

**Leicester City  
& County Girls  
Football  
League  
Managers Bible  
2008/2009**



## League Contacts

### Chairman and CFA Representative

**David Mason**

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### Vice-Chairman

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### General Secretary

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### League Treasurer / League Welfare Officer

**Lesley Batchelor**

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### **Registrations Secretary**

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**Notes:** Please ensure when sending in registration forms that they are fully completed and a stamped addressed envelope is enclosed. If not, it will delay the registering of your player and any costs incurred will be passed on to the club.

### **Fixtures Secretary under 9s 10s 11s 12s 13s**

**Julie Rossa**

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### **Results Secretary and Fixtures under 14s 15s 16s 18s**

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**Notes:** All game results on Sundays, by phone between 4.30pm and 6.30pm and email no later than 7.00pm.

When calling or e-mailing (no texting) results please leave your age group, division and team.

**Rules, Secretary and CFA Representative**  
**Andy Bubb**

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**Notes:**

**Referees Secretary**  
**David Parkin**

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**General Committee and Online Support**  
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## **Child Protection**

The League is committed to ensuring all young people, who either play football or carry out some associated role for teams in this League, have a safe and positive experience. The following information has been provided in the interests of sharing 'fit for purpose' and best practice guidelines.

### **Fundamental Principles:**

- All Young People within the care of people associated with this League (be they Managers, Coaches, Exec Members, Referees, Parents of other Players), regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected
- All Young People participating in football have a right to do so in a safe environment
- Adults working within the framework of this League will provide a safe, positive and fun experience
- Managers, Coaches, and adult volunteers will understand and be supported in their role and responsibility with regard to the duty of care for Young People
- Individuals will receive support through education and training, to be aware of and understand best practice and how to manage any welfare issues which may arise
- All suspicions and allegations will be taken seriously, managed, and dealt with in a prompt and efficient manner
- The League recognises the responsibility of the statutory agencies and is committed to complying with the complying with Child Protection Procedures as determined by the FA and other governing bodies

### **Duty of Care:**

- This is defined as the duty an individual or Club has to ensure the safety and welfare of any Young Person involved in related activities, to safeguard them and protect them from reasonably foreseeable forms of harm

### **Good Practice:**

It is important that all individuals working with Young People behave in an appropriate manner, operating within an accepted ethical framework. This will protect both the Young People and the adults. To this end we will do the following-

- Ensure that football is fun, enjoyable and fair play is promoted
- Treat all Young People equally, and with respect
- Always put the welfare of Young People first
- Recognise that all Young People develop and learn differently
- Build a balanced relationship based on mutual trust
- Give enthusiastic and positive feedback at all times
- Ensure that there is regular communication with parents/guardians
- Ensure that if there is any necessary physical contact (e.g. first aid), that this is done openly and with the permission of the parents\guardians
- Maintain player profile records in a confidential manner

**Bad Practice:**

All individuals within the League working with Young People should never do the following:

- Spend time alone with Young People away from others
- Engage in rough, physical, or sexually provocative games
- Allow or engage in any form of inappropriate touching
- Sanction the use of bad language
- Make sexually suggestive comments
- Allow allegations made by a Young Person to go unchallenged
- Reduce a Young Person to tears as a form of control
- Transport Young People in their car alone

We are working towards ensuring that all Clubs within the League are committed to the following –

- All Managers\Coaches to have attained the FA Level 1 Certificate in Football Coaching as a minimum requirement. This includes the attendance at a Child Protection Workshop, and an emergency first aid course
- All persons dealing with Young People to have been vetted via a Criminal Records Bureau (CRB) check
- Having a Welfare Officer on the management team
- The acceptance of the guidelines on bullying, abuse, alcohol and illegal substances, photography and videoing, and any other points not previously covered, as documented in the FA "Goal" publication on Child Protection and Best Practice

**Players Code of Conduct**

The League is committed to the principle whereby all young people who play football have a safe and positive experience. The players themselves have responsibilities to which they should seek to aspire at all times. Playing for the team, and for the team to win, is the most fundamental part of the game – but this has to be done with due regard to the Laws of the Game, the promotion of fair play, and respect for those who are involved in all aspects of the game. There are basic guidelines which must be adopted and accepted.

Players should:

- Make every effort to develop their own sporting abilities in terms of technique, skill, tactics and stamina
- Avoid all forms of gamesmanship
- Remember that they are acting as ambassadors for the Club
- Set a positive example for others, particularly to younger or inexperienced players
- Play by and adhere to the rules, laws and spirit of the game
- Value safety, fair play and welfare above personal prestige and gain
- Accept success and failure, victory and defeat, equally
- Treat opponents and their management team with due respect
- Show respect to match officials and accept their decisions without protest - Remember that without them there is no game!
- Never use inappropriate language, make racist comments or take any form of performance enhancement substances

- Abide by the instructions of their Manager\Coach, providing they do not contradict the spirit of the code
- Avoid being influenced by coaching or other comments from the sidelines
- And finally – be a good sport and enjoy the game!

We strongly recommend that all Clubs provide a Players Code of Conduct to all players registered to train and play for that Club. Many Clubs who already have Codes of Conduct in place ask players to sign to signify they have read, fully understood and fully buy into this Code of Conduct. If your Club doesn't already have a Players Code of Conduct, please feel free to use this.

### **Parents\Supporters Code of Conduct**

The League is committed to the principle whereby all young people who play football have a safe and positive experience. Positive encouragement will contribute to-

- Greater enjoyment
- A sense of personal achievement
- Improved self esteem
- The enhancement of individual skills and techniques

Parents\guardians\spectators attitudes will have a significant bearing on a child's attitude towards many aspects of the game. We would ask that you actively seek to get the parents of supporters to endorse the following-

- Always promote fair play
- Never condone violations of the Laws of the Game
- Support your child without pressure. Recognise that your child's involvement in the game is primarily for their enjoyment
- Applaud good play by both teams
- Accept winning with good grace and defeat with dignity
- Respect the decisions of the match officials
- Be positive and encouraging to all of the players, not just your own
- Do not shout or scream or use inappropriate language
- Respect the decisions of the Manager\Coach and wait for an appropriate time to voice any concerns.
- Avoid coaching players from the sidelines- this is confusing for players and may be in conflict with the instructions given by the Manager\Coach

We strongly recommend that all Clubs provide a Parents\Supporters Code of Conduct to people who regularly turn out to support the players, be they parent, grandparent, aunty, uncle etc. Many Clubs who already have Codes of Conduct in place again ask parents\supporters to sign to signify they have read, fully understood and fully buy into this Code of Conduct. If your Club doesn't already have a Parent\Supporters Code of Conduct, please feel free to use this.

## **Consequences**

Child Welfare issues are of ever increasing importance. In the event of any issues occurring which you may feel relevant please contact your Welfare Officer within your Club. The Welfare Officer has responsibility for collecting all relevant evidence in connection with any issues and discussing them privately with the League Welfare Officer. The most common examples of welfare issues concern conduct of parents, supporters or players towards other players and match officials.

In the event of what is deemed to be serious misconduct by players, parents or supporters there are serious implications on the Club concerned up to and including ban from involvement with football. This course of action is not taken lightly and would always follow a full investigation and would need to be proven before any action is taken. What is deemed to be serious misconduct: Abuse of match officials; Abuse of opposition players; Abuse of Managers; Foul language; this list is not exhaustive.

## **Protests and Complaints**

Throughout the season there may be times when misunderstandings occur and Managers, parents, players feel they wish to make a complaint or a protest. These should be dealt with as fairly, and efficiently as possible, in sport and always with the development of girls' football first and foremost.

This guideline explains the process that should be followed should a complaint or a protest arise, (e.g. if there are issues between Managers, issues concerning parents and players, issues relating the laws of the game). Wherever possible the League recommends that issues should be settled informally, at the time, before entering into the League formal procedure. However, there are times when a more formal approach may need to be adopted.

## **Procedure**

If a Manager, player, match official or parent has a grievance about a situation, which they feel has affected their teams performance, brought the game into disrepute or has affected the dignity of player, supporter or official, either during a game or outside the game; they should be encouraged to talk to their Club CWO in an effort to resolve the situation promptly and informally. As per the rules of the League, objections relevant to the pitch, goals, flag posts or other facilities of the venue need to be referred to the Referee before the commencement of the match. The manager should only progress to a formal grievance below if a satisfactory resolution has not been reached via the informal route.

If the concerns are particularly sensitive, or involve the Manager, then the issue may be discussed in the first instance with the Club CWO. If this first discussion does not resolve the situation, then the following will apply:

- The Manager of the team or the Secretary of the Club needs to put the grievance in writing (letters from players or parents cannot be considered; all communication must come through the Club)
- The grievance form submitted needs to be countersigned by the Club Secretary and/or their CWO, clearly indicating that they support the Manager's wish to begin the formal grievance process (and, where applicable, stating what informal steps have been taken to resolve the situation)

- All grievances should be sent in the first instance to the League Secretary
- If the grievance is a welfare issue – please ensure that this is sent in a sealed envelope – clearly marked **'welfare issue'**
- The League Secretary will determine from the grievance who is best placed to deal with this and will pass it on to the most appropriate person
- The League Secretary will endeavour to acknowledge the grievance within 5 days of receipt and will also advise who has been asked to investigate the complaint from the League's perspective. The League Secretary will provide information on the progress of the matter on a regular basis (please note some issues may need forwarding to the League Welfare Officer or the FA for resolution and it is then difficult for the League to track progress and influence the speed of response)
- If the matter is one that the League Exec need to consider, then this will be raised at the next League Exec meeting and response will follow straight after that meeting in terms of what action is being taken
- A final response will not be given until all parties involved have been given the opportunity to provide their views on the situation
- If appropriate a meeting will be arranged between the Manager and the most appropriate forum (i.e. League Exec; League Welfare Officer, Referees Secretary) to consider the matter and to reach a solution
- Please use the form: **Leicester City & County Girls Football League – Grievance Form**
- There is an appeal process in place and within 14 days of receiving written confirmation of the outcome of a grievance the appeal should be made to the FA (see rules for further information)

### **Manager's Check List – Pre and Post Match**

#### **Pre Match:**

- Refer to the fixtures list on the website in good time to check the fixture (who and where)
- The Fixture Secretary is responsible for managing fixtures and will use the website as a means of communicating any changes
- Sunday\Monday evening prior to the following Sunday's fixture: Home Manager to telephone the opposition to set up the following Sunday's fixture
- Kick off time to be confirmed – Under 18 all 2.00 pm
- Directions to ground to be communicated
- Check kit both teams playing in; Any colour clash then the away team need to change
- It is the Home Managers responsibility to provide a referee if there is no League appointed Referee, and this should be done in good time before the match
- The name of the referee should be confirmed to the opposition – please also indicate whether the referee is a qualified official or a parent\helper
- If the appointed referee does not turn up for the match, the home team can offer in a substitute referee however the away team can reject the substitute referee
- If for any reason a neutral referee is required; Home or Away Manager to contact the Referee's Secretary to arrange giving at least 7 days notice

### Match Day:

- Home Manager to ensure the pitch meets League standards; corner flags, goal posts\nets etc are of the right standard and match balls are available
- Both Home and Away Managers must check player registration cards before kick off
- If a team does not have any registration cards then the game cannot be played under the rules of the League; the game can be played as a friendly – this game would however be classed as an unauthorised cancellation
- The original registration cards need to be produced; not photocopies
- Particular attention should be paid to the date of birth on registration cards
- Managers need to familiarise themselves with the cut off date for eligibility to play at the relevant age group
- Details re player eligibility are in the League Handbook
- A match report form must be completed by both the Home and Away Manager
- The match result must be phoned in to the Match Controller, by the Home Manager (or representative) only, by 7.00 p.m. on Sunday; in the event of a midweek game by 9.00 pm, only the result is required
- Failure to phone in the result will incur a £5 fine
- If leaving a message on an ansaphone, please state clearly: Age group, teams playing and result (i.e. U12, Rugby Town 2, Loughborough Foxes 1)
- Home and Away Manager to check the website to ensure correct result has been recorded and to start process for the following week's game
- All matches are to be played in accordance with the Laws of the Game as determined by the International Football Association Board or for Mini Soccer the Laws of Mini Soccer as set down by the Football Association
- Please see the FA Website for more information and downloads

### Match Reports Procedures:

- Match report cards to be posted to: the Results Secretary postmarked within 2 days of the date the match was played – Failure to do so will result in a £5 fine
- Match reports to be fully completed with all information required together with a mark out of **100** for the Referee. Failure to do so will incur a fine of £5.
- A fully completed match report must be submitted by both Home and Away teams after every League and Cup game
- Please indicate a score for the Referee; Referee score is marked out of 100
- Three categories need to be considered when awarding the referee's mark:
  - General control of the game
  - Application of the Laws
  - Personality and personal appearance
- If you are awarding a mark of **50** or below for an official Referee - Please send a written explanation to the FA
- If you are awarding a mark of **50** or below for a Parent Referee - Please send a written explanation with your Match Report to Alan Wileman

### **Match Cancellations:**

- Except by permission of the League Management Committee, all fixtures must be completed in line with the fixture list posted on the website
- Where fixtures are not completed in line with the fixture list, and the League Exec have not been notified or approved a change in fixture then appropriate fines will be issued
- Managers should review the original fixture list and ascertain where there might be an issue and submit a request for a cancellation in line with League Rule 10F4 (**use Leicester City & County Girls Football League – Match Cancellation Form**)
- The FA and all relevant County Association Cup competitions take priority over League games and when this happens this will be classed as a legitimate cancellation and Clubs\teams will not incur a fine
- The Manager who is requesting the cancellation or has the need to cancel must contact the relevant Fixture Secretary, whatever the situation before cancelling the match
- There may be times when Managers don't know until arriving at the pitch that the game cannot be played – they still need to contact the Fixture Secretary to advise the game has not been played and the reason (i.e. waterlogged; frost etc)
- The Fixture Secretary will allocate the next free Sunday for the game to be played – this will be posted on the fixture list on the website

**Leicester City and County Girls Football League**

**Grievance**

**Team:** \_\_\_\_\_

**Age Group:** **U10\11\12\13\14\15\16\18\***

**\* Please circle appropriate age group**

**Manager:** \_\_\_\_\_

**Match Details:** \_\_\_\_\_ **V** \_\_\_\_\_

**Date of Fixture:** \_\_\_\_\_

**Nature of Grievance:**

1.	League Policy and Procedures (rules)	
2.	<b>Welfare (Safeguarding)</b>	
3.	Match Officials (Referees)	

**Please ✓ appropriate box**

**All Welfare (Safeguarding) grievances should be sent in sealed envelope marked:  
For the attention of the Welfare Officer**

**For all other grievances - Please give details:**

**Please continue overleaf**

**Has your Club Secretary and CWO been notified:** **YES** **NO**

**Name of person notified:** \_\_\_\_\_  
**Notified by:** **Telephone** **email** **In person**

**League Exec:**

**Grievance Received:** \_\_\_\_\_ **Acknowledged:** \_\_\_\_\_

**Grievance passed on for action to:**

1.	League Policy and Procedure (rules)	League Secretary	
2.	Welfare (Safeguarding)	League Welfare Officer	
3.	Match Officials	League Referees Secretary	

**Please send completed form to League Secretary:**  
Chris Gregory, 8 Stainmore Avenue, Narborough, Leicestershire, LE19 3YX  
Telephone: 07800 516656 Email: chrisgregory66@googlemail.com  
**Form to be submitted as soon after the incident as possible**





