beyond the normal context of delivering a safe football training session. The DCFC coaches are encouraged not to transport other children (besides their own) in their vehicles if they are the only adult in the vehicle . This is considered best practice in many organisations that deliver children's activities. In rare occasions with the parent express permission can their child travel with a coach

What happens to all the money from membership fees and fund-raising and weekly subs?

DCFC is run entirely by volunteers. We are not paid. All money we raise from membership subscriptions and fund-raising is spent on IFA, NIBFA, NWFA, NIWFA and league registration, pitch hire and maintenance, equipment (goals, balls, etc), training courses for our coaches, maintenance and utilities, storage facilities, , etc. All monies raised stay within the club unless otherwise stated e.g. charitable donation.

When do training and matches take place?

It depends on age but for FDC training is on Sunday mornings at the backrow from 9am to 11am. Matches for this age group will usually be organised for Friday evenings or Sundays during training. Older age groups train once during the week and will normally play their matches on a Saturday morning. Training times will be posted on social media etc.

For children 13 or under:

1. Players should be collected from training and matches by a parent or designated adult.
2. If someone else is collecting your child, please ensure that the Coach knows of the arrangement
3. We recommend that, when taking and collecting your children to and from training, you accompany them to and from the pitch for their safety.
4. If you are late collecting your child, please contact the Coach who will arrange to stay with your child until you arrive. Please try to be on time and respectful of the coach's time.
5. All parents are responsible for their children if they are allowed to travel home on their own.
6. We advise you to tell your children not to go home with anyone else unless you have agreed with them in advance, even if they know the person concerned



APPENDIX B CLUB ROLES AND RESPONSIBILITIES

B1. CHAIR

- Provide leadership and direction for the club
- Oversee the work of the Club Committee
- Chair meetings of the club
- Advocate for the football club in the local community.
- Implement & manage the clubs long term development plan
- Work with & help all other relevant persons within & outside of the club to ensure the plan is workable and achieved.
- Representing club at outside meetings at the direction of the club committee regarding the development of the club
- Support all other volunteers in the development/running of the club

B2. VICE CHAIR

They shall deputise for the Chair and as such the role is similar to that of the Chairperson.

- Deputise for the Chairperson in their absence or as requested by the Chairperson
- Work with the Chairperson to ensure that all Officer/Committee positions are filled
- Support the Chairperson to provide leadership to your team on all aspects of the club from playing to fundraising and social activities
- Work with the Chairperson to arrange Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings. Chair meetings in the absence of the Chairperson
- Work with the Chairperson to create your club development/business plan
- Deputise for the Chairperson at RFU AGM and local Constituent Body meetings as appropriate
- Attend Sub-Committee meetings if they concern club policy

B3. SECRETARY

- Official contact between club and IFA, leagues and other clubs
- Ensure club representation at league meetings
- Ensure club affiliation & league membership
- Ensure effective correspondence & communication
- Ensure effective correspondence & communication

Represent the club at outside meetings at the direction of the club committee.



B4. TREASURER

- Manage and administer finances of the club
- Create annual income and expenditure sheets and balance sheets
- Ensure all payments and fines are paid on time and recorded
- Ensure all fundraising and sponsorship opportunities are agreeable to club policy.

B5. COMMITTEE MEMBERS

The Committee will make decisions as a collective group and hold joint responsibility for decisions and actions taken by the management committee. They are responsible for ensuring that all decisions are taken in the best interests of the club.

- Improve the clubs reach within the local community
- Representing the club at local events
- Co-ordinating day-to-day tasks at the club
- Organise/co-ordinate match day volunteers and duties including stewarding, clean ups post games,
- Liaise with supporters, ensuring their views are brought to the Committee
- Uphold the values and objectives of the club
- Give adequate time and energy to the club
- Act with integrity

B6. MEDIA SECRETARY / WEB MASTER

- Accumulate & manage a list of all local media contacts
- Liaise with various club & team contacts to gain match reports, team & club stories for inclusion in the local media
- Produce general interest stories about the club for local press
- Ensure that the club is featured in locally produced sports/information magazines
- Work with club officers & volunteers to maintain the club's online presence and e-mail facilities
- Manage and administer the Club domain name
- Manage and administer the Club website & social media
- Manage and administer the Club e-mail
- All communications received through the website/social media is communicated to the correct person



APPENDIX C FOOTBALL ROLES AND RESPONSIBILITIES

C1 FIRST TEAM MANAGER & COACH

Responsible for: Overall Senior Squad Management and Development (Including Reserve Squad)

- Team selection
- Organisation of coaching/training for both senior squads
- Manage the First Team Coaches & Reserve Team Management/Coaches

Responsible to: Club Committee

Main Duties:

- Abide by and promote sound ethics and club policy, fair play and equal opportunities to all members.
- Promote the club ethos of unity and playing as a team through encouragement & promoting confidence within the squad.
- Be aware of and promote the clubs codes of conduct for coaches and players at all times.
- Develop players to become tactically aware of the game and increase their ability to make the right decision on the field of play.
- Plan & deliver training sessions that have a clear, well-defined learning objective for the players.
- Consult with reserve team manager and coaches about team selection
- Update players on their progress with support & encouragement.
- Liaise with the Club Committee to ensure that there are regular, appropriate, competitive opportunities for members.
- Ensure the committee is aware of all club activities and encourage strong links and communication between the whole squad through the season.
- Ensure you adhere to the selection protocols – members first, training attendance, training subs
- Manage collection of training subs, pass to treasurer for lodging



C2 RESERVE TEAM MANAGER & COACH

Responsible for: Reserve Team Management and Development

- Team selection – in conjunction with First Team Management
- Liaise closely with First Team Management regarding player development
- Assist the First Team Coaches when required

Responsible to: First Team Manager & Committee

The main aim of a reserve team is to support the first team management in getting players ready for first team football. There will be occasions that the first team will request that players are promoted to the first team squad (sometimes at short notice) and this must happen without argument or negotiation. The reverse also applies – first team members may need game time in reserve team.

Roles and Responsibilities:

- Abide by and promote sound ethics and club policy, fair play and equal opportunities to all members.
- Promote the club ethos of unity and playing as a team through encouragement & promoting confidence within the squad.
- Be aware of and promote the clubs codes of conduct for coaches and players at all times.
- Plan & deliver training sessions that have a clear, well-defined learning objective for the players.
- Consult with first team manager and coaches about players who have done well.
- Update players on their progress with support & encouragement.
- Liaise with the First Team Management to ensure that there are regular, appropriate, competitive opportunities for members.
- Ensure the committee is aware of all club activities and encourage strong links and communication between the whole squad through the season.
- Work with the first Team Management to give opportunities to young players coming through the youth ranks
- Ensure you adhere to the selection protocols – members first, training attendance, training subs
- Manage collection of training subs and pass to treasurer for lodging



C3 Youth Team Manager and /or Coaches

Responsible for: Squad Management and Development

Responsible to: Club Committee

C3.1 Roles & Responsibilities on Football Side:

- Ensure that the club provides a team to compete in the appropriate League. This will include team selection for match days.
- Abide by and promote sound ethics and all club policies, child protection, fair play and equal opportunities to all members. [See Club Constitution & IFA Youth Coaching Guidelines]
- Promote the club ethos of unity and playing as a team through encouragement & promoting confidence within the team ranks.
- Be aware of and promote the clubs codes of conduct for coaches, players and parents at all times.
- Develop players to become tactically aware of the game and increase their ability to make the right decision on the field of play.
- Plan & deliver training sessions that have a clear, well-defined learning objective for the players.
- Consult with coaches and team captain/ vice-manager about the aims of individual sessions.
- Update players on their progress with support & encouragement.
- Liaise with the Club Committee to ensure that there are regular, appropriate, competitive opportunities for members.
- Ensure that you are well briefed about any special needs of the participants involved i.e. medical condition/disabilities etc.
- Where possible provide information on sports science and lifestyle guidance.



C3.2 Roles and Responsibilities of Youth Manager on Administration Side

- Be aware of the club's Child Protection policy, Health and Safety policy and Emergency procedures and take responsibility for Health and Safety aspects during activities. [Access NI Check]
- Be aware of and follow the procedures for recording accidents.
- Organise transport to matches in line within club guidelines
- Locating and booking pitches for home matches in line with club policies – see useful info for detail. This will also relate to cancellation of training slots on occasion if training is not to take place
- Registering of players using links supplied by the league and ensuring players are correct age and have appropriate documentation
- Looking after the team kit - small allowance monthly for washing powder etc
- Deal with any parental queries regarding playing time and opportunities.
- Communicating with other club managers, referee co-ordinator in regard to fixtures, kit times etc. Also ensuring results and match cards get to league in proper time frame.
- Manage collection of training subs, membership etc. and managing team accounts. Balance sheet and money to be supplied to Youth Officer monthly
- End of Season review to Club Committee
- Ensure the committee is aware of all club activities and encourage strong links and communication between each team through the season.
- Take responsibility for ensuring that the equipment is correct and is kept in good working order. Advise Club Committee when equipment is damaged or represents a danger to the players, removing the equipment with immediate effect. No purchases to be made without committee approval



APPENDIX D

Online Registration

Before beginning the process please have your credit card handy (and ensure you have taken your child's photo (head shot) and also a photo of Passport / birth certificate). See note at point 7

1. Enter the link to bring you to Membership or go directly from Facebook or Web https://www.klubfunder.com/Clubs/Draperstown_Celtic/Membership#MembershipOptions
2. Select the appropriate membership(s) you require by clicking "Add to Basket". Please ensure that you select the correct child membership as there is a difference between the FDC membership and youth team membership. Check the DOB for each membership before selection.
3. If you require more than one membership of certain age just click on the "Add to Basket" button again
4. At the bottom of the screen a summary of the basket is given. If you are content the basket is correct click on the "Buy Now" button
5. The system will then take you through each membership form individually. All lines with an * must be completed
6. When you are finished the first form click "Next" and this will automatically bring up second membership form. The current membership form you are completing will be in bold print at top of form. Please continue until all relevant forms are completed
7. As stated above if you are registering a child in the Youth Team category please ensure you have taken a photograph of your birth certificate OR Passport and a head shot photo of the child on your phone. Complete the form as normal. When you reach the appropriate part of the form click the "Upload Files". The first photo you will upload is a Photo of the Child (Head Shot Only) followed by a photo of the Birth Certificate or Passport. **THE NAME & DATE OF BIRTH SHOULD BE CLEARLY VISIBLE.** When appropriate photos are selected click "Done" and then complete rest of the form including the opt in buttons for GDPR purposes
8. When all memberships are completed and entered press the "Check out Now" button.
9. The system will then ask for your payment details – complete as requested.







Prepared by:
Draperstown Celtic

