



Draperstown Celtic FC



Members Handbook Season 21/22

Draperstown Celtic FC

MEMBERS HANDBOOK

21/22 Season

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Key Club Personnel Season 2021/22

Chairman – Paul McCallion

Secretary – Kevin McCullagh

Treasurer – Gavin Bradley

PRO / Media – Ryan Lagan

Youth Secretary – Paul McCallion

Youth Treasurer – Paul McCallion

Club Welfare Officer(s) – Peter Price & Paul McCallion

Shop / Merchandise – Ryan Lagan

Committee

Paul McCallion

John Higgins

Kevin McCullagh

John O'Neill

Gavin Bradley

Peter Price

Ryan Lagan

Wendy Conway

Anthony English

Alice Bradley

Key Football Personnel

Below is a list of the head coach and assistant coach for each of the playing teams

First Team

Manager - John Glass

Asst. Manager – TBC

Reserve Team

Management Team – Marcus McGuigan, Henry Heron, Adrian McGuigan

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Members Handbook Season 21/22

U19 Youth Team (2003/04s)

Coaches – Colin Lindsay

U17 Youth Team (2005s)

Coaches – Adam Shiels & Daniel Pearson

U16 Youth Team (2006s)

Coaches –Stevie Caulfield & Ryan McGuigan

U15 Youth Team (2007s)

Coaches – Eamonn Burns, Ciaran Kidd, Kevin Conway & , Benny Quinn

U14 Youth Team (2008s)

Coaches – John O'Neill, Paddy Donnelly, Damien McGlade

U13 Youth Team (2009s)

Coaches – Luke McCallion, Jason Campbell & Aidan McGuigan

U12 Youth Team (2010s)

Coaches – Joe Kelly, Stevie McKee, Euan McWilliams & Cathal McAtamney

U11 Youth Team (2011s)

Coaches - Peter Price, Ryan Lagan & Seamus Flanagan

FDC Coaches (2017s – 2012s)

Coaches - Paul McCallion, Kevin Kerr, David McCusker, Connor McCann ,Kieran Henry, Joe Kelly, Pearse Bradley, Shay Bradley

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Members Handbook Season 21/22

DC Diamonds (Girls)

Wendy Conway, Monica McKenna, Paul McCallion, Patricia Quinn, Tish McBride, Niamh Tohill, Caragh Tohill, Clíodhna Tohill, Alice Bradley, Chloe Mc Peake

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Draperstown Celtic FC



Members Handbook Season 21/22

Contents

- 1.0 Introduction
- 2.0 Constitution & Key Personnel
- 3.0 Equal Opportunities Policy
- 4.0 Child Protection
- 5.0 Codes of Conduct
- 6.0 Volunteer Policy
- 7.0 Mental Health Policy
- 8.0 Data Protection
- 9.0 Player Recruitment
- 10.0 Youth Squads & Rotation
- 11.0 Parents Meeting
- 12.0 Playing and Coaching Kit
- 13.0 Club Shop
- 14.0 Disruptive Children
- 15.0 Playing Up in Youth Teams
- 16.0 Winning vs Development
- 17.0 Equal Playing Time Policy
- 18.0 Coaching from Side-lines
- 19.0 Club Facilities
- 20.0 Media
- 21.0 Fundraising
- 22.0 Membership
- 23.0 Club Disciplinary & Complaint Policy

Enquiries: draperstowncelticfc@outlook.com

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Draperstown Celtic FC



Members Handbook Season 21/22

1.0 INTRODUCTION

The primary 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 WhatsApp or Social Media platform.

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

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Members Handbook Season 21/22

2.0 DRAPERSTOWN CELTIC CONSTITUTION

Name:

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

Objectives:

- To provide a safe environment in which to play association football and arrange social activities for its members regardless of gender, race, religion or ability.
- The club also aims to promote football as a means of enhancing health education (both physical and mental), learning opportunities and local community 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.

Club Colours:

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

Membership:

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

Membership Fees:

Membership fees will be set annually and agreed by the Executive Committee or as determined at the Annual General Meeting. Fees will be paid annually, before end of September

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Draperstown Celtic FC



Members Handbook Season 21/22

Officers of the Club:

- Chairperson
- Secretary
- Treasurer(s)
- Child Welfare Officer
- Public Relations Officer

Committees:

The club will be managed by the Executive Committee consisting of 4 members:

- Chairperson
- Secretary
- Treasurer /Finance Officers
- PRO /Social Media Manager/Vice Chair

The General committee is made up of the Executive Committee and other members. Max of 10.

Committee Guidelines:

- The Quorum required for business to be agreed at a Committee meeting will be 4 members, one of which will have to be the Chairperson or in his/her absence the Secretary.
- The Committee will appoint sub-committees as deemed necessary and appoint advisors to the Committee as necessary to fulfil its business.
- All members, apart from the chairperson, will have an equal vote in any area where such a vote is called for. Where there is a tied vote, the Chairperson will have the casting vote.
- 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

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Draperstown Celtic FC



Members Handbook Season 21/22

responsible for taking action of suspension or discipline following such hearings.

- The Committee will be elected at the AGM each year. Each officer will retire every year but will be eligible for re-appointment.

Finance:

- All club monies will be banked in an account(s) held in the name of the club.
- 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 at the AGM.
- Any cheques drawn against club funds should hold an authorised signature from the Chairperson or Treasurer.

Annual General Meetings:

- Notice of AGM's will be given by the secretary with no less than 7 days' notice given to all members
- The AGM will receive a report from the officers of the Committee.
- Nominations for the officers of the incoming Committee can be sent to the Secretary prior to the AGM or declared at the meeting.
- Elections of officers are to take place at AGM.
- 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.

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.

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Members Handbook Season 21/22

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 Clubs Designated Child Welfare Officers 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. Further details later in this handbook.
- When necessary the Committee will meet to hear complaints within 7 days of receiving such a complaint. The 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.

This constitution was adopted by the members at the Annual General Meeting on July 2017.

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Members Handbook Season 21/22

3.0 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 official 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.

Declaration

It is hereby certified that this document represents a true and most up to date version of the Equal Opportunity Statement of Draperstown Celtic Football Club.

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Draperstown Celtic FC



Members Handbook Season 21/22

4.0 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.

4.1 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.

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Members Handbook Season 21/22

4.2 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.

- Physical Abuse - Emotional Abuse – Neglect - Sexual Abuse

4.2.1 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.

4.2.2 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, or threatening a child takes place.
- There is displayed a lack of care and/or attention to a child.

4.2.3 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

4.2.4 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.

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Draperstown Celtic FC



Members Handbook Season 21/22

4.3 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.

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Draperstown Celtic FC



Members Handbook Season 21/22

4.4 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.

4.5 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 or take unfair advantage of others.
- Players will co-operate with their coach, team mates, officials and opponents.

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Members Handbook Season 21/22

5.0 DRAPERSTOWN CELTIC CODES OF CONDUCT

5.1 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

5.1.1 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

5.1.2 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

5.1.3 Respect Other

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. Never 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

5.1.4 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 waste time, 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.

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Members Handbook Season 21/22

5.1.5 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 you break the rules you will be asked to apologise and reminded of the rules. If you keep breaking the rules you may be :

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

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DRAPERSTOWN Celtic FC



Members Handbook Season 21/22

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

5.2.1 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

5.2.2 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

5.2.3 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

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Members Handbook Season 21/22

5.2.4 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 opponents, supporters or referees.

5.2.5 Look After The Players

Your primary responsibility is to the child and you must place their emotional and physical well being 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

5.2.6 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 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

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Members Handbook Season 21/22

5.3 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

5.3.1 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.

5.3.2 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.

5.3.3 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

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Draperstown Celtic FC



Members Handbook Season 21/22

5.3.4 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
- Be suspended or expelled from club – along with your children

5.4 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 operates a 3 strike 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

This policy and these codes were accepted by the Draperstown Celtic Committee in July 2020

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Draperstown Celtic FC



Members Handbook Season 21/22

6.0 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.

6.1 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.

6.2 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

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Draperstown Celtic FC



Members Handbook Season 21/22

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 of Draperstown Celtic FC.

6.3 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.

6.4 Volunteer Information meetings

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

6.5 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.

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Members Handbook Season 21/22

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.

6.6 Additional Information

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

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.

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.

Declaration

It is hereby certified that this document represents a true and most up to date version of the Volunteer Policy of Draperstown Celtic Football Club.

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Members Handbook Season 21/22

7.0 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.

7.1 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.

7.1.2 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.

7.1.3 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.

7.2 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;

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Members Handbook Season 21/22

- 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.

7.3 Responsibility of Coaches/Volunteers/Committee

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

7.4 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;

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Members Handbook Season 21/22

7.5 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

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Members Handbook Season 21/22

8.0 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.

8.1 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.

8.2 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

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Draperstown Celtic FC



Members Handbook Season 21/22

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.

8.3 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.

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Members Handbook Season 21/22

8.4 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.

8.5 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.

8.6 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.

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Members Handbook Season 21/22

9.0 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.

10.0 Squad Size, 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

The ideal scenario for the club is to ensure that we have multiple (at least two) teams at every age group with each team playing at a standard that is appropriate because this structure ensures that DCFC is an attractive club to join for any player at any age and at any ability whether the player is talented or a development player.

Please note that the committee have decided that at the lower age groups (5vs5, 7v7 and 9v9) that any coach that has a child in their squad can (*if they wish*) include them in every SSG squad. It is not fair that a coach leaves their own child at home in order to give other children the opportunity to play football. This does not mean that the player should play every minute of every game but fall into the equal playing time policy.

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Members Handbook Season 21/22

11.0 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.

12.0 Playing and Coaching 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.

13.0 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

14.0 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.

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Draperstown Celtic FC



Members Handbook Season 21/22

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 process:

- 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 completely.
- 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.

15.0 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 management committee. Exceptional circumstances are defined 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 an age group. In this instance players of that age group will be permitted to 'play up' a year until DC has a squad available for the player's age group. The player will then play in the correct age group.
- 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.

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Members Handbook Season 21/22

16.0 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.

However 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

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.

17.0 Equal Playing Time Policy

Children will get better by taking part and playing. In the Foundation phase the focus should be on developing the individual players rather than results of the team. In relation to the management of a team this should mean that in a game or over a course of games that a squad of youth players should experience a range of situations – starting, listed as a substitute, coming on as a substitute, being substituted. There should be an aim to offer all squad players comparable game time

The job of our club and coaches is to provide the developmental platform. Therefore we recommend the following policy:

Coaches and Managers of Under 7 to Under 12 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.

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Members Handbook Season 21/22

Coaches and Managers of Under 13 to Under 17 teams must aim to try and ensure that all players receive equal playing time over the entire season. These age groups 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.

18.0 Coaching from Side-line (Youth Teams)

Draperstown Celtic ask that spectators do not coach the children. 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.

19.0 Club Facilities

DCFC 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 appendices later on in this guide

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Members Handbook Season 21/22

20.0 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.

20.1 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

20.2 Online Social Media

DCFC have a website, a Facebook 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.

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.

21.0 Fundraising

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 monies are not normally used to purchase kit and clothing – these items are normally funded by sponsorship. Fundraising monies will only be used to fund kit and clothing once the club are convinced that all efforts to secure sponsorship within the team have been completely exhausted.

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Members Handbook Season 21/22

All fundraising activities that are organised to support DCFC must be approved by the DCFC management committee and all monies from fundraising activity must be provided to the DCFC Treasurer to be deposited in the relevant DCFC account. If fundraising activity has been organised for a specific purpose then the funds raised can be ring fenced by agreement with the Committee and Treasurer. 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 complaint procedure and risk being suspended or expelled from DCFC.

Fundraising events that can be organised by DCFC and their teams or supported by teams include: Tournaments, Quiz Night, Night at the Races and Raffles

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.

22.0 Membership Fees

Membership fees are decided by the 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 during August to May 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.

Members must also recognise that events beyond DCFC control (e.g. weather, facility availability, league fixtures) may affect the number of training sessions and matches that DCFC can deliver.

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Members Handbook Season 21/22

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

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Members Handbook Season 21/22

23.0 Club Disciplinary Policy & Complaints Procedure

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.

Every member of the club is bound by one or more Codes of Conduct and is expected to maintain a high standard of behaviour. The club will operate a “3 strikes” system (unless the Committee decide that the incident is serious enough to skip levels) for bad behaviour for all players, coaches, spectators and parents. Anyone found to be in breach of the codes of conduct may be disciplined by, but not limited to: (depending on severity of offence)

- **Verbal or written warning**
- **Exclusion from specified number of matches and/or training sessions**
- **Removal from club for remainder of current season / Expulsion**

23.1 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.

23.2 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 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 / Disciplinary Panel will be formed consisting of at least three senior club members – usually the Club Welfare Officer and 2 members of the Committee.

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Members Handbook Season 21/22

- 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.
- 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

23.3 Appeals

A member who wishes to appeal against any disciplinary decision should inform the Club Secretary within 5 days. At the appeal any disciplinary action proposed will be reviewed by the Club Secretary and another member of the Committee usually the Club Chairman. 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.

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