



Competing Club's Tournament Pack

Consent Form & Emergency Contact details For Club's organising Under 18 Competitions

Organisation:

Club/Manager

1. ACTIVITIES & VISITS

I hereby agree to my team participating in the Competition

Do you accept that you have overall responsibility for the team if the situation arises? (please circle answer)

2. EMERGENCY CONTACT NUMBERS

I may be contacted on the following telephone numbers:

Name: Coach

Work: Home: Mobile:

If I am not available, please contact

:

Name: Assistant

Work: Home: Mobile:

IMPORTANT NOTE FOR PARENTS/CARERS

The personal and medical information requested below is vital to ensure that appropriate care and support is available for your team. Please consult your family doctor if you are unsure about the suitability of playing in a One Day Tournament. Medical conditions will not necessarily exclude your son/daughter from participating in activities, but the Tournament Organisers should be made aware of anything that might affect the safety/welfare of one of your players others in the competition.

MEDICAL or SPECIAL NEEDS

Please provide all relevant information which will enable Leaders to safely care for any child within the team (please circle answers):

Does anyone in the team have any significant allergies (including to medication)?

☐

Does anyone have any medical conditions, impairments, or disabilities?

☐

Has anyone had any recent significant illnesses or injuries?

☐

If the answer is "yes" to any of these questions, please give full details below (use an additional sheet if necessary):

PERSONAL MEDICATION

It is important if anyone in your team is accompanied by any medication necessary, and that the Tournament Organisers are fully informed. Please make sure that there is sufficient medication, and that it is clearly labelled.

| Name of Medication | Dosage | Time and Frequency or circumstances to be given | Method of Administration |
|----------------------|----------------------|---|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please state any special precautions, side effects of medication (if applicable):

I give my consent** for a Tournament Organisers to administer the above medication which I will deliver to the Manager/Coach, together with clear labels and instructions. I understand that staff leading the visit are not qualified medical practitioners, but that they will take reasonable care in the administration of the medication. ☐

I give my consent** for my son/daughter to self-administer the above medication. ☐

(delete if not applicable)**

To the best of your knowledge, have any of your players been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be, or become, contagious or infectious? (please circle answer)

☐

If YES, please give brief details:

To the best of your knowledge have all players received a tetanus injection in the past 10 years?

☐

MINOR MEDICAL TREATMENT DURING VISITS

Young people sometimes need minor medical treatment for conditions such as headaches, rashes, coughs & colds, insect bites, etc. With your permission, one of the leaders will treat these ailments with the following "off the shelf" products which are commonly available from most chemists:

Paracetamol, throat lozenges, cough mixture, antiseptic cream, calamine lotion, antiseptic wipes, hypoallergenic adhesive plasters, insect bite antihistamine, suncream.

Please state clearly below that you have permissions from the parents to administer any of the medicines mentioned above (or if other alternatives are acceptable or preferred instead):

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

MAJOR MEDICAL TREATMENT DURING VISITS

Do you **agree** to your players receiving emergency medical or dental treatment if it is considered necessary by the medical authorities present, and if it has not been possible to contact you beforehand? In such extreme and unlikely circumstances, the Overall Group Leader would be authorised on your behalf to give consent to any emergency treatment. (please circle answer)

If this is not acceptable, please state clearly your preferred alternative:

| | Name | CRC Expiry Date |
|-----------------|----------------------|----------------------|
| Manager/Coach 1 | <input type="text"/> | <input type="text"/> |
| Manager/Coach 2 | <input type="text"/> | <input type="text"/> |
| Manager/Coach 3 | <input type="text"/> | <input type="text"/> |

Manager/Coach DECLARATIONS and CONSENT

- **I acknowledge** the need for obedience and responsible behavior from all members of the team, and accept that any serious misbehavior that could put others at risk may result in the team being withdrawn from the competition.
- **I confirm** I have the parents/guardians permission for each player to participate within this tournament
- **I understand and accept** that there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved.
- **I understand and accept** that it is my responsibility to ensure that all players in my team arrive and leave together.
- **I have listed all relevant medical or other conditions** concerning my team.
- **I undertake** to inform the Tournament Organisers of any changes in the medical or other circumstances of any member of the team prior to the game.

We have a club photography policy and will update you if there is anyone who does not consent for photos to be taken.

| | |
|------------------------------|----------------------------|
| Signed: <input type="text"/> | Name: <input type="text"/> |
| Date: <input type="text"/> | Relationship: Manager |

TOURNAMENT CONTACT DETAILS

| Contact | Name | Phone Number | Email Address |
|---|---------------|---------------|-----------------------------------|
| Tournament Secretary | | | |
| Tournament First Aid Official | | | |
| Tournament Designated Safeguarding Officer | | | |
| Northamptonshire FA Designated Safeguarding Officer | Kevin Johnson | 07535640452 | Safeguarding@NorthantsFA.com |
| NSPCC | Helpline | 0800 800 5000 | |
| MASH (Multi Agency Safeguarding Hub) | Helpline | 0300 126 1000 | MASH@Northamptonshire.gcsx.gov.uk |

TOURNAMENT SCHEDULE:



Respect



Celebrating Football Through Photographs and Video

Recommended Guidelines

There has been much talk about who is allowed to take pictures of children (under 18s) playing sport and in particular what parents/carers are permitted to do. The FA would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football.

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

Email: report@iwf.org.uk

Telephone: 01223 237700

Fax the hotline: 01223 235921

www.iwf.org.uk

The FA's Case Management Team

Email: case.management@TheFA.com

Telephone: 0207 745 4787

