



Hereford FC Academy

Player & Parent Handbook

Better People, Better Players

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Hereford FC Academy Vision

Hereford FC want to be known for our commitment to developing good football players – on and off the pitch. **Better people, Better Players.**

We will ensure the interest of the players come first. We want to create a positive, challenging and enjoyable learning environment which provides the player with the freedom to express and develop their natural ability. We will always act in the best interest of our players.

We analyse the player's performance against The FA Four Corner Model – Technical, Tactical, Physical, Psychological and social. This model will help us break down the player's performance to assess our players, highlighting their strengths and areas for development.

Our aim is to grow and develop our community partnerships to enhance the current facilities we already have. This will include pitches with changing facilities and classrooms and meeting areas.

We want to employ the best coaches and help them develop to be the best they can be, which in turn, will help our young players develop. We want to attract the best local players to our Academy through our professionalism, success and reputation. For now, our ambition is to be one of the best Youth Academy's in the Country outside of the Football League.

Our ultimate aim is to increase the supply of young, talented players progressing through to the Hereford FC 1st Team.

Hereford FC Academy Mission Statement

We want to identify, recruit and develop local players and provide a clear player pathway to the Hereford FC 1st Team. We want develop players through consistent, quality coaching in a safe, structured environment in compliance with all relevant FA policies and guidelines. **Better People, Better Players.**

Hereford FC Academy Core Values

We have three HFC Core Values which must be embraced by all players and staff representing the club:

Hardworking – at all training sessions and games. Our coaches will provide players with the opportunity to develop but hard work is the responsibility of the individual player. Hard work teaches perseverance, persistence and determination.

Fair – acting in a fair and honest manner is an important life skill for our players. It creates a positive mind set and facilitates morally acceptable behaviour – on and away from the pitch. Our players will respect the coaches, opposition and match officials and shake hands at the end of games and training sessions.

Committed – to develop and give the best of themselves 100% of the time, on and off the pitch. We want to develop our players so they are technically/tactically, physically, mentally and socially ready to step into the Hereford FC 1st Team. We want our players to be proud to represent Hereford FC, buying into and adhering to the Academy Vision and Core Values.



Hereford FC Academy Objectives

- Encourage every player to achieve their best in football and life.
Better People, Better Players.
- Act as positive role models in all that we do.
- Provide a safe, supportive, positive learning environment where players and coaches take pride in self-development.
- Deliver a player-centric development programme which maximises the potential of every player.
- Openly communicate the Vision, Core Values and Objectives of the Academy with all Hereford FC stakeholders.

Hereford FC Football Philosophy

At Hereford FC, our philosophy for the game remains consistent, from 1st team through all phases of the Academy, and is determined and developed at Board level. It is vital this is reflected at all phases of the Academy through the delivery of a high quality coaching programme.

We want to produce young players who have the attributes, in line with the FA's four corner model, to play football for Hereford FC 1st Team. By placing our focus on long-term player development and individual player performance over results we will produce well rounded young people who reach their maximum potential as footballers. However, we want our player's to be competitive in every task they are set whilst upholding the Academy Vision and Core Values.

All Academy phases will work together to support the needs of our players with the ultimate aim of providing a clear player pathway to Hereford FC 1st Team.

We will coach in a way which encourages our players to:

- Be creative
- Be attack minded
- Enjoy possession of the ball and defending
- Have a winning mentality

Foundation Phase

The Under 12s will be our only Foundation Phase team. They will play 9 v 9 format. All players will be given equal game time on the condition all Hereford FC Core Values are being demonstrated.

Grassroots Football:

Foundation Phase players can play grassroots football. However, with the best interest of the players' welfare in mind, we ask parents and grassroots coaches to manage game time responsibly.

Remember the Hereford FC Academy Core Values.

Preferred Formation:

1-4-3-1*



Focuses:

Training, learning and engaging.

- Training focused on teaching a range of techniques
- Creativity & inventiveness with no fear to find a way
- Challenge players to use both feet in all activities

Outcomes:

Engaged players with enthusiasm and love of the game.

- Broad technical proficiency
- A willingness to take risks and 'make things happen'
- Agile, co-ordinated and well-balanced footballers

Youth Phase

Our Youth Phase will consist of teams from Under 13s to Under 16s. They will play 11 v 11 format. All players will be given equal game time on the condition all Hereford FC Core Values are being demonstrated, a particular focus will be on attendance and performance at training sessions.

Grassroots Football:

Youth Phase players can play grassroots football up to the U15 age group, at which point we request they solely focus on our Hereford FC Academy Player Pathway. U13 and 14 player can play grassroots football, however, with the best interest of the players welfare in mind, we ask parents and grassroots coaches to manage game time responsibly. A Youth Phase Player should play no more than 80 mins of competitive football over the course of one weekend.

Example: If a player plays 40 mins for Hereford FC on Saturday we request they only play 40 mins for their grassroots club. Should any player exceed this 80 min rule, the minutes over the allowance will be deducted from game time on the following Saturday for Hereford FC. ***Remember the Hereford FC Academy Core Values.***

Preferred Formations:

1-4-4-2, 1-4-3-3*

Focuses:

Embedding game understanding and sound decision-making skills.

- Development of position-specific techniques
- Introduction to tactics and role within a unit
- Skill-based problem solving

Outcomes:

Well rounded technically sound footballers who can make decisions in games.

- Positional competence
- An understanding of positions and roles within the team
- Game intelligent, capable decision-makers



Performance Phase

The Under 18s will be our only Performance Phase team. They will play 11 v 11 format. At Performance Phase players will not be guaranteed a certain level of game time. It is important we prepare players at this age for 1st team football, therefore game time will be managed at the discretion of the coach.

Local Senior Football:

With long-term player development of in mind we will work with individual players to identify suitable opportunities to play senior football with local clubs. We are working with a number of local senior teams to establish mutually beneficial relationships. However, it should be remembered that Hereford FC Academy and the Player Pathway is the player's priority. **Remember the Hereford FC Academy Core Values.**

Preferred formations:

1-4-4-2, 1-4-3-3, in line with Hereford Fc 1st Team*

Focuses:

Refinement of players' technical, tactical, physiological and psychosocial capabilities.

- Balance of technical refinement with decision making activities
- Tactical appreciation of roles
- Detailed understanding of how to optimally prepare for competition

Outcomes:

Balanced players with the fundamental resources to meet the demands of the modern game.

- Technical excellence combined with game intelligence
- Positional understanding within various systems of play
- Players obsessed with technical detail, role clarity and optimal preparation

*** All preferred formations are only a guideline with the ultimate decision with the respective coach and based on player learning needs and long-term development.**

Birth Bias

Birth Bias is a tendency to select players at the youngest ages who stand out due to physical stature. At Hereford FC Academy, we want to maximise the learning and development opportunities of our players and encourage the use of skill and craft over physical dominance. Therefore, in line with FA and league regulations, we will move players up one age group if they are capable of doing so. This will be measured against the FA Four Corner Model.

No player will be asked to play for an age group two years ahead of themselves.

We will consider:

- If the physical barrier was removed which players would be most effective?
- Are the best players in the team born in the early part of the year?
- Are the best players reliant purely on being stronger and quicker than the other children?
- Compared to other children in the age group would these players be classified as early developers? (i.e. a similar size/ stature to children in older age groups)



Injury, Illness & Recovery

Hereford FC Academy players will inevitably be injured/ill over the course of a season. Our Emergency Action Plan, Injured Players Policy and Treatment of Injury/Illness Guidance sets out our approach to dealing with Player illness or injury.

With the aim of developing physically robust players, minor injuries will be managed as follows:

- If the player leaves the field of play/training session due to injury. This deems the injury significant and therefore will take no further part in the game.
- Following treatment by the Coach the player is able to resume playing immediately as instructed by the coach/match officials and can continue to participate.

The ultimate decision will be at the discretion of the Lead Coach and/or Hereford FC Sports Therapist.

Following injury and subsequent assessment, the Hereford FC Academy Sports Therapist will provide a treatment programme and staged return in line with best practice relating to the specific injury:

- No activity
- Light aerobic activity
- Sports-specific exercise
- Non-contact training drills
- Full contact practice
- Return to play

No player will be treated by the Sports Therapist without a parent/guardian are in attendance.

If players decide to seek further medical attention from an alternative Physiotherapist/Therapist, then they will void the care given by Hereford FC Academy and will not be seen again by our Sports Therapist.

Any injury/illness which prevents a player from training or playing matches for over four weeks will be deemed Major/Serious. A player must not take part in any training session or matches until they have been discharged by the Hereford FC Academy Sports Therapist – this may require written consent from a GP and/or parent.

Player Exit and Support Strategy

Hereford FC Academy is fully committed to supporting an Exit and Progression Programme.

As a club we strive to meet the needs of all players who do not meet the requirements to progress to the next level of the Academy or into the 1st Team.

Player Exit:

If the player or parent / guardian makes the decision to withdraw from the Academy we request that you agree to take part in an informal “Exit Interview” so that we can learn of any issues that may have affected your decision. Without such important information we are unable to identify issues that may need to be addressed. Your co-operation in this interview will be very much appreciated by Hereford FC, the Academy and all other players and staff.



Player Support Strategy:

Our ongoing player assessment will ensure all Academy players are provided sufficient feedback at regular points during each season. Players will be provided Player Reports prior to Player Review Meetings which will be held with their coaches. We will use a traffic light system to define strengths and areas for improvement.

Following Player Review Meetings players and parents will be informed of their position. Players will either be retained with improvement points to work on, or placed on re-trial. Players placed on re-trial will have four weeks to demonstrate they have improved sufficiently in the areas outlined in their player review. Should sufficient improvement not be made we will inform the player of the decision to ask them to return to grassroots football or alternative.

Player and parent will be invited to an Exit Interview in which our coaches will provide additional feedback on the past four weeks and provide assistance in the identification of a new club.

The Future Hereford FC Player

The future Hereford FC player will have the following skills and attributes:

- Football intelligence
- Flexibility – roles
- Athleticism
- Defending 1v1
- Attacking 1v1 – flair in the final third
- Ability to manage situations in the game
- Ability to interchange positions
- Solving problems in real time
- 1 touch passing





Hereford FC Academy

Code of Conduct

Respect





Hereford FC Academy

Code of Conduct

Hereford FC is committed to providing football in a positive, challenging and enjoyable learning environment. We will always act in the best interest of our players.

Our Player, Parent, Coach and Staff/Volunteer Codes of Conduct set the standards we expect from everybody involved in the Academy. They have been developed to improve standards of good practice and protect the welfare and wellbeing of all those involved in the game, particularly our young players.

Player Code of Conduct

- Embrace and demonstrate the three Hereford FC Academy Core Values at all times.
- Show respect to your coach, the referee and opponents.
- Encourage, support and co-operate with your teammates.
- Play and train with shirt tucked in, socks up and shin pads on.
- Play to enjoy.
- Play fair.
- Play hard.
- Play to win.
- Be the best you can be.

As a Hereford FC Academy player, Iagree to abide by this Code of Conduct.

Name

Signature

Date





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Parents Code of Conduct

- Encourage your child to embrace and demonstrate the three Hereford FC Academy Core Values.
- Encourage your child to play by the laws of the game.
- Never place match results above the importance of long-term player development.
- Do not coach from the touchline or making decisions for players.
- Remain behind the respect barrier at matches / outside of the enclosed playing areas at training
- Support and encourage all players from both teams respectfully.
- Respect, support and encourage all coaches and the Hereford FC Football Philosophy.
- Never question decisions made by the coaches or match officials.
- Be aware of the Hereford FC Welfare Policy and who the Hereford FC Welfare Officer is.

By registering my child with Hereford FC Academy I agree to abide by this Code of Conduct. I will support the Academy in its undertakings and encourage it to take the necessary disciplinary actions, where warranted, of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

I, parent of.....agree to abide by this Code of Conduct.

Name

Player

Signature

Date





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Coach Code of Conduct

- Embrace and demonstrate the three Hereford FC Academy Core Values at all times.
- Set a positive example for all Academy players.
- Show respect to your players, parents/guardians, referee and opposition players and coaches.
- Adhere to the laws of the game and always pursue fair play.
- Never place match results above the importance of long-term player development.
- Ensure that coaching sessions are enjoyable and meet the requirements of the Hereford FC Football Philosophy.
- Be aware of the Hereford FC Welfare Policy and your responsibilities.

As a Hereford FC Academy Coach, I.....agree to abide by this Code of Conduct.

Name

Signature

Date





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Staff/Volunteer Code of Conduct

- Embrace and demonstrate the three Hereford FC Academy Core Values at all times.
- Set a positive example for all Academy players.
- Ensure any communication or action on behalf of Hereford FC Academy reflects current policies and procedures - not personal views.
- Declare any conflict of interests upon commencement of or arising during their specific role with Hereford FC Academy.
- Maintain and protect all confidential information/communications.
- Inform Hereford FC, with reasonable notice if they are not able to fulfil their role.
- Avoid any action which may bring Hereford FC Academy into disrepute, even if this is outside Club activities.

As Hereford FC Academy Staff/Volunteer, I.....agree to abide by this Code of Conduct.

Name

Signature

Date





Hereford FC Academy

Policies & Procedures

Respect





Respect

Hereford FC Academy Safeguarding Children Policy

1. Hereford FC acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity.

We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

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

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. Hereford FC recognises that this is the responsibility of every adult involved in our club.

3. Hereford FC has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - Specify what the role is and what tasks it involves
 - Request identification documents
 - As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them.
 - Ask for and follow up with 2 references before appointing someone.
 - Require an FA CRB Enhanced Disclosure where appropriate in line with FA policy.



All current Hereford FC members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit (1).

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Hereford FC guidance will be sought from The Football Association. It is noted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced Disclosure and that all decisions will be made in the best interests of children and young people.

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

5. Hereford FC supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at:

The Football Association
Wembley Stadium
PO Box 1966
London
SW10 9EQ

or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Hereford FC encourages everyone to know about it and utilise it if necessary.

6. Hereford FC has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA.

The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA (CFA) Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of **Respect**, poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the CFA Welfare Officer may be contacted.
8. **Respect** codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by Hereford FC. In order to validate these **Respect** codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.



9. Reporting your concerns about the welfare of a child or young person. **Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.**
- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
 - ii. If the issue is one of poor practice the Club Welfare Officer will either:
 - Deal with the matter themselves.
 - Seek advice from the CFA Welfare Officer.
 - iii. If the concern is more serious – possible child abuse, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Social Care.
 - iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the CFA Welfare Officer.
 - v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - Contact your CFA Welfare Officer directly.
 - Contact the Police or Children's Social Care.
 - Call the NSPCC 24 hour Helpline for advice on 0808 800 5000 or text 88858 or email help@nspcc.org.uk

NB – The FA's Safeguarding Children Policy and Procedures are available via www.TheFA.com/Footballsafes – click on the 'downloads' under Policy and Procedures. The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County Welfare Officer.

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

The Welfare Officer

E: welfare@herefordfc.co.uk

Anna Thomasson – Herefordshire FA Designated Welfare Officer

E: Anna.Thomasson@HerefordshireFA.com

T: 01432342179

M: 07984554017

The FA Website - www.TheFA.com/Footballsafes

E: Footballsafes@TheFA.com

T: The FA Safeguarding Children general enquiry line 0845 210 8080.

(1) The policy on CRB Enhanced Disclosures will be subject to change, in light of relevant legislation. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.





Respect

Hereford FC Academy Anti-Bullying Policy

Statement of Intent

Hereford FC are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Hereford FC. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively. Hereford FC are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member. Hereford FC is committed to playing its part to teach players to treat each other with respect.

What is Bullying?

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

Bullying can be:

- **Emotional** being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures).
- **Physical** pushing, kicking, hitting, punching or any use of violence.
- **Sexual** unwanted physical contact or sexually abusive comments.
- **Discrimination** racial taunts, graffiti, gestures, homophobic comments, jokes about disabled people, sexist comments.
- **Verbal** name-calling, sarcasm, spreading rumours, teasing.

Cyberbullying

This is when a person uses technology i.e. mobile phones or the internet (social networking sites, chat rooms, instant messenger, tweets), to deliberately upset someone. Bullies often feel anonymous and 'distanced' from the incident when it takes place online and 'bystanders' can easily become bullies themselves by forwarding the information on. There is a growing trend for bullying to occur online or via texts – bullies no longer rely on being physically near to the young person.



Why is it Important to Respond to Bullying?

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

Hereford FC has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

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

Signs and Indicators

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

- Says he or she is being bullied.
- Is unwilling to go to club sessions.
- Becomes withdrawn anxious, or lacking in confidence.
- Feels ill before training sessions.
- Comes home with clothes torn or training equipment damaged.
- Has possessions go "missing".
- Asks for money or starts stealing money (to pay the bully).
- Has unexplained cuts or bruises.
- Is frightened to say what's wrong.
- Gives improbable excuses for any of the above.

In more extreme cases:

- Starts stammering.
- Cries themselves to sleep at night or has nightmares.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Bullying as a result of any form of discrimination

Bullying because of discrimination occurs when bullying is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability.



Generally, these forms of bullying look like other sorts of bullying, but in particular it can include:

- Verbal abuse – derogatory remarks about girls or women, suggesting girls and women are inferior to boys and men, or that black, Asian and ethnic minority people are not as capable as white people; spreading rumours that someone is gay, suggesting that something or someone is inferior and so they are “gay” – for example, “you’re such a gay boy!” or “those trainers are so gay!” Ridiculing someone because of a disability or mental health related issue, or because they have a physical, mental or emotional developmental delay. Referring to someone by the colour of their skin, rather than their name; using nicknames that have racial connotations; isolating someone because they come from another country or social background etc.
- Physical abuse – including hitting, punching, kicking, sexual assault, and threatening behaviour.
- Cyberbullying – using online spaces to spread rumours about someone or exclude them. It can also include text messaging, including video and picture messaging.

Discrimination is often driven by a lack of understanding which only serves to strengthen stereotypes and can potentially lead to actions that may cause women, ethnic minorities, disabled people, lesbian, gay, bisexual or transgender people, or people who follow specific religions or beliefs, to feel excluded, isolated or undervalued. Ensure that club members know that discriminatory language and behaviour will not be tolerated in this club.

- If an incident occurs, members should be informed that discriminatory language is offensive, and will not be tolerated. If a member continues to make discriminatory remarks, explain in detail the effects that discrimination and bullying has on people. If it is a young person making the remarks their parents should be informed just as in any breach of the clubs Code of Conduct and this Anti-Bullying policy.
- If a member makes persistent remarks, they should be removed from the training setting in line with managing challenging behaviour and the Club Welfare Officer or club officials should talk to them in more detail about why their comments are unacceptable.
- If the problem persists, the member should be made to understand the sanctions that will apply if they continue to use discriminatory language or behaviour.
- Consider inviting the parents/carers to the club to discuss the attitudes of the youth member in line with the procedures detailed in this policy.

Procedures

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



Recommended Hereford FC action

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

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

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

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

Prevention:

- The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.
- All club members and parents will sign to accept the constitution 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 consider meeting with members to discuss the issue openly and constructively.

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

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



Guidance for parents/carers

www.anti-bullyingalliance.org.uk/

www.stoptextbully.com

www.beatbullying.org.uk

www.stonewall.org.uk

www.bullying.co.uk

Guidance for young people

www.youngstonewall.org.uk/

www.cybermentors.org.uk

www.childline.org.uk

We would like to thank the ASA who have shared their Anti Bullying Policy for Clubs and to Stonewall's guidance from which this recommended FA Club Anti Bullying Policy has been developed.

Further advice on Anti-Bullying matters can be obtained from:

The Welfare Officer

E: welfare@herefordfc.co.uk

Anna Thomasson – Herefordshire FA Designated Welfare Officer

E: Anna.Thomasson@HerefordshireFA.com

T: 01432342179

M: 07984554017

The FA Website - www.TheFA.com/Footballsafes

E: Footballsafes@TheFA.com

T: The FA Safeguarding Children general enquiry line 0845 210 8080.





Respect

Hereford FC Academy Complaints Policy & Procedure

Players/Parents/Guardians

Hereford FC encourage all young players to express their opinion on, and if necessary challenge, matters relating to their individual development, education and welfare; without prejudice or fear.

- In the first instance, informal complaints, concerns or discussion should be either addressed to their Lead Coach or Assistant Coach.
- In the second instance, if unsatisfied with the above in resolving the situation, informal/formal complaints, concerns or discussion should then be taken to the Academy Manager.
- In the case of more serious, formal complaints, players/parents/guardians should register their concerns with the Welfare Officer:

E: welfare@herefordfc.co.uk

- As a last resort, players, parents or guardians should register concerns with the Hereford FC Chairman.
- If unsatisfactory, the problem should be referred to:

Anna Thomasson – Herefordshire FA Designated Welfare Officer

E: Anna.Thomasson@HerefordshireFA.com

T: 01432342179

M: 07984554017

- All formal complaints will be dealt with and recorded.

Complaints/Grievance Procedure for Staff

- If staff have any minor complaints or grievances regarding players, parents/guardians or other members of staff they should in the first instance discuss this with their line Manager.
- In the case of more serious, formal complaints, staff should register their concerns with the Club's Senior Management Team - Academy Manager/RTC Manager.
- All formal complaints will be dealt with and recorded in Meetings and added on file.





Hereford FC Academy Whistle Blowing Policy

Whistle-blowing can be used as an early warning system or when it's recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life.

It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Any adult or young person with concerns about a colleague can also use whistle-blowing by calling **0800 169 1863** and asking for The FA's safeguarding team, or via email on safeguarding@TheFA.com.

Alternatively you can go direct to the Police or Children's Social Care and report your concerns there, or to the Child Protection in Sport Unit via cpsu@nspcc.org.uk or the NSPCC Helpline via **0808 800 5000** or by emailing help@nspcc.org.uk.





Respect

Hereford FC Academy Communication & Social Media Policy & Guidance for U18s

Mobile technology is a key part of everyday life including how and where you can find information about football. Whether it's about professional teams you follow or your own team or club it's a great way to get and share information. Within football we want you to use social networks, the internet, texts and email safely to get the information you need. We have produced the guidance below to keep us all safe and to ensure that we respect each other:

- Tell an adult you trust about any communications that make you feel uncomfortable or that asks you not to tell your parent/carer.
- Know who from your club should be contacting you and how they should be contacting you.
- You can talk to your club's welfare officer if you are unhappy about anything sent to you or said about you over the internet, social networking sites, text messages or via email.
- Don't post, host, text or email things that are hurtful, insulting, offensive, abusive, threatening, or racist as this would go against football rules and could also be against the law.
- Don't give out personal details including mobile numbers, email addresses or social networking account access to people you don't know well offline.
- Facebook has different 'set up' guidelines for U18s to help to keep you safe – use them.
- Even if you get on with your coach, manager, club officials, adult referees or mentors, don't invite them to become your friends online, they have been asked not to accept such invitations.
- Tell an adult you trust if an adult involved at your club or within refereeing asks you to become their friend online and inform your club welfare officer.
- If you receive an image or message which you find offensive, threatening or upsetting tell an adult you trust. Make sure you copy and save the image/message elsewhere or print it off before you remove and destroy it because this may be needed as evidence.

You can also report concerns directly to the police by using www.clickCEOP.net

If you want to know more about how to keep safe online use the below links:

<http://www.thinkuknow.co.uk/>

<http://clickcleverclicksafe.direct.gov.uk/index.html/>

<http://www.thefa.com/TheFA/WhatWeDo/FootballSafe/2010BeOnTheBall>



Social Media – Texts & Emails with U18s

The following guidance is provided not as an obstacle but to support clubs and leagues to manage their safeguarding responsibilities effectively. It aims to ensure children, young people, coaches, referees and adults in a position of trust are not subjected to improper communications or improper allegations. Written informed consent needs to be obtained from parents/carers before group email or texts are used to communicate with U18s.

Do

- Get signed consent from parents/carers before using either of these methods of communication with children or young people.
- Explain to parents/carers and club members the purpose and method for coaches, team managers, referee mentors, club officials etc to communicate by either text, email or both with their son/daughter.
- Only use group texts or emails and always copy in the parent/carer or the designated member of the club to all communications with young people
- Make sure texts or emails are only in relation to specific club related activities e.g. informing young people about changes in travel arrangements, training times or venue changes etc.
- Report to the club welfare officer any instance(s) where you have received any inappropriate communications from a young person. The club welfare officer will then agree what action the club will take, notifying parents/carers and any other appropriate individuals or agencies.

Don't

- Use text or emails for personal conversation, sending pictures, jokes or other items of a personal nature.
- Respond to emails from young people other than those directly related to club matters. Advise your club welfare officer of any non-club related emails you receive.
- Use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone.

Hereford FC also follows the following FA guidelines on social media:

1. Social networking, websites, mobile phones, and email communications.
2. Running a website - Do's and Don'ts.
3. Responsible use of Social Networking sites.
4. Communicating responsibly with Young Leaders, Coaches and Referees Under 18.
5. Using Texts and Emails with U18s – Do's and Don'ts.
6. Guidance for parents/carers - Responsible use of text, email and social networking sites.
7. Guidance for U18s using: Club WebPages, Social Networks, Email and Texts.





Hereford FC Academy Photography/Video Policy

Potential risks

The FA has developed this guidance to help avoid the following:

- The inappropriate use, adaptation or copying of images for use on child abuse websites on the internet (often incorrectly referred to as pornography sites).
- The identification of children when a photograph is accompanied by significant personal information that will assist a third party in identifying the child. This can lead, and has led, to children being 'groomed'.
- The identification and locating of children in inappropriate circumstances which include: (i) where a child has been removed from his/her family for their own safety; (ii) where restrictions on contact with one parent following a parental separation exist e.g. in domestic violence cases; (iii) in situations where a child may be a witness in criminal proceedings; or (iv) other safeguarding children concerns.

It's important to remember the majority of images taken are appropriate and taken in good faith. If we take the following simple measures we can help to ensure the safety of children in football.

Common sense considerations to ensure everyone's safety

Do:

1. Share The FA's guidance on taking images with all parents, carers and members when they join the club.
2. Ensure the club has parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article. This is essential in relation to point 3 below.
3. Ensure that any child in your club who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/carers can identify whether this applies to children in their care.
4. Focus on the activity rather than the individual
5. Ensure all those featured are appropriately dressed (a minimum of vest or shirt and shorts).
6. Aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.



Don't:

1. Publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used.
2. Use player profiles with pictures and detailed personal information on websites.
3. Use an image for something other than that which it was initially agreed, e.g. published in local press when initially produced for a clubhouse commemorative picture.
4. Allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.

Filming as a coaching aid

The FA advises that coaches using videoing as a legitimate coaching aid should make parents/carers and players aware that this will be part of the coaching programme. Care should be taken when storing the videos. If you are concerned about the inappropriate use of images please report this to your CFA Welfare Officer or to The FA Case Manager (contact details provided below).

Remember

- It's not an offence to take appropriate photographs in a public place even if asked not to do so.
- No one has the right to decide who can and cannot take images on public land.
- If you have serious concerns about a possible child protection issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.
- The land or facility owner can decide whether or not photography and or videoing at football activities will be permitted when carried out on private land. However you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave.
- Try not to use images that include individuals wearing jewellery (as wearing jewellery whilst playing is contrary to the Laws of the Game as well as being a health and safety issue).

Commissioning professional photographers and the local media

If you are commissioning professional photographers or inviting the press to cover a football activity, ensure you and they are clear about each other's expectations. The key is to plan ahead and communicate early on.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Inform them of your club's commitment to safeguarding children and young people. Establish who will hold the recorded images and what they intend to do with them, e.g. place on a website for sale, distribute thumb nails to the club to co-ordinate sales.
- Issue the professional photographer with identification, which must be worn at all times

Inform participants and parents or carers prior to the event that a professional photographer will be in attendance and ensure you have established that no under 18s will be compromised due to safeguarding children concerns if their image is taken – remember this can be done by using a Consent Form at the start of the season.

To report potentially unlawful materials on the internet please contact:



The Internet Watch Foundation

E: report@iwf.org.uk

T: 01223 237700

F: 01223 235921

www.iwf.org.uk

The FA's Case Management Team

E: case.management@TheFA.com

T: 0207 745 4787





Respect

Hereford FC Academy Emergency Action Plan

Our Emergency Action Plan (EAP) in the event of injury or incident for all matches and training is as follows:

- Prior to any games taking place either Home or Away it is imperative that each team has an in date Emergency Aid trained person accompanying the team and an adequately stocked First Aid bag in attendance (First Aid Bags have expiry dates on them for guidance). All coaches employed by Hereford FC Academy will hold, as a minimum, FA Emergency Aid Qualification. This qualification is required to be renewed every three years.
- Before Home games take place at any Hereford FC Academy designated pitch or training facility, all coaches should check that the emergency access to the playing area is not blocked and that the whereabouts of any keys is known.
- Lead Coaches are to familiarise themselves with any specific Away venue procedure that might be in place when they arrive on site for their respective away fixtures.

The EAP will consist of 5 steps:

- **Danger** (Incident Safety)
- **Response**
- **Send for Help**
- **Airway & Normal Breathing**
- **Compressions**
- **Defibrillation**

Should an incident occur which involves a player(s) being injured then **SALTAPS** is the set procedure for recognising an injury to a player(s) on the field of play.

- **S** = See the Injury Occur
- **A** = Ask the player questions about the injury?
- **R A B** for an unconscious player. (Response, Airway & Normal Breathing)
- **L** = Look at the Injury
- **T** = Touch; Palpate the Injured Part of the Anatomy.
- **A** = Active Movements from the Player
- **P** = Passive Movements by the First Aider
- **S** = Strength – Player's Movements Resisted by the First Aider.

It is very important to ensure that when it is quite evident that a player **can** continue playing all stages of the SALTAPS procedure assessment are carried out. **Never** progresses through the SALTAPS routine when a player's signs and symptoms indicate the injury is too severe to continue with this process. When dealing with a bleed it is important that protective gloves are worn.



Major/Serious Injuries

- Most injuries that occur will be minor but in the case of a major injury then prompt action is required. An ambulance should be called for as soon as it is recognised that a player has a life threatening or serious injury/illness.
- **DO NOT** move the injured player/change/alter the player's position or remove any equipment as this could cause further harm to the player.
- **DO** immediately organise for an ambulance so that specialist attention can be given to the injured player. Ensure the Emergency Access to the field is opened. Steady and support the player by making them as comfortable and warm as possible until the Ambulance arrives. Ensure a person/guide is in the Car Park to assist the Ambulance arrival on site and direct the responders to the scene. A designated person will be required to look after the non-affected players.
- **Airway & normal breathing** if when checking the injured player they do not respond ensure there is an open Airway and check for normal breathing. If breathing place the player in the Recovery position whilst awaiting further assistance, observe the player for continued breathing until more qualified help arrives. If injured person is not breathing then carryout treatment as per current training given by your EA Instructor. Remember any resuscitation is better than no resuscitation at all.
- **Defibrillation** is the emergency procedure carried out when qualified First Aiders apply an electronic device called an Automated External Defibrillator to the chest of a cardiac arrest casualty.
- **Head Injuries** a player suffering a Head Injury should be taken to hospital if he becomes unconscious, has lowered levels of unconsciousness, has decreased responsiveness, vomits, feels sick, has a headache, becomes restless or irritable, becomes dizzy or drowsy, has a fit (convulsion), becomes confused, has a change in personality or behaviour, has noisy breathing, has a slow pulse rate or it begins to slow or has affected speech (e.g. slurring). Any player sustaining a head injury and demonstrates signs of concussion will be withdrawn from the game/training session and placed under surveillance until medical attention is provided.
- **Unconscious Player** - Arrange for them to be taken to hospital via an Ambulance. Keep an open and clear airway until more qualified Medical help arrives. **DO NOT** leave the unconscious person alone, **DO NOT** give them food or drink.

When playing or training at a Hereford FC Academy match venue or training facility all injuries must be reported to the Lead Coach who will record in their age group specific Accident Book held in the First Aid Bag. This includes anyone going to hospital for further treatment. When playing at an away venue ensure details are recorded as per the Away Club EAP.

Points of Note

- Carry and use only medical items that you have been trained to use. Limit your first aid treatment and or advice to the knowledge and practice to which you are formally trained.
- Refer to Player Medical Forms for details of any pre-existing medical conditions that your players may have and ensure that their required medication is accessible when needed.
- Carry yellow plastic bags for the disposal of contaminated items (you should ensure any area contaminated by blood, vomit or other bodily fluids/substances is cleaned appropriately). Replenish First Aid Bags regularly.
- All Coaches are to carry with them at all times emergency Contact details for their players.
- All Coaches are reminded that they should refresh their First Aid qualification at least every three years. The responsibility lies with the respective Individual to remain in date.



Further advice on this Emergency Action Plan can be obtained from:

The Welfare Officer

E: welfare@herefordfc.co.uk

Anna Thomasson – Herefordshire FA Designated Welfare Officer

E: Anna.Thomasson@HerefordshireFA.com

T: 01432342179

M: 07984554017





Hereford FC Academy Injured Players Policy

Hereford FC Academy players will inevitably be injured/ill over the course of a season. This policy sets out the procedures players, parents and coaches should take when managing an injured player:

During Games

Should injury occur during a game players will be assessed by the Lead or Assistant Coach, both will hold the FA Emergency Aid qualification as a standard requirement of employment.

The injured player will be assessed in line with the SALTAPS procedure as detailed within the Hereford FC Academy Emergency Action Plan.

Serious/Major injuries will be managed in accordance with the EAP.

With the aim of developing physically robust players, minor injuries will be managed as follows:

- The player leaves the field of play due to injury. This deems the injury significant and therefore will take no further part in the game.
- Following treatment by the Coach the player is able to resume playing immediately as instructed by the match officials and can continue to participate in the game.

Ultimate responsibility for managing minor injuries, which do not require medical treatment, during games will lie with the Lead Coach.

During Training

Should injury occur during training players will be assessed by the Lead or Assistant Coach, both will hold the FA Emergency Aid qualification as a standard requirement of employment.

The injured player will be assessed in line with the SALTAPS procedure as detailed within the Hereford FC Academy Emergency Action Plan.

Serious/Major injuries will be managed in accordance with the EAP.

With the aim of developing physically robust players, minor injuries will be managed as follows:

- The player leaves the training area due to injury. This deems the injury significant and therefore will take no further part in the session and must report the injury to the Hereford FC Academy Sports Therapist.
- Following treatment by the Coach the player is able to resume training immediately.

Ultimate responsibility for managing minor injuries, which do not require medical treatment, during games will lie with the Lead Coach.



Injury or Illness Outside of Football

If players are ill or injure themselves when competing in sport/activities outside of Hereford FC Academy duties they will not be able to seek medical attention from the club medical staff.

In the instance of attaining an injury the player and/or parent/guardian must first make the Lead Coach aware of the injury. The Lead Coach will then refer the player onto the Hereford FC Academy Sports Therapist who will liaise with the parents/guardian and/or Doctor/GP/Specialist dealing with the injury/illness.

Any injury/illness which prevents a player from training or playing matches for over four weeks will be deemed Major/Serious. A player must not take part in any training session or matches until they have been discharged by the Hereford FC Academy Sports Therapist – this may require written consent from a GP and/or parent.

Assessment & Treatment

Once a player and/or parent/guardian has alerted the Lead Coach of an injury the coach will book an appointment with the Hereford FC Academy Sports Therapist for assessment, treatment and recovery plan.

In addition:

- Players may not train or play in arm casts as these may injure other players

The Hereford FC Academy Sports Therapist will provide a staged return programme in line with best practice relating to the specific injury. For instance, session 1 - non-contact, session 2 - part-contact, session 3 - full-contact.

If players decide to seek further medical attention from an alternative Physiotherapist/Therapist, then they will void the care given by Hereford FC Academy and will not be seen again by our Sports Therapist.

If a player is injured for 6 weeks or more their monthly subscription can be reduced to £20 per calendar month. However, the player or parent/guardian must apply in writing to the Academy Manager for the discount to be applied.

Further advice on this Injured Players Policy can be obtained from:

The Welfare Officer

E: dan.chance.uitc@outlook.com

T: 07852415835

Anna Thomasson – Herefordshire FA Designated Welfare Officer

E: Anna.Thomasson@HerefordshireFA.com

T: 01432342179

M: 07984554017





Respect

Hereford FC Academy Treatment of Injury/Illness

Hereford FC Academy players will inevitably be injured/ill over the course of a season. This policy sets out the procedures players, parents and coaches should take when treating an injured/ill player:

Medical Notes

Please complete the Hereford FC Academy Medical Form and return to the Academy Manager. No player will be permitted to train or play in matches until this form is received.

Use of Inhalers & Medication

Every player that has been identified as needing an inhaler or any relevant medication, such as an epipen, must bring this/these to every academy training session or match. Here, the Lead Coach or Assistant Coach will ensure that these items are present, located within the given clear plastic folder, along with their information card and are fully visible on pitchside or other training location.

These items need to be fully and clearly labelled to allow coaches, any present sports therapist prompt access to these if necessary.

If any player fails to bring their inhaler or relevant medication to any academy training session or match, they will not be permitted to take part within any physical activity.

This is for the player's own safety and welfare.

Acute Injury Management

Treatment for any sports injury will depend on its location and severity. Minor injuries that do not require a trip to accident and emergency (A&E) or a minor injury unit (MIU), such as mild sprains, strains, knocks or bruising, can be initially treated at home using **PRICEM** therapy before attending the academy clinic:

- **P** – It is important to protect the injured area from further injury. Applying a bandage or support can be used for this.
- **R** – Avoiding exercise and reducing your daily physical activity by resting will allow the injury to start to heal. Playing or training through pain is not advised.



- **I** – Ice (or any frozen compress) can be applied for up to 15 minutes every 2 hours. It is advisable to wrap the ice pack in a cloth to prevent cold burns on the skin.
- **C** – A compression bandage, towel or wrap can be applied during or immediately after icing in order to reduce any inflammation.
- **E** – Whilst ensuring that no pain is being caused, elevate the injured area so that it is above the level of the heart. This allows maximum comfort when resting.
- **M** – Over the counter medication, if appropriate for the individual player, such as ibuprofen gel, can be used to effectively manage any pain and/or inflammation felt.

Concussion information

Any player suspected of having a concussion will be removed from training or play and immediately. Symptoms of concussion can arise over the first 24-48 hours post injury. A player can have a varying number of symptoms and these can range from mild to severe. Common symptoms include:

- Confusion
- Headaches
- Dizziness, feeling stunned or dazed
- Nausea
- Loss of balance

The player should not be left alone for more than 30 minutes over the first 12 hours post-injury and must go to hospital immediately if they:

- Have a headache that gets worse
- Become drowsy or cannot be awakened
- Cant recognise people or places
- Have repeated vomiting
- Behave unusually or seem confused or very irritable
- Have seizures (arms and legs jerk uncontrollably)
- Have weak or numb arms or legs
- Are unsteady on their feet or have slurred speech
- If the player is symptomatic for more than 10 days

It is important for the player to rest physically and mentally until symptoms resolve, with no sleeping tablets or painkillers being given.

Any player diagnosed with concussion should not return to training or play on the same day of injury. When returning players to activity, they will need to be discharged by the Hereford FC Academy Sports Therapist and follow a supervised progressive program:

- No activity
- Light aerobic activity
- Sports-specific exercise
- Non-contact training drills
- Full contact practice
- Return to play

There should be at least 48 hours between stages two and six with a minimum of 23 days from the day of concussion to the next competitive match played. If symptoms reoccur within this time, the player will be rested until they resolve and will return to the program from the previous stage.



Treatment by Hereford FC Sports Therapist

In the instance of attaining an injury the player must first make the coaches aware of the injury. The coach will then refer the player onto the Hereford FC Academy Sports Therapist should they believe that the injury needs medical attention.

The Sports Therapist will assess the patient as soon as possible by the pitch side during games or training or at the earliest availability for an appointment.

Should any player need a more detailed assessment we will advise parents/guardians on where/how best to seek it.

Following assessment, the Hereford FC Academy Sports Therapist will provide a treatment programme and staged return in line with best practice relating to the specific injury:

- No activity
- Light aerobic activity
- Sports-specific exercise
- Non-contact training drills
- Full contact practice
- Return to play

No player will be treated by the Sports Therapist without a parent/guardian are in attendance.

If players decide to seek further medical attention from an alternative Physiotherapist/Therapist, then they will void the care given by Hereford FC Academy and will not be seen again by our Sports Therapist.

