



Cornwall Football Association Handbook 2023/2024 Season



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1. Cornwall FA Staff



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For all our latest news, updates and information, please visit our website
www.cornwallfa.com or contact the office on 01208 269 010.



2. Cornwall FA Board of Directors

Board of Directors: Geoff Lee, John Fabby, Peter Stevenson, Dawn Aberdeen, Steve Carpenter, Steve Lawrence, Rachel Williams, Gaynor Baldwin

Chairman and FA Representative: Geoff Lee
geoff.lee@cornwallfa.com, 07553 374245

Vice-Chairman: John Fabby
Johnfabby@icloud.com, 07747 115121

Finance Director: Peter Stevenson
peter.stevenson@hodgsons.uk.com, 07476 996654

Chief Executive Officer: Dawn Aberdeen
Dawn.Aberdeen@Cornwallfa.com, 01208 262982

Independent Non-Executive Directors: John Fabby, Peter Stevenson, Gaynor Baldwin, Rachel Williams

Directors appointed by FMB: Geoff Lee, Steve Carpenter, Steve Lawrence

Accountants: Harland Accountants



3. Dates for County Competitions Season 2023-2024

September 2023

- Saturday 16th Bond Timber Junior Cup Round 1 (East and West split)
- Sunday 17th Western Counties Roofing Girls Youth Cup Round 1 (U12/14/16)
- Saturday 23rd Cornwall Intermediate Cup Round 1
- Sunday 24th U18 Rathbone Trophy Round 1

October 2023

- Sunday 1st Western Counties Roofing Mixed Youth Cup Round 1 (U13/14/15)
- Wednesday 4th Ward Williams Senior Cup Round 1
- Sunday 8th WCR U16 Luke Cup Round 1
- Sunday 15th Western Counties Roofing Girls Youth Cup Round 2 (U12/14/16)
- Saturday 21st Bond Timber Junior Cup Round 2 (East and West split)
- Sunday 22nd Marsh Sunday Cup Round 1
- Sunday 22nd MH Goals Women's Cup Round 1
- Sunday 29th U18 Rathbone Trophy Round 2

November 2023

- Sunday 5th WCR U16 Luke Trophy Round 2
- Wednesday 8th Ward Williams Senior Cup Round 2
- Saturday 11th Cornwall Intermediate Cup Round 2
- Sunday 12th Western Counties Roofing Mixed Youth Cup Round 2 (U13/14/15)
- Saturday 18th Bond Timber Junior Cup Round 3 (Combined)
- Sunday 19th MH Goals Women's Cup Round 2

December 2023

- Sunday 3rd December Marsh Sunday Cup Round 2
- Sunday 10th WCR U18 Rathbone Trophy Round 3



January 2024

Wednesday 10th Ward Williams Senior Cup Round 3

Saturday 13th Bond Timber Junior Cup Round 4

Sunday 14th WCR U16 Luke Cup Round 3

Saturday 20th Cornwall Intermediate Cup Round 3

Sunday 21st Marsh Sunday Cup Round 3

February 2024

Saturday 10th Bond Timber Junior Cup Round 5

Saturday 17th Cornwall Intermediate Cup Round 4

Sunday 18th MH Goals Women's Cup Quarter Finals

Sunday 25th WCR U16 Luke Cup Semi Finals

Sunday 25th Marsh Sunday Cup Semi Finals

March 2024

Sunday 3rd WCR Rathbone Trophy (U18) Semi Finals

Sunday 3rd Western Counties Roofing Mixed Youth Cup Round 3 (U13/14/15)

Tuesday 5th Ward Williams Senior Cup Semi Final

Wednesday 6th Ward Williams Senior Cup Semi Final

Sunday 10th Western Counties Roofing Girls Youth Cup QF (U12/14/16)

Tuesday 12th Reserve date for Ward Williams Senior Cup Semi Final

Wednesday 13th Reserve date for Ward Williams Senior Cup Semi Final

Sunday 17th MH Goals Women's Cup Semi Finals

Sunday 24th Western Counties Roofing Mixed Youth Cup QF (U13/14/15)

Tuesday 26th Bond Timber Junior Cup Semi Finals

Wednesday 27th Bond Timber Junior Cup Semi Finals

April 2024

Easter Monday 1st Ward Williams Senior Cup Final

Tuesday 2nd Reserve date for Bond Timber Junior Cup Semi Final

Wednesday 7th Reserve date for Bond Timber Junior Cup Semi Final



Sunday 7th Marsh Sunday Cup Final

Tuesday 9th Cornwall Intermediate Cup Semi Final

Wednesday 10th Cornwall Intermediate Cup Semi Final

Friday 19th MH Goals Women's Cup Final

Sunday 21st Western Counties Roofing Girls Youth Cup SF (U12/14/16)

Sunday 28th Bond Timber Junior Cup Final

Sunday 24th Western Counties Roofing Mixed Youth Cup SF (U13/14/15)

May 2024

Sunday 5th Cornwall Intermediate Cup Final

Sunday 12th WCR U16 Luke Cup and WCR U18 Rathbone Trophy Finals

Saturday 25th Western Counties Roofing Girls Youth Cup Finals (U12/14/16)

Sunday 26th Western Counties Roofing Mixed Youth Cup Finals (U13/14/15)



4. County Website and Social Media

Our website holds everything you need to know about football in Cornwall. It is a great resource and starting point for all people involved in the game – club and league officials, coaches, volunteers, players, supporters and referees. There are a wide range of courses available for which you can book a place online or by phoning 01208 269010 for more information.

Cornwall FA Website: www.cornwallfa.com

Discipline: <https://www.cornwallfa.com/about/rules-and-regulations/discipline>

We also have several social media accounts in which we distribute key news and information to the Cornish football family. Please see our social media accounts below and follow for the most update to date news.

Facebook	facebook.com/CornwallFootballAssociation
Twitter	twitter.com/cornwallfa
Instagram	www.instagram.com/cornwallfainsta/
Linkedin	www.linkedin.com/company/cornwallfa



5. Tickets for the FA Cup, Community Shield and England Matches

Applications by leagues and clubs for FA Cup Final tickets must be sent to the Chief Executive by **31st December** in the current season. We receive a very small allocation of Community Shield tickets, to be entered into the ticket ballot please email claire.summers-evans@cornwallfa.com by 1st June. Separate applications must be made in respect of England international matches. No money must be sent with the application and no allotment of tickets is guaranteed. Successful applicants must not allow tickets to be supplied to any person for resale or used as prizes in lotteries and competitions.



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Cornwall County FA Standing Orders

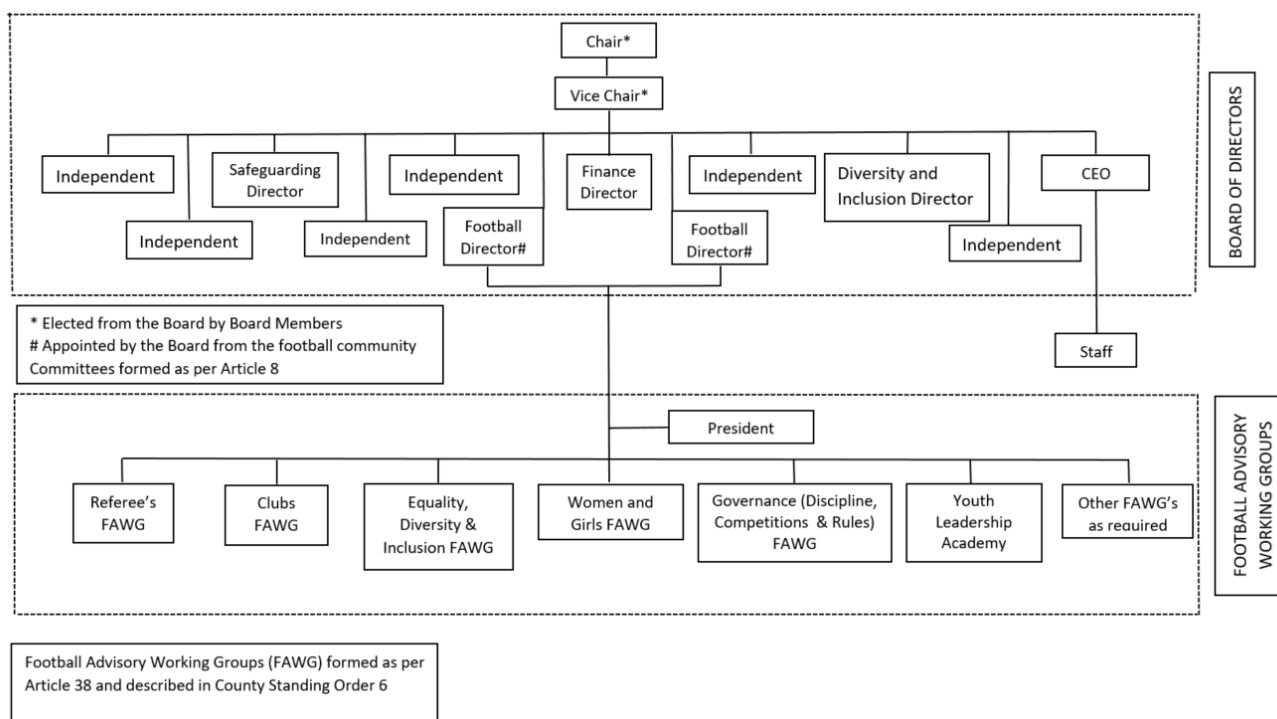
1. County Members and Representatives.

- a. Membership of Cornwall FA shall be as prescribed in the Articles of Association.
- b. No member of the staff of the Football Association or any other County Football Association, whether Permanent Staff or Honorary Staff, shall be eligible to serve on the Football Advisory Working Groups of Cornwall FA. In the event of such a happening the position shall be declared vacant and immediate action shall be taken under the appropriate Articles of Association to fill such a vacancy.
- c. Each Official and member of a Football Advisory Working Group of Cornwall FA shall be furnished with a pass (which shall not be transferable), and all clubs belonging to this Association shall admit the holder to their grounds and stands upon the production of the pass without requiring payment or any other authority.

2. Structure and Organisation.

The organisational chart below describes the structure and lines of responsibility of the Board of Directors and the Football Advisory Working Groups as described at Standing Order 3.

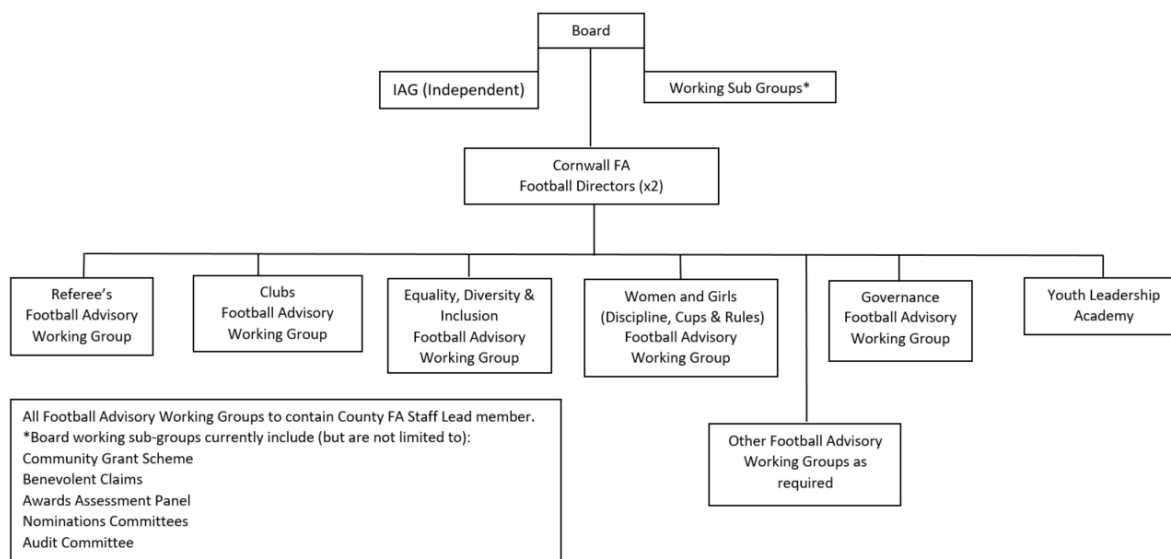




3. Football Directors and Football Advisory Working Groups (FAWG)

- a. The Football Directors shall be appointed by the Board. They will be recruited from the Cornish football community and will be the point of contact at board level for Working Group Chairs. Working Group reports are to be forwarded to them, via the CEO, for discussion at board meetings.
- b. Individual FAWG chairs and members will be recruited through an advertising and interview process. Interviews and appointments to FAWG chair positions will be carried out by the Football Directors and the CEO.
- c. FAWG members will be recruited through an advertising and interview process. Interviews and appointments to FAWG's will be carried out by the specialist Panel Chair, the CEO and the specialist staff member. Where specialist professional knowledge or skills are required suitably qualified volunteers may be co-opted from the wider football community or the general public.

- d. All footballing stakeholders of Cornwall FA who meet the membership criteria are permitted to apply to become a member or chair of a FAWG. Non-permanent FAWG's requiring specialist skills may additionally recruit from outside of the typical football community. Where the number of candidates for any particular FAWG exceeds the membership limits, composition of the FAWG regarding fair representation is prioritised.
- e. The following chart prescribes the lines of accountability and structure of the Football Advisory Working Group organisation.



Note: The President, Chairman, Vice-Chairman, Finance Director, Chief Executive and the holders of the two Football Director positions on the Board shall be Ex-Officio members of all Football Advisory Working Groups of which they are not otherwise members.

- f. FAWG not have delegated authority from the Board and therefore do not have the power to make binding decisions unless otherwise specified within the Working Group Terms of Reference. They shall be empowered to make recommendations on all matters relating to their area of responsibility to the board including any proposals regarding finance.
- g. All FAWG's are to produce reports for consideration by the board following each meeting.

Cornwall County FA Rules

Introduction

These Rules are made pursuant to the Association's Memorandum and Articles of Association. Where there is any inconsistency between these rules and the provisions of the Memorandum and Articles of Association, the Memorandum and Articles of Association shall prevail. Any club may request a copy of them at any time from the County Office.

1. Membership

Cornwall County Football Association (henceforth referred to as ('The Association')) is an Affiliated Member of the Football Association and it may admit to membership only Clubs located within the County of Cornwall. It shall provide for the proper management and control of such Clubs, along with all Leagues and Competitions over which it has sanction.

2. League Sanctioning Fees, Club Subscriptions and Insurance

- a. i. All Leagues and Competitions shall pay an Annual Sanctioning Fee. The fee shall be as determined from time to time by the directors and is to be paid by 1st August in each year.
- ii. The following League Sanctioning Fees shall apply until varied by the directors:

Saturday Leagues & Competitions	£50 plus £2 per team
Sunday Leagues & Competitions	
Veterans' Leagues & Competitions	
Women's Leagues & Competitions	
Youth Leagues & Competitions	£25 plus £1 per team.
Small Sided Leagues and Competitions	£5 per team
One Day Small Sided Competitions	£20
Charity Competitions	



- b. i. All Clubs shall pay an Annual Affiliation Fee. The fee shall be as determined from time to time by the directors and is to be paid by 30th June each year.

- ii. The following Affiliation Fees shall apply until varied by the directors:

Saturday Male	
Step 1	£200.00
Step 2-4	£150.00
Step 5-6	£100.00
Non NLS	£70.00

Female	
Step 1-2	£100.00
Step 3-4	£75.00
Step 5-6	£70.00
County	£60.00

Sunday/Veterans' Male	£60.00
Disability	£30.00
Youth	£18.00
Mid-Week	£30.00
Colleges	£45.00
Walking	£25.00
Adult Friendly	£45.00
Youth Friendly	£18.00
Youth 5-6 years	£18.00
Development Centres	£18.00
Mini Soccer Centres	Please contact the County Office

- iii. All Clubs shall pay an annual fee of £5, for clubs with up to 2 teams, or £10 for clubs with 3 or more teams, which will be donated to the County Benevolent Fund.
- iv. All clubs other than newly formed clubs shall pay an additional fee of £25 if they fail to be affiliated by 30th June in each year.
- c. i. All clubs must have Legal Liabilities Insurance cover (to include Public Liability) of at least 10 million pounds (£10,000,000) in order to affiliate.
- ii. All clubs shall be members of a Players personal accident scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the Sanctioning Association. Clubs must at the time of affiliating provide evidence (as per Football Association Regulations) that they have current insurance cover for their players which provides a weekly benefit in cases of injury except for youth competitions.

3. Ranking Of Leagues

In open aged 11-a-side football the seniority of individual clubs shall be determined by the League and/or Division in which they play in the FA National League System. Clubs playing in Recreational Leagues outside the FA's National League System shall be similarly ranked. Recreational Leagues under the jurisdiction of this Association shall be ranked as follows:



Ranking	Saturday Football	Sunday Football	Women's Football
1	St Piran League Premier Division East and West (Regional National League System Feeder Leagues)		Cornwall Women's League Division 1
2	St Piran League Division One East and West	Cornwall Sunday League	Cornwall Women's League Division 2
3	St Piran League Division Two East and West and below	Cornwall Veterans' League	

4. League and Club Administration

- a. Each affiliated Club shall be provided with a current copy of these Rules and the Association's Competitions Rules as well as the Standing Orders of the Association and (on request) a copy of the Memorandum and Articles of Association.
- b. Each Club shall forward the address of its Honorary Secretary, the situation of its ground, and a statement of its distinguishing colours on the affiliation form provided, to the Chief Executive at the time of sending subscriptions which shall be no later than the 30th June. Any change of Secretary must be notified to the Chief Executive within seven days. Failure to do so may render the club liable to a fine of Twenty Pounds (£20).
- c. A playing season shall commence on the date fixed annually by the Football Association as the Official Starting Date in one year and end on the 31st May the following year. Charity or similar matches must be played within this period. The Close Season for league and cup competitions shall be from 1st June to 30th June inclusive each year.



- d. Affiliated clubs must not play against unaffiliated Clubs. The Association reserve the right to take action against players who are members of affiliated Clubs playing for or against Clubs who are not affiliated or Clubs who permit unaffiliated teams to play on their grounds.
- e. A Club which has not entered for the County Competitions shall not be allowed to participate in a League without the permission of the Association. In every case where a Cornish Club desires to enter any League or Cup Competition outside the jurisdiction of the Association, such Club must each year apply to the Association for permission to take part in any such League or Cup Competition. Permission will not be unreasonably withheld. Membership by any Cornish Club of any such League or Cup Competitions shall in no case absolve any playing member from the right of the Association to select them to play for Cornwall. Such Clubs shall be required to enter the County Cup Competitions of the Association unless exempted by the Association.
- f. All Leagues, Competitions and Clubs shall keep a Minute Book and shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Competition or Club. Such accounting records must be retained for six years and shall be available for inspection by the Association upon request. Failure to make such records available for inspection will result in a fine of £50 for Leagues, Competitions and Clubs playing in the National League System and £25 for Leagues, Competitions and Clubs playing in Recreational Leagues.
- g. All clubs are to be aware of the football debt recovery scheme which can be found at Section 26 of the FA Handbook. Guidance on the workings of the scheme and making a claim can be obtained from the Football Services Manager.



- h. In the case of a Club ceasing to exist, or being wound up, the members responsible for the management thereof shall not be allowed to take part in the management of other clubs and playing members shall not be allowed to play for any other Club without permission of the Association until any fine or order against the old Club made by the Association or sanctioned League has been complied with.

5. Grounds

- a. The Association shall have the power to claim the use of any Club's facilities for County or other matches on giving 14 days' notice. Recompense for which shall be in the form of a donation which will include all of the items stated below. The Chief Executive will set out in writing to each host Club prior to the staging of a County Final, Semi-Final, or County Match, the agreement between the Club and the Association. This agreement shall be binding by both sides. At all County Finals, Semi-Finals and County matches, ALL gate money shall be retained by the Association. No club may retain any of the gate money on the day. The donation to be paid for such privilege shall be in accordance with the following scale:

- i. County Cup Finals: Five per cent of the gate receipts.
- ii. All County Matches: Ten per cent of the gate receipts or £40 whichever is the greater.
- iii. Senior Cup Semi-Finals: Ten per cent of the gate receipts or £40 whichever is the greater.
- iv. Junior Cup Semi-Finals: Ten per cent of the gate receipts or £40 whichever is the greater.
- v. Sunday and Women's Cup Semi-Finals and Finals (where applicable): Ten per cent of the gate receipts, or £30 whichever is the greater.



- b. In all cases the Club shall receive £20 for marking the ground etc. When floodlights are used a donation of £50 shall be paid.
- c. All Clubs must provide adequate changing accommodation for visiting teams and match officials.
- d. Glasses, glass bottles, or cans containing alcohol are NOT permitted outside of the clubhouse and must not be brought into grounds. No alcohol is to be consumed in the ground or premises during the match, except as may be governed by the terms of the club licence with regards to its own members, but notwithstanding such, no alcohol is to be taken or consumed outside the licensed clubhouse or any other authorised area during such match period or brought into the ground.

Additional Clarification.

The interpretation of this Football Association Regulation can cause confusion. For clarity, the Association wishes to make it clear that:

- 1. **NO** person (except for trade deliveries) may take ANY alcohol into ANY ground prior to or during any match.
- 2. Alcohol purchased inside a ground may **ONLY** be consumed inside the Clubhouse OR in a specifically designated, enclosed space, identified on a Clubs Premises Licence as a drinking area. Any alcohol consumed in such an outside area, must be served in plastic containers.

6. Players – General and County Teams

- a. No Club, player, official, referee or linesman shall be compelled to participate in football on days identified on the Football Association Religious Calendar or Sundays, except that membership of or participation in Sunday football shall be taken as consent to play on Sundays, except when Christmas Day falls on a Sunday.



- b. i. All Clubs below Step 6 of the National League System shall be bound to place their players at the disposal of the Association for County matches, the choice of such players to rest with the Rules Revision and Competitions Working Group appointed by the Members at their first meeting.
 - ii. A player selected to play for the County and failing to do so shall not play for any Club on the day of the County game for which he or she was selected unless he or she first obtains the consent of the Association. A player in contravention of this Rule shall be charged with misconduct and be dealt with accordingly.
 - iii. In the event of any Club having two or more players from a team within the club selected to represent the County such Clubs shall, on application in writing to the Chief Executive, be granted permission to postpone the matches of those team(s).
 - iv. Should the number of players selected from a clubs' team result in three or more players being called up from a reserve or other team in order to fulfil a higher league fixture then the club may request the postponement of the reserve or other team's fixture.
 - v. The Association shall only grant postponements where requests have been received not less than 10 days prior to the scheduled fixture. Where less than 14 days' notice is given of a players' selection this period shall reduce by the number of days the notification of selection is delayed but in any case shall not be less than 7 days.
- c. The Association shall have the power to postpone any club Matches which may affect or be affected by County engagements provided the Association gives the clubs affected 14 days' notice.
- d. The County colours shall be Old Gold shirts, Black shorts, Black/Gold socks.



7. Referees

- a. All referees must be registered with the Association within whose area they reside and may be required to pay an annual subscription as determined by The Football Association. They may also be registered with any other County Association. All referees shall be appointed in a manner agreed by the Association and shall pay an annual subscription of £20, if paid on or before 31st May, or £25 if paid later.
- b. For all County Cup matches Referees shall be entitled to the fees as itemised in the respective Cup Rules. For matches in leagues outside of the National League System the referee shall be entitled to a match fee as described in each leagues rules as sanctioned annually by the Association. For all other matches Referees shall be entitled to match fees as per the scale below.

Competition	Referee	Assistant Referee	Reserve Official
County Representative Matches: Adult	£60	£40	£40
County Representative Matches: U18/U16	£28	£18	£18
County Small Sided Tournaments	£50/£25	Per day/Per half day	
County Futsal Tournaments	£50/£25	Per day/Per half day	

Note: Travelling expenses (see '7d' below) shall also apply to matches listed in the table above. Additionally, the expenses of the Referee and Assistant Referees shall be the first charge on the day and the home Club shall pay these Officials their fee and expenses on the day of the match.

- c. Fees for other refereeing formats are available from the County Office.
- d. Exceptionally, where match official travelling expenses are payable, they shall be paid at the Mileage Rate determined from time to time by the Association and published in the Referees Monthly Appointments letter. Whenever possible, Match Officials should make arrangements to travel together.
- e. Match Officials for all County Cup matches shall be appointed by the Association.
- f. In all County Finals, Referees and Assistant Referees and Reserve Officials shall each receive a plaque in lieu of a fee, to be presented at the conclusion of the game. Referees travelling by car shall be entitled to travelling expenses at the rate published as at 7(d) above. Those travelling by other means shall travel by the cheapest possible means and must in any case receive prior approval from the Association of their travel plans.
- g. A Flat Fee Scheme shall apply to match Officials officiating in the Luke Cup and Rathbone Trophy. It shall also apply to youth competitions which support the Referee Development Programme. Match fees, including travel expenses, charged under this scheme shall not exceed those listed in County Youth Cup Rules.

8. County and Other Competitions

- a. County Cup competitions shall be governed by the respective Cup Rules as published and amended from time to time by the Association.
- b. In addition to squad lists required by cup rules clubs competing in the Semi-Finals and Finals of County Cup competitions must send to the Association, not less than seven days prior to the match, any other relevant details requested by the Association for inclusion in the match day programme. It is the Clubs responsibility to ensure the eligibility of players taking part in the match.



- c. Six-a-side and other contests of this nature are absolutely prohibited without the sanction of the Association. Sanction must also be obtained for the playing of Benefit matches, making collections on grounds and presentation to players. Clubs applying for permission to play a Charity or Benefit match shall state specifically the object of such match, the proposed date and place where the match is to be played. In the event of permission being granted, a balance sheet together with the vouchers must be sent to the Chief Executive within 14 days after playing such match.

9. Misconduct, Discipline and Appeals

- a. i. All Clubs will be held responsible for the conduct of their Players, Officials, Supporters and Staff, whether home or away. In all matters of misconduct and discipline Cornwall Football Association will apply the rules of The Football Association, specifically Rule E. Misconduct (E1 – E26).
- ii. The general principles governing the misconduct and behaviour expected of **participants** are detailed in FA Rule E3. This rule directs that a participant shall at all times act in the best interests of the game and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of, violent conduct, serious foul play, threatening, abusive, indecent or insulting words or behaviour.
- iii. The general principles governing the misconduct and behaviour of affiliated **clubs and competitions** are detailed in FA Rule E20. Specifically under Rule E20.1 this rule directs that each Affiliated Association, Competition and Club shall be responsible for ensuring that its directors, players, officials, employees, servants, representatives, spectators, and all persons purporting to be its supporters or followers, conduct themselves in an orderly fashion and refrain from any one or combination of the following: improper, violent, threatening, abusive, indecent, insulting or provocative words or behaviour, (including, without limitation, where

any such conduct, words or behaviour includes a reference, whether express or implied, to any one or more of ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation or disability) whilst attending at or taking part in a Match in which it is involved, whether on its own ground or elsewhere.

- b. All Disciplinary Commissions and Appeal Panels will be conducted in accordance with FA Regulations as detailed in the current version of Appendix 1 to The FA Disciplinary Regulations.
- c. All sanctions issued to participants or affiliated organisations shall be in line with the current version of The FA Sanctioning Guidelines.
- d. Disciplinary matters relating to Cautions, Standard and Misconduct charges will be dealt with in line with the current version of The FA Disciplinary Regulations. This shall include but not be limited to financial penalties, suspensions, Respect Sanctions, appeals, abandoned matches, offences against match officials and appeals against the decision of a County FA.
- e. A participant shall not bet, either directly or indirectly, or instruct, permit cause or enable any person to bet on the result, progress or conduct of a match or competition in which the participant is participating or has participated in the current season. Further details can be found in Football Association Rule E8.
- f. With the exception of players under the statutory school-leaving age the Association shall be entitled to publish in the Public Press, or in any other manner as it shall see fit, reports of the proceedings, acts and resolutions, whether the same shall or shall not reflect on the character or conduct of any Club, Official, Player, Spectator, and every such Club, Official, Player or Spectator, shall be deemed to have assented to such publication.

10. Rule Changes

- a. Leagues or Competitions must submit to the Association any proposed changes to their rules by 30th April each year. Application for renewal of sanction of League or Competition rules must be submitted to the Association, together with the appropriate fee and the league or competition rules, via the FA Whole Game system. Leagues and Competitions must not commence until their Rules have been sanctioned nor can they alter their Rules without the consent of the Association. A fine of £10 may be imposed for non-compliance with this rule.
- b. No amendment shall be made to County Standing Orders or Rules except in accordance with Article 47.
- c. Any point not provided for or dealt with in these Rules, or in the Rules of the County Competitions shall be left to the decision of the Association, and their decision shall be final and binding on all parties.



Rules of the Cornwall Football Association County Cup Competitions

The rules of all County Cup competitions are now available online.

The most recent rules for season 2023/24 can be found [here](#).

Cornwall FA is grateful to all of this season's cup sponsors:

Cornwall Senior Cup	Ward Williams Associates
Cornwall Intermediate Cup	Currently awaiting sponsorship
Cornwall Junior Cup	Bond Timber
Cornwall Women's Cup – MH	MH Goals
U18 Rathbone Trophy U16 Luke Cup Cornwall Youth Cups	Western Counties Roofing Ltd.
Cornwall Sunday Cup	Marsh Sport





2023/24 Ward Williams Senior Cup – [see fixtures, results and more information](#)

2023/24 Cornwall Intermediate Cup – [see fixtures, results and more information](#)



2023/24 Bond Timber Junior Cup – [see fixtures, results and more information](#)

2023/24 Marsh Sunday Cup – [see fixtures, results and more information](#)



2023/24 MH Goals Women's Cup – [see fixtures, results and more information](#)



2023/24 Western Counties Roofing Rathbone Trophy (U18) – [more information](#)

2023/24 Western Counties Roofing Luke Cup (U16) – [more information](#)

2023/24 Western Counties Roofing U16 Girls Cup – [more information](#)

2023/24 Western Counties Roofing U14 Girls Cup – [more information](#)

2023/24 Western Counties Roofing U12 Girls Cup – [more information](#)

2023/24 Western Counties Roofing U15 Mixed Cup – [more information](#)

2023/24 Western Counties Roofing U14 Mixed Cup – [more information](#)

2023/24 Western Counties Roofing U13 Mixed Cup – [more information](#)



CORNWALL FOOTBALL

Do you know how Cornwall FA supports football?



216 Referees
across Cornwall



28 Wildcats providers
offering opportunities
to young girls



16 walking
football teams



13 County Cups



Over **£1,450,000**
worth of funding
since the 2019/20
season



17 Flexi-League
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Looking to build **County FA HQ**
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Whistle Blowing Procedure

WHAT IS WHISTLEBLOWING?

Whistle-blowing can be used as an early warning system, or when it's recognised that appropriate actions have not been taken. The FA seeks to do everything it can to support a safe and enjoyable framework for football, this means, if standards ever fall short with poor practice or unacceptable behaviour, there's a framework in place to make sure we can deal with it. By reporting a concern you can help us make sure that the youth game stays safe and strong.

WHAT TO DO . . .

Anyone who has a concern about the welfare of a child or the behaviour of an adult towards a child or young person under 18 years of age in football, is required to report it. Please see overleaf on how to report a concern.



Referring a concern can be done via your Club and League Welfare Officer or you can contact:

Claire Summers-Evans
Cornwall FA Designated Safeguarding Officer
01208 262989 or 07533 953351
claire.summers-evans@cornwallfa.com



FA Safeguarding Team
0800 1691863
safeguarding@thefa.com



If the matter is urgent and you cannot contact your Club or County FA Designated Safeguarding Officer, you can call The NSPCC 24-hour helpline



NSPCC
0800 800 5000
help@nspcc.org.uk

Appointing a Welfare Officer

APPOINTING A WELFARE OFFICER

Safeguarding children is everyone's responsibility.

However, having a Welfare Officer in place ensures there is someone who actively champions safeguarding.

THE ROLE:

With the support of the committee, the Welfare Officer should:

- Review current practices;
- Promote safeguarding awareness and training;
- Promote a culture of listening to children;
- Ensure compliance with safer recruitment practices including DBS Checks.

THE REQUIREMENT:

Every club and league which runs under-18 teams must have a Welfare Officer who has:

- An 'accepted' DBS check via The FA CRB Unit;
- Completed The FA's Safeguarding Children workshop;
- Completed The FA's Welfare Officer workshop.

There is a Welfare Officer Code of Conduct. Every appointed Welfare Officer is required to sign up and adhere to. To read the code, see **Guidance Notes 5.2: Welfare Officers' Code of Conduct**.

THE TYPE OF PERSON:

The type of person who makes a good Welfare Officer is someone who:

- Always puts children's welfare first;
- Is a good communicator;
- Has a common-sense approach;
- Is willing to learn and seek advice;
- Is over the age of 18.

It is essential that a Welfare Officer is approachable, has a child-centred approach and the ability to maintain this perspective when carrying out their role.

THE RECRUITMENT PROCESS:

Start points:

- Make it known that you wish to appoint a Welfare Officer onto your committee;
- Provide clear information about the role. See **Guidance Notes 5.3: Welfare Officers' Roles and Responsibilities**.
- Advertise the role on your website and via any regular communications you have;
- Ask if anyone involved with your club/league has any professional child protection expertise. E.g. you may have a member who is or was a police officer, teacher, youth worker or social worker that might be willing to take on the role;
- Ensure you have a fair and open recruitment process in line with your constitution.

Before you appoint:

Ensure you have considered their appropriateness for this role by checking them against The FA's 'Safeguarding Children – Person Specification and Suitability Checklist'.



WELFARE OFFICER PERSON SPECIFICATION AND SUITABILITY CHECKLIST:

1. PERSON SPECIFICATION

Essential:

- Experience of dealing or working with young people;
- Knowledge and understanding of safeguarding children issues²;
- A good communicator in a variety of situations with people from diverse backgrounds;
- Committed to and ability to promote safeguarding children;
- Empathy when dealing with individuals, sometimes in demanding situations;
- Ability to listen and assess situations fairly;
- Ability to handle confidential information sensitively and with integrity;
- Reasonable level of administration experience and how to deal with confidential documentation;
- Regular access to the internet.

Desirable:

- Knowledge and understanding of grassroots football;
- Experience in using IT systems;
- Committed to promoting The FA Respect programme.

2. SUITABILITY CHECKLIST

Essential:

- Willing and able to provide relevant references;
- Previous experience of dealing or working with children;
- Knowledge of and positive attitudes to equal opportunities;
- Commitment to treat all children as individuals and with equal concern;
- Physical health – appropriate to carry out tasks;
- Integrity and flexibility;
- At least 18 years of age;
- Completion of The FA DBS Enhanced Disclosure process and acceptance by The FA of the outcome²;
- Understanding of the need for confidentiality when dealing with issues;
- Reasonable level of administration experience and how to deal with confidential documentation;
- Completion of The FA's Safeguarding Children and Welfare Officer Workshop;
- Willingness to update skills and knowledge and attend in-service training facilitated by The FA or the local County FA.



Desirable:

- Knowledge of child protection issues;
- Knowledge of safeguarding children legislation;
- Relevant football knowledge/understanding.

Important:

If anyone is known to be unsuitable to work with children his/her application should be refused. If in doubt about an applicant contact your County FA Designated Safeguarding Officer (CFA DSO).

[Click here](#) for a full list of County FA key contacts.

² Some people with a history of offending can still be considered for this role. To find out more, see **Guidance Notes: 3.7 FA Disclosure and Barring Checks – FAQs**, email FAChecks@TheFA.com or call 0845 210 8080 (option 1). Also see **Guidance Notes 3.8: Recruiting Ex-offenders**.

Welfare Officers' Roles and Responsibilities

WELFARE OFFICERS' ROLES AND RESPONSIBILITIES

Safeguarding is everyone's responsibility.

But as a Welfare Officer you are key, along with the committee, to ensure safeguards are in place at your club/league.

There are resources available to assist you and a Welfare Officer network for you to gain advice.

Your County FA Designated Safeguarding Officer (CFA DSO) will be able to offer further advice and guidance.

The headings and bullet points below outline your role and responsibilities.

THE START POINTS:

Ensure:

- There is a safeguarding children policy, anti-bullying policy and equality policy in place;
- Those who hold official roles eligible for an FA DBS check have one that is in-date;
- Officials, players and parents know who their club Welfare Officer is and what the role of the Welfare Officer is;
- There are responsible recruitment processes which include the taking-up of references.

THE COMMITMENT:

You should always:

- Work collaboratively with your CFA DSO;
- Attend committee meetings, ensuring safeguarding is a regular agenda item;
- Work proactively with your local welfare officer network(s) and attend network meetings;
- Give children and young people a voice.

When reporting safeguarding concerns, always:

- Ensure everyone has access to your safeguarding policy and reporting procedures;
- Ensure concerns are dealt with swiftly and in line with The FA's safeguarding policy;
- Seek advice from your CFA DSO when necessary;
- Use The FA's Referral Form to report safeguarding concerns (see **Guidance Notes 2.2 Safeguarding Referral Form – Affiliated Football**).



When raising safeguarding awareness, always:

- Promote The FA's Safeguarding training among coaches/managers, first-aiders, referees and parents/carers;
- Ensure committee members complete the free online FA 'Safeguarding for Committee Members' course;
- Encourage young leaders to complete The FA's online 'Introduction to Safeguarding'. [Click here](#) to go to Section 4 (Safeguarding Training) of the safeguarding pages on [TheFA.com](#) for a link to the online course.

To create a positive and safe environment:

- Familiarise yourself with and make use of The FA's safeguarding children best-practice guidance. See 'The Complete Directory' of [TheFA.com](#)'s safeguarding section for all relevant guidance notes;
- Sign up to The FA Charter Standard programme;
- Sign up to The FA's Respect Programme and its Codes of Conduct;
- Hold parent/carer information sessions;
- Develop a club welcome pack for new starters;
- Have a clear and accessible complaints process;
- Ensure you consistently deal with poor practice concerns in line with club policy and procedures.

Note: The above are suggestions, not an exhaustive list.

When monitoring and reviewing, always:

- Ensure compliance with Enhanced DBS checks via The FA's online 'Whole Game System';
- Track repeated incidents of poor behaviour and liaise with your committee and where necessary your league and/or County FA.

THE 'WELFARE OFFICER CODE OF CONDUCT':

It's critical you are familiar with the Code of Conduct and ensure you adhere to it. To remind yourself of the Code, see **Guidance Notes 5.2: Welfare Officers' Code of Conduct**.

FOR FURTHER INFORMATION

If you need any further advice or information please contact your County FA DSO who will be happy to help you. [Click here](#) for a list of all key County FA contacts, including County FA DSOs.



Welfare Code of Conduct

WELFARE OFFICERS' CODE OF CONDUCT

Safeguarding is everyone's responsibility.

But as a Welfare Officer you are key, along with the committee, to ensure safeguards are in place at your club/league.

This is a position of influence and it's important we all have a positive and proactive approach to safeguarding across football.

To guide both consistency and appropriateness The FA has developed a Code of Conduct to which all Welfare Officers are required to sign up and adhere.

THE CODE:

In taking up the position of Welfare Officer you are agreeing with this Code of Conduct and will accept that within the role of Welfare Officer you will:

- Be child-centred at all times and promote a fun, safe environment for children and young people;
- Follow all The FA's policies and in particular procedures for reporting safeguarding concerns, including discrimination;
- Act appropriately in all situations brought to your attention;
- Champion best practice within your club/league;
- Communicate and positively engage with the County FA Designated Safeguarding Officer (CFA DSO) on all poor practice/safeguarding matters brought to the attention of County FA/The FA;
- Attend meetings as reasonably required by your committee, league and County FA;
- Manage and deal with poor practice issues in an appropriate and timely manner;
- Ensure appropriate levels of confidentiality and data security are maintained at all times;
- Implement and manage a responsible recruitment process in line with The FA's policy and procedures;
- Attend Continued Personal Development (CPD) opportunities as offered by your County FA or The FA and show a commitment to keeping your training and qualifications up to date.



By agreeing to hold the post of Welfare Officer, you understand that if you do not follow the above Code any/all of the following actions may be undertaken by your club, league, County FA or The FA (this is not an exhaustive list). You could be:

- Required to meet with the club/league committee, Youth League Welfare Officer (YLWO) or CFA DSO;
- Required to follow an action plan monitored by the YLWO/CFA DSO;
- Required to complete a relevant FA education course;
- Suspended by the club/league;
- Fined or suspended by the CFA;
- Required to leave the club/league;
- Removed from role by the club/league, CFA/The FA.

On appointment you agree to uphold the 'Code of Conduct for Welfare Officers' and understand the actions that may be taken should you fail to act in accordance with the Code.

You also confirm that you meet the criteria outlined within The FA's 'Suitability Checklist for Welfare Officers'. The checklist is contained with **Guidance Notes 5.1: Appointing a Welfare Officer**.

MORE INFORMATION ON APPOINTING A WELFARE OFFICER

If you need any further advice or information please contact your County FA Welfare Officer who will be happy to help you. More information about the role of the Welfare Officer is available on www.thefa.com/football-rules-governance/safeguarding and clicking on Welfare Officer FAQs under the Welfare Officer section and also on the Respect pages under 'My Role' simply click on Welfare Officer.

1. This can be gained through The Association's Safeguarding Children Education Programme; see www.thefa.com/football-rules-governance/safeguarding for further information or speak to your County FA Welfare Officer.

2. The Association's Policy on CRCs has been amended in light of the Safeguarding Vulnerable Groups Act 2006 and the Protection of

Freedoms Act 2012. For more information please visit www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks or e-mail FAchecks@thefa.com or call 0845 210 8080.


Some people with a history of offending can still be considered for role in football that involve children. For more information please visit: www.thefa.com/football-rules-governance/safeguarding/criminal-records-checks or e-mail FAchecks@thefa.com or call 0845 210 8080.

The Association reserves the right to prevent an individual from becoming a Welfare Officer or remaining as a Welfare Officer where it deems the individual does not meet the suitability criteria, or it reasonably believes there is another compelling reason why that individual is not suitable

Guidance for Adult Clubs with U18 Players

Open aged clubs with 16/17 year old players must ensure that measures are put in place at their club to ensure they are safeguarded. Measures to include:

- All coaches/managers and physios to be named and added to the Whole Game System
- All coaches/managers and physios to undertake an FA DBS check
- All coaches/managers and physios to complete the free Safeguarding for All online course
- Clubs to Adopt and adhere to the FA's Safeguarding Children Policy
- Young players to be issued with the Understanding Your Rights leaflet



GUIDANCE FOR ADULT CLUBS WITH U18's PLAYERS

Cornwall FA is aware that there are many 16 and 17 year old players looking to play in Open Aged Football. This is a fantastic opportunity for these young players to progress and be challenged both technically and physically, however officials, managers and players must also recognise that these young players are still minors.

There are many ways that a club can ensure these young players are enjoying their football in a safe environment:

- ⚽ Manager/Coach should speak with the U18's player about their expectations of joining the team, including playing time and their role within the team.
- ⚽ Manager/Coach to discuss with the U18's player and his/her parents about the changing room environment and what can be expected; i.e. swearing, banter and alcohol being consumed.
- ⚽ Ensure that the U18's player feels comfortable should he/she not wish to change in the changing room, but arrives and departs wearing his/her kit.
- ⚽ Encourage your team captain to mentor the young player throughout the season and ensure the other players on the team are mindful of the player's age.
- ⚽ Safeguard the U18's player at all times, but particularly during matches to ensure that he/she is not subjected to verbal or physical abuse by opposing players trying to intimidate them.
- ⚽ Manager/Coach should make the match official aware that you have an U18's player on your team.
- ⚽ Discourage demeaning initiation (hazing) rituals.
- ⚽ Think about the travel arrangements for both home and away matches for U18' players.

For further information or guidance on Safeguarding Children and Young People in football please contact Claire Summers-Evans, Designated Safeguarding Officer claire.summers-evans@cornwalifa.com or phone 01208 262989 or visit our website www.cornwalifa.com

Equal playing Time in Youth Football



Cornwall FA Guidance Equal Playing Time in Youth Football

When considering “**equal playing time**” there are two important things to remember:

Why Children Play

They play because it is **FUN**, but the fun is in the playing. It is most fun for those who play the most and not so much fun if the child is denied the opportunity to play in matches.

The Coach's Purpose

The role of the coach is fundamentally to provide an opportunity for children to have a positive experience. For most players, many of their positive experiences revolve around their playing time. Many of the challenges involved in the “equal playing time” debate can be lessened by the development of a club or coach philosophy which clearly defines the club/coach philosophical position and intentions and can be further underpinned by using codes of conduct which communicate club/coach philosophy in terms of allocation of playing time and can manage expectations for how players get game time.

Here are ten reasons why Cornwall FA considers that equal playing time is the best strategy for player development.

1) Maximises long term player development

Without access to playing time, quality coaching or experiencing critical game situations (such as playing against special teams or cup semis/finals), players who started playing late or are temporarily behind their peers in terms of physical or mental development are less likely to improve. These same players may actually have more long term potential if provided with the same opportunities to develop.

2) Development v Winning

Why do some coaches persist in playing their “best” players all the time and ignoring the needs of their new or not-so-skilled players? There is only one answer: they want to win matches so much that they dare not take a risk with a player who might make a mistake and cost the team a goal. If a coach is focused on providing equal playing time, they can’t be equally focussed on the score and winning. The coach can have this in his/her peripheral vision but instead should be more focussed on game/skill development.



3) Fun increases motivation

The number one reason children play sports is to have fun. Enjoying playing football is the main reason children work hard in practice and spend their free time playing and practicing on his/her own. Not playing isn't fun and can result in children who are less motivated to not improve, have less fun and who may choose to quit.

4) Social/psychological well-being of the players

What is the effect on the self-esteem of a player who starts as a substitute and only plays a couple of minutes every week? Are they adversely affected by being openly acknowledged as less able in terms of their social standing amongst their friends and peers? As coaches we have a duty to consider the effect that our actions have in the child's development in a wider sense and to be accountable for the part we play in it.

5) Builds confidence and resilience

From a small child to the world's greatest athlete, those who are confident are confident because they have attempted a skill or taken thousands of shots, tried and failed many times in a supported environment, then tried again and got it right. This is a valuable life lesson and only by exposure to opportunity can the child benefit.

6) Enhances Teamwork

When players feel that everyone is an important part of the team and are treated fairly, they are more likely to focus on working together. When teamwork improves, players are more likely to make friends, have fun during training and matches, and the team will have a better chance of experiencing success.

7) Players develop at different ages

How do we know which players aged, 7, 10, or 12, will be the best player aged 21? The reality is we have no idea who has the potential to be the special player. Children that excel now won't necessarily still be a shining star four years from now. All players develop at their own pace. Coaches should allow them to make mistakes and learn the game, without a dependence on the final score. It also may make sense to rotate positions so that the players have varied game positional experience which adds to their ever growing game understanding. It also stops us from stereotyping player attributes to positions e.g. a player is tall so they might be a centre back or someone who is quick so let's play him/her in a wide position. This fails to account for the fact that an early developer might be tall for their age but eventually, at age 21 are not tall comparatively and are stuck with their formative football experience in a position which does not eventually suit them.

8) Improve relationships between coaches and parents

One of the most common causes of disagreements between coaches and parents is the subject of playing time. By providing players with equal opportunities to play, coaches set the stage for more positive

relationships with parents. Parents want to see their child in the game, and when they don't, it hurts. Lack of playing time can cause frustration directed at coaches, and children on the car ride home.

9) Minimise drop out

Sadly, a high percentage of children who play football stop playing the game before they get to the age of 15. A recent study found the top five reasons for the high dropout rate were:

- Lack of playing time
- Overemphasis on winning
- Other activities are more interesting
- Lack of fun
- Coaching/adult behaviours

10) Minimise fatigue

When teams fail to rotate players, the top players potentially could be fatigued by the end of the game and the lesser skilled players could be cold, stiff and have less game experience.

Interestingly in the professional game academies are governed by rules and regulations of the Elite Player Performance Plan (EPPP) in which clubs are obliged to evidence that all squad members must play at least 50% of games. This is clear recognition of the need to allow development of players holistically in their own time. The job of the clubs and the coaches is to provide the developmental platform. In the grassroots game some clubs have adopted the following policy:

Coaches and Managers of Under 6 to Under 11 teams must ensure that all players 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.

Coaches and Managers of Under 12 to Under 16 teams must 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.

What is most important is that whatever policy or philosophy a coach or a club adopts, that it is clear, transparent and consistent so that all involved understand their roles and responsibilities.

Further information:

Join the England DNA Foundation phase (follow the link below).

<http://www.thefa.com/news/2017/12/05/14/28/its-in-the-dna-coaches-praise-england-dna-foundation-phase-resource-051217>

Further information is available by following the link to a variety of podcasts below:

<https://itunes.apple.com/gb/podcast/liverpool-fa-podcast/id1304637859?mt=2>

The Association's Safeguarding Children Policy

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football, thus every club is required to endorse and adhere to The Association's Safeguarding Children Policy.

The Association recognises its responsibility to safeguard the welfare of children and young people who play or participate in football by protecting them from abuse and harm. The Association is committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

The Association recognises that the terms 'child or young person', 'abuse' and 'harm' are open to interpretation and challenge but for the purpose of this Safeguarding Children policy they are defined as follows:

A child or young person shall be defined as:

'anyone who has not yet reached their 18th birthday.'

Abuse shall be defined as:

'a violation of an individual's human or civil rights by any other person or persons and, for the purposes of safeguarding children, shall include physical abuse, emotional abuse, sexual abuse, neglect, bullying and hazing.'

Harm shall be defined as:

'Ill treatment and forms of ill treatment (including sexual abuse and forms of ill-treatment which are not physical) and also the impairment of or an avoidable deterioration in physical or mental health and the impairment of physical, intellectual, emotional, social or behavioural development.'

'Harm' may be caused by acts of commission and acts of omission.

The Safeguarding Children Policy is supported by The Association's Respect programme to address verbal abuse and bullying of youngsters by parents and



coaches on the sidelines. The Association's Safeguarding Children Policy principles are that:

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

The Association is committed to working in partnership with the Police, Children's Services Departments, Local Safeguarding Children's Boards (LSCB) and the Disclosure and Barring Service (DBS) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children and young people.

The Association's Safeguarding Children Policy is in response to government legislation and guidance, developed to safeguard the welfare and development of children and young people.

Clubs and Leagues with youth teams must appoint a Welfare Officer in line with The Association affiliation requirements. A Club's Welfare Officer must sit on the management committee of that Club

All League and Club Welfare Officers are expected to abide by the Code of Conduct for volunteer Welfare Officers.

The Association's Safeguarding Children Regulations

Preamble

This Preamble is provided for guidance. If there is any inconsistency between the Preamble and the operative parts of the Safeguarding Children Regulations below, the operative parts shall prevail.

As set out in The Association's Safeguarding Children Policy, The Association is committed to safeguarding children within football and has Case Management procedures in place to assess the suitability of individuals to be involved with children in football.

In assessing that suitability, children's welfare is the paramount consideration. Towards this, The Association has the power under the Safeguarding Children Regulations to issue an order where any one or more of the following applies:

- (i) The individual fails to comply with any part of The Association's Criminal Records Check (CRC) process;
- (ii) The individual has been barred by the Independent Safeguarding Authority (ISA) or the Disclosure and Barring Service (DBS) from engaging in regulated activity relating to children;
- (iii) The individual has been disqualified from working with children under the Criminal Justice and Court Services Act 2000;
- (iv) The individual is subject to any other restriction on their involvement with children not within (ii) or (iii) made pursuant to statute;
- (v) The individual has been convicted of, or made the subject of a caution for, an "Offence" defined in Regulation 1.1; or
- (vi) Following a risk assessment, The Association is satisfied that the individual poses or may pose a risk of harm to children; or
- (vii) Following a risk assessment, The Association is satisfied that the individual is or was in a position of trust in relation to another person and has engaged in sexual activity and/or an inappropriate relationship with that person.

1. General

1.1 In these Regulations the expression “Offence” shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

The expression “position of trust” shall mean any position where an individual is in a relationship of trust with any person with responsibility and / or authority in relation to that person, and shall include without limitation those who care for, advise, supervise, train, coach, teach, manage, tutor, mentor, assess, develop, guide, treat or provide therapy to children and young people.

1.2 The Safeguarding Review Panel shall determine its own procedures save that in making findings of fact the test that the Safeguarding Review Panel shall apply shall be the civil standard of the balance of probability. Where a case is referred to the Safeguarding Review Panel pursuant to these Regulations it shall have the discretion to depart from the procedures set out in these Regulations where it considers it appropriate to do so.

1.3 The actions that may be taken under these Regulations by a Case Manager may also be taken by the Case Manager’s nominee.

1.4 The Association may notify other parties of the terms of any order imposed under these Regulations where the Case Manager considers that such notification is appropriate in order to give effect to the terms of the order.

1.5 Where urgent cases arise under these Regulations the Chairman of the Safeguarding Review Panel may exercise the functions and powers of the Case Manager and/or the Safeguarding Review Panel, as provided for by these Regulations, on an interim basis. An interim decision taken by the Chairman of the Safeguarding Review Panel shall not be final until such time as it has been ratified by the Safeguarding Review Panel, which shall have the right to ratify, modify or make any other order as it considers appropriate in relation to the decision taken by the Chairman of the Safeguarding Review Panel.

2. The Association's Safeguarding Process

2. Any person, regardless of their age, applying for or currently in such a position that The Association in its discretion considers relevant must comply with the requirements of The Association's Safeguarding process.

Such persons will include but not be limited to:

- (i) Those in "Regulated Activity" as defined in Part V of the Protection of Freedoms Act 2012. An individual will fall within the definition where:
 - (a) his/her duties include teaching, training, instructing, caring for, supervising or providing guidance or advice on wellbeing to Children or driving a vehicle (on behalf of an organisation) only for Children; and
 - (b) such duties happen frequently (e.g. once a week or more often) or intensively (e.g. on 4 or more days in a 30 day period, or overnight); and
- (c) The individual carrying out any of the duties described in (a) and (b) above is unsupervised.

Any person falling within this Regulation 2;

- (i) shall be referred to as a "Regulated Activity Person"; and
- (ii) Those who would otherwise fall within the definition of a Regulated Activity Person but for the fact that their duties are supervised (a "Supervised Person").

The requirements of The Association's Safeguarding process are:

- 2.1 (a) In respect of a Regulated Activity Person, to obtain and provide to The Association a DBS Enhanced Criminal Records Check with Children's Barred List
- (b) In respect of a Supervised Person, to obtain and provide to The Association a DBS Enhanced Criminal Records Check



2.2 To provide any such further detail, explanation or clarification of any part of the matters disclosed pursuant to Regulation 2.1 (a) or (b) above, as may be required by The Association;

2.3 To comply with any other request or requirement which may assist The Association in progressing or completing any investigation, risk assessment or other enquiry as part of the Safeguarding process;

2.4 Where required, to provide at least two references that attest to their suitability to be involved in youth football. The spouse or partner of the person subject to this requirement cannot act as a referee for this purpose. Any reference provided by a spouse or partner will not be accepted; and

2.5 To comply with each of the requirements set out in Regulations 2.1 – 2.4 within any such time limit as The Association may stipulate.

2.6 To comply with any order imposed by the Safeguarding Review Panel.

Any person who fails to comply with any of the requirements set out in Regulation 2 shall be subject to an immediate suspension from football activity, on such terms and/or for such period as The Association may stipulate.

Where an individual is subject to a suspension under Regulation 2.6, that suspension will remain effective (and not subject to any review by The Association) until such time as:

- (i) The individual successfully appeals against their suspension pursuant to Regulation 5; or
- (ii) The individual complies with the requirements set out in Regulation 2 that resulted in his or her suspension.

Any requirement under this Regulation 2, or any suspension arising from any failure to comply with any of the requirements of this Regulation, shall apply whether or not a person withdraws their application or ceases to hold the relevant position at any time before, during or after the investigation, risk assessment or final order of the Safeguarding Review Panel.



3. Interim Orders

3. Upon receipt by The Association of:

- 3.1 Notification that an individual has been charged with an Offence;
- 3.2 Notification that an individual is the subject of an investigation by the Police, Children's Services or any other authority relating to an Offence; or
- 3.3 Any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children, The Association shall have the power to make any interim order including, but not limited to, issuing an interim suspension order suspending the individual from all or any specific football activity for such a period and on such terms and conditions as it considers appropriate. Interim orders shall be issued by the Case Manager, who shall provide the individual with written notification of the interim order, the reason(s) for its imposition and of the right of appeal pursuant to Regulation 6.

4.1 In determining whether an order under Regulation 3 should be made, the Case Manager shall give consideration, inter alia, to the following factors:

- 4.1.1 Whether a child is or children are or may be at risk of harm;
- 4.1.2 Whether the matters are of a serious nature; and/or
- 4.1.3 Whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded having regard to the need for any suspension order to be proportionate.

If the Association believes it requires further information from an individual in order to assess whether an order under Regulation 3 should be made and/or to properly assess the factors in Regulation 4.1, the Case Manager may request further information from that individual. Such information must be provided in accordance with the deadline set by the Case Manager.

4.2 The Case Manager will notify the individual in writing of the terms of any interim suspension order or other interim order, such notification to be sent by registered post to the individual's usual or last known address.

5. An individual who is subject to an interim order under Regulation 3 or under Regulation 2.6 shall have the immediate right to appeal the interim order.

6. Appeals under Regulation 5 shall be considered by the Safeguarding Review Panel.

7. To bring an appeal under Regulation 5, the individual as the appellant, must give notice in writing to The FA Judicial Services Department with a copy sent to the Case Manager. The notice must request an appeal and state the grounds for that appeal. The appellant may submit any written material in support of the appeal. Such material must be submitted to The Association, as the respondent, and the Safeguarding Review Panel within 14 days of giving such notice or it may not be considered by the Safeguarding Review Panel.

8. The Safeguarding Review Panel shall determine all procedural matters for the conduct of the appeal, including requiring more information from either the appellant or the respondent. Unless the Safeguarding Review Panel in its discretion exceptionally allows the appellant and the respondent to address it in person, the Safeguarding Review Panel shall only consider the written material submitted by the appellant in support of the appeal, together with any written material submitted by the respondent. In exercising its discretion as to whether exceptionally to allow the individual and the Case Manager to address it in person (whether through a representative or otherwise), whether that be as a result of the application made by the appellant or otherwise, the Safeguarding Review Panel shall give consideration to the following reasons (which is not an exhaustive list):

8.1 Whether the terms of any order under consideration would affect the individual's paid employment within football, in which case, the appellant shall be entitled to address the Safeguarding Review Panel in person; and/or

8.2 Whether exceptional material is put before the Safeguarding Review Panel.

9. In determining an appeal, the Safeguarding Review Panel shall have the power to make any order in relation to the interim order as it considers appropriate, including ratifying, modifying or removing it.
10. Any appeal under Regulation 5 shall be determined by the Safeguarding Review Panel at the earliest opportunity, following the receipt of notice in writing and any written material in support of the appeal from the appellant and written material submitted by the respondent (and, in cases where the individual and Case Manager were permitted to address it in person, following any oral hearing).
11. All interim orders will be reviewed at the first opportunity following the expiry of 6 months from the date of the order being imposed or, if that order has been appealed under Regulation 5, the date upon which that appeal is determined (whether on the written papers or following an oral hearing), and at the same interval thereafter. The Safeguarding Review Panel will not review an interim order before the expiry of the relevant 6 month period except in exceptional circumstances and/or where there is a material change in the circumstances in which the order was made. Any review under Regulation 11 shall be considered by the Safeguarding Review Panel which conducted an appeal in the same case under Regulation 5. The Safeguarding Review Panel may maintain, modify, or remove any interim order, or make any other order it considers appropriate.
12. The total period of an interim order under Regulation 3 shall not last beyond the final determination of any related case under the Rules of the Association. Where an interim order is imposed on an individual under Regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

Determination Following Any Order Made Pursuant to Statute Barring or Restricting Involvement With Children

13.1 Where any individual is:

13.1.1 Barred from regulated activity relating to children in accordance with section 3 of the Safeguarding Vulnerable Groups Act 2006 (as may be amended);

13.1.2 Disqualified from working with children in accordance with section 35 of the Criminal Justice and Court Services Act 2000; and/or

13.1.3 Subject to any other order, not within Regulations 13.1.1 or 13.1.2, issued pursuant to statute restricting their involvement with children,

Order Following Conviction or Caution

14.1 Where the Case Manager becomes aware that an individual has a caution or conviction which leads to a concern about that individual's continued participation in football activity involving a child or children, the Case Manager may refer a case to the Safeguarding Review Panel in order to seek an order under Regulation 14.

14.2 The Association's Safeguarding Review Panel shall have the power to make any order in respect of any individual convicted of, or made the subject of a caution in respect of, an Offence, including but not limited to a suspension from all or any specific football activity for such period and on such terms and conditions as it considers appropriate.

Order Following Risk Assessment

15. In addition to The Association's powers under Regulations 2.6, 3, 13 and 14 the Safeguarding Review Panel shall have the power to make any order that it considers appropriate, including but not limited to an order that any individual be suspended from all or any specific football activity for such period

and on such terms and conditions as it considers appropriate, if it is satisfied that the individual poses or may pose a risk of harm to a child or children and/or that the individual is or was in a position of trust in relation to any person and has engaged in sexual activity and/or an inappropriate relationship with that person.

16. Cases may be referred to the Safeguarding Review Panel in order to seek an order under Regulation 15 by the Case Manager where the Case Manager has reasonable cause to suspect that there are grounds for concern about an individual's continued participation in football activity involving a child or children.

17. The Case Manager shall reach this decision on the basis of a risk assessment of that individual's suitability for such participation. This risk assessment may be in such form and prepared by any person, as the Case Manager, at his/her discretion, considers appropriate.

18. Before a referral is made under Regulation 16, the Case Manager must use reasonable endeavours to notify the individual in writing. Such written notification must explain the order sought and the reason for it, and include a copy of the risk assessment and all other written material that the Case Manager intends to rely upon in seeking the order, save for any exceptional material dealt with under Regulation 24.

19. The individual shall have 14 days to reply to this notification and to provide any written material that he/she wishes the Safeguarding Review Panel to take into account in considering whether or not to impose any order under Regulation 15.

20. Following the receipt of the reply and/or other written material from the individual, or the expiry of the 14 day period if no reply is received, the Case Manager may:

20.1 Decide that no further action is currently required as there are no longer grounds for a referral under Regulation 16;



- 20.2 Make any such further inquiries as he or she considers appropriate in light of any matters raised by the individual in response to the written notification; or
- 20.3 Refer the case to the Safeguarding Review Panel under Regulation
21. Where further inquiries are made by the Case Manager, any written material arising from those inquiries may only be relied on by the Case Manager in applying for any order under Regulation 15 if that written material has been sent to the individual and he or she has had 14 days to reply to it, save for any exceptional material dealt with under Regulation 24. If the written material is relied upon, any response by the individual must also be considered by the Safeguarding Review Panel.
22. The Safeguarding Review Panel shall determine all procedural matters for the conduct of a case referred to it under Regulation 16. Unless the Safeguarding Review Panel in its discretion exceptionally allows the individual and the Case Manager to address it in person, the case shall be considered on the basis of the following written material only:
- 22.1 The written notification and all written material provided with it by the Case Manager to the individual;
- 22.2 The reply, if any, and all other written material submitted by the individual in response to the written notification;
- 22.3 Any further written material provided by the Case Manager to the individual subsequently to the written notification; and
- 22.4 Any response from the individual to such further written material and all other written material submitted with that response.
23. In exercising its discretion as to whether exceptionally to allow the individual and the Case Manager to address it in person, whether that be as a

result of an application made by either party or otherwise, the Safeguarding Review Panel shall give consideration, inter alia, to the following factors:

23.1 Whether the terms of any order under consideration would affect the individual's paid employment within football in which case the individual shall be entitled to address the Safeguarding Review Panel in person;

23.2 Whether exceptional material is to be put before the Safeguarding Review Panel; and/or

23.3 Whether an oral hearing has previously been conducted pursuant to Regulation 9 in relation to the same matter.

Exceptional Material

24.1 In considering an interim order under Regulation 5, a review of any interim order under Regulation 11, or whether or not to make any order under Regulation 15, as a general rule the Safeguarding Review Panel may not consider any material provided by either the Case Manager or the individual which the other party has not seen and had a reasonable opportunity to reply to.

24.2 Exceptionally, in respect of any of the matters set out at Regulation 24.1, the Case Manager may make an application to an Exceptional Material Panel for permission to submit material to the Safeguarding Review Panel that has not been sent to the individual ("exceptional material"), where the Case Manager considers that the exceptional material concerned should not be sent to the individual for any one or more of the following reasons:—

24.2.1 Revealing it to the individual may create a risk of harm to any person or persons, and/or

24.2.2 Revealing it to the individual may amount to a criminal offence or otherwise be unlawful.

24.3 Where the Case Manager makes an application to an Exceptional Material Panel for permission to submit exceptional material to the Safeguarding Review

Panel under Regulation 24.2 above, the Case Manager shall give notice of the application to the individual in writing at least fourteen days before the Exceptional Material Panel considers the application, unless the Case Manager considers that such written notice should not be given, as to give such notice may in itself:

24.3.1 Create a risk of harm to any person or persons; and/or

24.3.2 Amount to a criminal offence or otherwise be unlawful.

24.4 Any reply by an individual to a notice referred to in Regulation 24.3 must be passed to the Exceptional Material Panel for consideration.

24.5 The Exceptional Material Panel may, at its discretion, allow or reject the application in whole or in part.

24.6 In the event that the Exceptional Material Panel grants an order allowing the exceptional material to be submitted to the Safeguarding Review Panel, the Exceptional Material Panel shall give consideration as to whether either or both of the following may be provided to the individual:

24.6.1 A redacted version of the exceptional material; and/or

24.6.2 A summary of the exceptional material.

24.7 An Exceptional Material Panel shall be made up of one or more of the members of the Safeguarding Review Panel. A person that sits on an Exceptional Material Panel determining an application under Regulation 24.2 in relation to a particular individual may not be a member of the Safeguarding Review Panel that will have conduct of the case referred under Regulation 16 in relation to that individual.

Other Orders Available Following Risk Assessment

25. Following a referral under Regulation 16, in addition to its ability to make an order under Regulation 15, the Safeguarding Review Panel may make any

other order consistent with the aims of the Safeguarding Children Policy that it considers appropriate in the circumstances.

26. Unless otherwise discharged, a Supervision Order will last for the length of time ordered by the Panel. Before its expiry, The Association may apply for an extension, or further extensions, for a period not exceeding 3 years from the date of the first order.

Discretion to Refer to the Safeguarding Panel

27. Any of the powers and/or case management functions exercised by a Case Manager under these Regulations may instead be exercised by the Safeguarding Review Panel if the Case Manager, in his or her sole discretion, determines that the matter should be referred to the Safeguarding Review Panel (“a general referral”). The Case Manager shall make a general referral to the Safeguarding Review Panel where the facts and circumstances of a case are exceptional and/or of significant public interest, though the Case Manager’s discretion to make a general referral will not be limited to such cases.

28. Where the Case Manager makes a general referral to the Safeguarding Review Panel, the same rights of review and appeal arise as if the decision of the Safeguarding Review Panel had been made by the Case Manager. Any review or appeal of the decisions of the latter will be heard by a Safeguarding Review Panel, none of the members of which shall have been a member of the Safeguarding Review Panel which was involved in any earlier decision on that case.

Right of Appeal

29.1 A Participant or The Association may appeal to an Appeal Board any decision of the Safeguarding Review Panel made under Regulations 13.1.3, 14 or 15. Subject to Regulation 29.2, such appeals shall be conducted in accordance



with the Appeal Regulations. Subject to this right of appeal, decisions of the Safeguarding Review Panel shall be final and binding.

29.2 Notwithstanding any provision to the contrary in the Appeal Regulations, an Appeal Board convened to hear an appeal pursuant to Regulation 29.1 shall take place as a full rehearing of the case.

29.3 Any decision of the Appeal Board shall be final and binding with no further right of appeal.

Written Material

30. For the purposes of these Regulations, “written material” may include photographic, video, electronic and/or audio evidence.



The Football Association's Safeguarding Adults at Risk Policy

Definitions

For the purpose of this Policy the following definitions apply:

1. Adult at Risk

A person aged 18 or over who has needs for care and support (whether or not a local authority is meeting any of those needs); and

- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

2. Abuse

Abuse is defined as a violation of an individual's human and civil rights by any other person or persons. It includes acts of commission (such as an assault) and acts of omission (situations where the environment fails to prevent harm). Abuse may be single act or omission or series of acts or omissions.

3. Capacity*

Capacity refers to an individual adult's ability to take a specific decision or take a particular action at a particular time even if they are able or not able to make other decisions at other times. The starting point should be that the person has capacity to make a decision unless it can be established that they cannot.

Policy

The Association is committed to football being inclusive and providing a safe and positive experience for every adult participant involved in the game regardless of age, gender, gender reassignment, disability, culture, language, race, faith, belief or sexual orientation.



The Association recognises that some adult participants some may need additional safeguards and/ or protection. These adults are referred to as Adults at Risk.

The Association recognises its responsibility to safeguard and protect Adults at Risk, and to respond appropriately to any allegations or suspicions of abuse. Everyone who works with Adults at Risk has a responsibility to commit to this.

If abuse is suspected, or reported, The Association will work in partnership with the Adult at Risk wherever possible, depending on their capacity and the risk to them and others. The Association will also work in partnership with the police, the Disclosure and Barring Service, Safeguarding Adults Boards and local authorities so these organisations can carry out their statutory duties to safeguard and protect Adults at Risk. When responding to abuse or allegations of abuse and considering the sharing of information, The Association will put the needs of the adult first, work in their best interests and take into account the six principles of safeguarding adults detailed in the Care Act 2014: empowerment; protection; prevention; proportionality; partnership; and accountability. These principles will underpin all work with Adults at Risk.

* Mental Capacity Act, 2005

The Association's Safeguarding Adults at Risk Regulations

Preamble

This Preamble is provided for guidance. If there is any inconsistency between the Preamble and the operative parts of the Safeguarding Adults at Risk Regulations below, the operative parts shall prevail.

As set out in The Association's Safeguarding Adults at Risk Policy, The Association is committed to safeguarding Adults at Risk within football and has Case Management procedures in place to assess the suitability of individuals to be involved with Adults at Risk in football.

In assessing that suitability, the welfare of Adults at Risk is the paramount consideration. Towards this, The Association has the power under the Safeguarding Adults at Risk Regulations to issue an order where any one or more of the following applies:

- (i) The individual fails to comply with any part of The Association's Criminal Records Check (CRC) process;
- (ii) The individual has been barred by the Independent Safeguarding Authority (ISA) or the Disclosure and Barring Service (DBS) from engaging in regulated activity relating to Adults at Risk
- (iii) The individual is included on the Disclosure and Barring Service (DBS) Adults Barred List;
- (iv) The individual has been convicted of, or made the subject of a caution for, an "Offence" defined in Regulation 1.1; or
- (v) Following a risk assessment, The Association is satisfied that the individual poses or may pose a risk of harm to Adults at Risk.
- (vi) Following a risk assessment, The Association is satisfied that the individual is or was in a position of trust in relation to another person and has engaged in sexual activity and / or an inappropriate relationship with that person.

1. General

1.1 In these Regulations the expression “Offence” shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to an Adult at Risk.

The expression “position of trust” shall mean any position where an individual is in a relationship of trust with any person with responsibility and / or authority in relation to that person and shall include without limitation those who care for, advise, supervise, train, coach, teach, manage, tutor, mentor, assess, develop, guide, treat or provide therapy to Adults at Risk

1.2 The Safeguarding Review Panel shall determine its own procedures save that in making findings of fact the test that the Safeguarding Review Panel shall apply shall be the civil standard of the balance of probability. Where a case is referred to the Safeguarding Review Panel pursuant to these Regulations it shall have the discretion to depart from the procedures set out in these Regulations where it considers it appropriate to do so.

1.3 The actions that may be taken under these Regulations by a Case Manager may also be taken by the Case Manager’s nominee.

1.4 The Association may notify other parties of the terms of any order imposed under these Regulations where the Case Manager considers that such notification is appropriate in order to give effect to the terms of the order.

1.5 Where urgent cases arise under these Regulations the Chairman of the Safeguarding Review Panel may exercise the functions and powers of the Case Manager and/or the Safeguarding Review Panel as provided for by these Regulations, on an interim basis. An interim decision taken by the Chairman of the Safeguarding Review Panel shall not be final until such time as it has been ratified by the Safeguarding Review Panel, which shall have the right to ratify, modify or make any other order as it considers appropriate in relation to the decision taken by the Chairman of the Safeguarding Review Panel.

2. Adults at Risk Definition

For these purposes, the term Adult at Risk or Adults at Risk means any person who falls within any one or more of the following:

2.1 The Care Act 2014

2.2 Section 59 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012; and 2.3 any adult who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/ herself against significant harm or serious exploitation.

3. Safeguarding Adults at Risk Process

3. Any person, regardless of their age, applying for or currently in such positions that The Association in its discretion considers relevant whose duties include regularly caring for, training, supervising, administering treatment and/or therapy or medical treatment to an Adult at Risk may be required by The Association to comply with the requirements of The Association's Safeguarding Adults at Risk process. These requirements are:

3.1 To obtain and provide to The Association a DBS Enhanced Criminal Records Check (to include the Adults Barred List check where the duties fall within the definition of "Regulated Activity" under the Protection of Freedoms Act 2012) or to obtain and provide to The Association a DBS Enhanced Criminal Records Check without a check of the adults barred list where the duties do not fall within the definition of "Regulated Activity" under the Protection of Freedoms Act 2012 or other DBS check according to role.

3.2 To provide any such further detail, explanation or clarification of any part of the matters disclosed pursuant to Regulation 3.1 above as may be required by The Association;



3.3 Where required, to provide at least two references that attest to their suitability to be involved in football involving Adults at Risk. The spouse or partner of the person subject to this requirement cannot act as a referee for this purpose. Any reference provided by a spouse or partner will not be accepted; and

3.4 To comply with each of the requirements set out in Regulations 3.1-3.4 within any such time limit as The Association may stipulate.

3.5 To comply with any order imposed by the Safeguarding Review Panel.

Any person who fails to comply with any of the requirements set out in Regulation 3 shall be subject to an immediate suspension from football activity, on such terms and/or for such period as The Association may stipulate.

Where an individual is subject to a suspension under Regulation 3.6, that suspension will remain effective (and not subject to any review by The Association) until such time as:

- (i) The individual successfully appeals against their suspension pursuant to Regulation 6; or
- (ii) The individual complies with the requirements set out in Regulation 3 that resulted in his or her suspension.

Any requirement under this Regulation 3, or any suspension arising from any failure to comply with any requirement of this Regulation, shall apply whether or not a person withdraws their application or ceases to hold the relevant position at any time before, during or after the investigation, risk assessment or final order of the Safeguarding Review Panel.

4. Interim Orders

Upon receipt by The Association of:

- 4.1 Notification that an individual has been charged with an Offence;
- 4.2 Notification that an individual is the subject of an investigation by the Police or any other authority relating to an Offence; or
- 4.3 Any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to an Adult at Risk, The Association shall have the power to make any interim order including, but not limited to, issuing an interim suspension order suspending the individual from all or any specific football activity for such a period and on such terms and conditions as it considers appropriate. Interim orders shall be issued by the Case Manager, who shall provide the individual with written notification of the interim order, the reason(s) for its imposition and of the right of appeal pursuant to Regulation 7.

5.1 In determining whether an order under Regulation 4 should be made, the Case Manager shall give consideration, inter alia, to the following factors

5.1.1 Whether Adults at Risk may be at risk of harm from the individual

5.1.2 Whether the matters are of a serious nature; and/or

5.1.3 Whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded having regard to the need for any suspension order to be proportionate.

If the Association believes it requires further information from an individual in order to assess whether an order under Regulation 4 should be made and/or to properly assess the factors in Regulation 5.1, the Case Manager may request further information from that individual. Such information must be provided in accordance with the deadline set by the Case Manager.

5.2 The Case Manager will notify the individual in writing of the terms of any interim suspension order or other interim order, such notification to be sent by registered post to the individual's usual or last known address.

6. An individual who is subject to an interim order under Regulation 4 or under Regulation 3.6 shall have the immediate right to appeal the interim order.

7. Appeals under Regulation 6 shall be considered by the Safeguarding Review Panel.

8. To bring an appeal under Regulation 6, the individual as the appellant, must give notice in writing to The FA Judicial Services Department with a copy sent to the Case Manager. The notice must request an appeal and state the grounds for that appeal. The appellant may submit any written material in support of the appeal. Such material must be submitted to The Association, as the respondent, and the Safeguarding Review Panel within 14 days of giving such notice or it may not be considered by the Safeguarding Review Panel.

9. The Safeguarding Review Panel shall determine all procedural matters for the conduct of the appeal, including requiring more information from either the appellant or the respondent. Unless the Safeguarding Review Panel in its discretion exceptionally allows the appellant and the respondent to address it in person, the Safeguarding Review Panel shall only consider the written material submitted by the appellant in support of the appeal, together with any written material submitted by the respondent. In exercising its discretion as to whether exceptionally to allow the individual and the Case Manager to address it in person (whether through a representative or otherwise), whether that be as a result of the application made by the appellant or otherwise, the Safeguarding Review Panel shall give consideration to the following reasons (which is not an exhaustive list):

9.1 Whether the terms of any order under consideration would affect the individual's paid employment within football, in which case, the appellant shall be entitled to address the Safeguarding Review Panel in person; and/or

9.2 Whether exceptional material is put before the Safeguarding Review Panel.

10. In determining an appeal, the Safeguarding Review Panel shall have the power to make any order in relation to the interim order as it considers appropriate, including ratifying, modifying or removing it.
11. Any appeal under Regulation 6 shall be determined by the Safeguarding Review Panel at the earliest opportunity, following the receipt of notice in writing and any written material in support of the appeal from the appellant and written material submitted by the respondent (and, in cases where the individual and Case Manager were permitted to address it in person, following any oral hearing).
12. All interim orders will be reviewed at the first opportunity following the expiry of 6 months from the date of the order being imposed or, if that order has been appealed under Regulation 6, the date upon which that appeal is determined (whether on the written papers or following an oral hearing), and at the same interval thereafter. The Safeguarding Review Panel will not review an interim order before the expiry of the relevant 6 month period except in exceptional circumstances and/or where there is a material change in the circumstances in which the order was made. Any review under Regulation 12 shall be considered by the Safeguarding Review Panel which conducted an appeal in the same case under Regulation 6. The Safeguarding Review Panel may maintain, modify, or remove any interim order, or make any other order it considers appropriate.
13. The total period of an interim order under Regulation 4 shall not last beyond the final determination of any related case under the Rules of the Association. Where an interim order is imposed on an individual under Regulation 4 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

Determination Following Any Order Made Pursuant to Statute Barring or Restricting Involvement With Adults at Risk

14.1 Where any individual is:

14.1.1 Barred from regulated activity relating to Adults at Risk;

14.1.2 Included in the list of individuals considered unsuitable to work with Adults at Risk, as kept by the Disclosure and Barring Service (DBS); and/or

14.1.3 Subject to any other order, not within Regulation 14.1.1 or 14.1.2, issued pursuant to statute restricting their involvement with Adults at Risk,

The Association shall have the power to make any order, including but not limited to an order that any individual be suspended from all or any specific football activity for such period and on such terms and conditions as it considers appropriate. Any such order shall be issued by the Case Manager.

14.2 The Case Manager shall notify the individual in writing of the order and shall invite the individual to make any written representations within 14 days as to why the order should not be ratified by the Safeguarding Review Panel.

14.3 All such orders shall be reviewed at the next meeting of the Safeguarding Review Panel. In reviewing the order the Safeguarding Review Panel shall consider any written material submitted by the individual in accordance with Regulation 14.2, together with all written material submitted by the Case Manager. The Safeguarding Review Panel may ratify, modify or remove any such order, or make any other order as it considers appropriate.

ORDER FOLLOWING CONVICTION OR CAUTION

15.1 The Association's Safeguarding Review Panel shall have the power to make any order in respect of any individual convicted of, or made the subject of a caution in respect of, an Offence, including but not limited to a suspension from all or any specific football activity for such period and on such terms and conditions as it considers appropriate.



15.2 Where a case is to be considered by the Safeguarding Review Panel under Regulation 15.1, the Case Manager shall notify the individual in writing and shall invite the individual to make any written representations within 14 days.

15.3 Before making any order under Regulation 15.1, the Panel shall consider all information gathered in respect of an individual including, where applicable, information gathered pursuant to The Association's CRC process under Regulation 3, any written representations made by the individual under Regulation 15.2, together with all written material submitted by the Case Manager.

Order Following Risk Assessment

16. In addition to The Association's powers under Regulations 3.6, 4, 14 and 15 the Safeguarding Review Panel shall have the power to make any order that it considers appropriate, including but not limited to an order that any individual be suspended from all or any specific football activity for such period and on such terms and conditions as it considers appropriate, if it is satisfied that the individual poses or may pose a risk of harm to Adults at Risk and/or that the individual is or was in a position of trust in relation to any person and has engaged in sexual activity and/or an inappropriate relationship with that person.

17. Cases may be referred to the Safeguarding Review Panel in order to seek an order under Regulation 16 by the Case Manager where the Case Manager has reasonable cause to suspect that there are grounds for concern about an individual's continued participation in football activity involving Adults at Risk.

18. The Case Manager shall reach this decision on the basis of a risk assessment of that individual's suitability for such participation. This risk assessment may be in such form and prepared by any person, as the Case Manager at his/her discretion, considers appropriate.

19. Before a referral is made under Regulation 17, the Case Manager must use reasonable endeavours to notify the individual in writing. Such written notification must explain the order sought and the reason for it, and include a copy of the risk assessment and all other written material that the Case Manager intends to rely upon in seeking the order, save for any exceptional material dealt with under Regulation 25.

20. The individual shall have 14 days to reply to this notification and to provide any written material that he/she wishes the Safeguarding Review Panel to take into account in considering whether or not to impose any order under Regulation 16.

21. Following the receipt of the reply and/or written material from the individual, or the expiry of the 14 day period if no reply is received, the Case Manager may:

21.1 Decide that no further action is currently required as there are no longer grounds for a referral under Regulation 17;

21.2 Make any such further inquiries as he or she considers appropriate in light of any matters raised by the individual in response to the written notification; or

21.3 Refer the case to the Safeguarding Review Panel under Regulation 17.

22. Where further inquiries are made by the Case Manager, any written material arising from those inquiries may only be relied on by the Case Manager in applying for any order under Regulation 16 if that written material has been sent to the individual and he or she has had 14 days to reply to it, save for any exceptional material dealt with under Regulation 25. If the written material is relied upon, any response by the individual must also be considered by the Safeguarding Review Panel.

23. The Safeguarding Review Panel shall determine all procedural matters for the conduct of a case referred to it under Regulation 17. Unless the Safeguarding Review Panel in its discretion exceptionally allows the individual and the Case

Manager to address it in person, the case shall be considered on the basis of the following written material only:

23.1 The written notification and all written material provided with it by the Case Manager to the individual;

23.2 The reply, if any, and all other written material submitted by the individual in response to the written notification;

23.3 Any further written material provided by the Case Manager to the individual subsequently to the written notification; and

23.4 Any response from the individual to such further written material and all other written material submitted with that response.

24. In exercising its discretion as to whether exceptionally to allow the individual and the Case Manager to address it in person, whether that be as a result of an application made by either party or otherwise, the Safeguarding Review Panel shall give consideration, inter alia, to the following factors:

24.1 Whether the terms of any order under consideration would affect the individual's paid employment within football in which case the individual shall be entitled to address the Safeguarding Review Panel in person;

24.2 Whether exceptional material is to be put before the Safeguarding Review Panel; and/or

24.3 Whether an oral hearing has previously been conducted pursuant to Regulation 10 in relation to the same matter.

Exceptional Material

25.1 In considering an interim order under Regulation 6, a review of any interim order under Regulation 12, or whether or not to make any order under Regulation 16, as a general rule the Safeguarding Review Panel may not consider any material provided by either the Case Manager or the individual which the other party has not seen and had a reasonable opportunity to reply to.



25.2 Exceptionally, in respect of any of the matters set out at Regulation 24.1, the Case Manager may make an application to an Exceptional Material Panel for permission to submit material to the Safeguarding Review Panel that has not been sent to the individual (“exceptional material”), where the Case Manager considers that the exceptional material concerned should not be sent to the individual for any one or more of the following reasons:

25.2.1 Revealing it to the individual may create a risk of harm to any person or persons, and/or

25.2.2 Revealing it to the individual may amount to a criminal offence or otherwise be unlawful.

25.3 Where the Case Manager makes an application to an Exceptional Material Panel for permission to submit exceptional material to the Safeguarding Review Panel under Regulation 25.2, the Case Manager shall give notice of the application to the individual in writing at least fourteen days before the Exceptional Material Panel considers the application, unless the Case Manager considers that such written notice should not be given, as to give such notice may in itself:

25.3.1 Create a risk of harm to any person or persons; and/or

25.3.2 Amount to a criminal offence or otherwise be unlawful.

25.4 Any reply by an individual to a notice referred to in Regulation 25.3 must be passed to the Exceptional Material Panel for consideration.

25.5 The Exceptional Material Panel may, at its discretion, allow or reject the application in whole or in part.

25.6 In the event that the Exceptional Material Panel grants an order allowing the exceptional material to be submitted to the Safeguarding Review Panel, the Exceptional Material Panel shall give consideration as to whether either or both of the following may be provided to the individual:

25.6.1 A redacted version of the exceptional material; and/or,

25.6.2 A summary of the exceptional material.

25.7 An Exceptional Material Panel shall be made up of one or more of the members of the Safeguarding Review Panel. A person that sits on an Exceptional Material Panel determining an application under Regulation 25.2 in relation to a particular individual may not be a member of the Safeguarding Review Panel that will have conduct of the case referred under Regulation 17 in relation to that individual.

Other Orders Available Following Risk Assessment

26. Following a referral under Regulation 16, in addition to its ability to make an order under Regulation 17, the Safeguarding Review Panel may make any other order consistent with the aims of the Adults at Risk Policy that it considers appropriate in the circumstances.

Supervision Orders

27. Unless otherwise discharged, a Supervision Order will last for the length of time ordered by the Panel. Before its expiry, The Association may apply for an extension, or further extensions, for a period not exceeding 3 years from the date of the first order.

Discretion to Refer to the Safeguarding Review Panel

28. Any of the powers and/or case management functions exercised by a Case Manager under these Regulations may instead be exercised by the Safeguarding Review Panel if the Case Manager, in his or her sole discretion, determines that the matter should be referred to the Safeguarding Review Panel (“a general referral”). The Case Manager shall make a general referral to the Safeguarding Review Panel where the facts and circumstances of a case are exceptional and/or of significant public interest, though the Case Manager’s discretion to make a general referral will not be limited to such cases.

29. Where the Case Manager makes a general referral to the Safeguarding Review Panel, the same rights of review and appeal arise as if the decision of the Safeguarding Review Panel had been made by the Case Manager. Any review or appeal of the decisions of the latter will be heard by a Safeguarding Review Panel, none of the members of which shall have been a member of the Safeguarding Review Panel which was involved in any earlier decision on that case.

Right of Appeal

30.1 A Participant or The Association may appeal to an Appeal Board any decision of the Safeguarding Review Panel made under Regulations 13.1.3, 14 or 15. Subject to Regulation 30.2, such appeals shall be conducted in accordance with the Appeal Regulations. Subject to this right of appeal, decisions of the Safeguarding Review Panel shall be final and binding.

30.2 Notwithstanding any provision to the contrary in the Appeal Regulations, an Appeal Board convened to hear an appeal pursuant to Regulation 30.1 shall take place as a full rehearing of the case.

30.3 Any decision of the Appeal Board shall be final and binding with no further right of appeal.

Written Material

31. For the purposes of these Regulations, “written material” may include photographic, video, electronic and/or audio evidence.



Respect

Respect is The FA's response to a clear message from throughout the game, that the health of football depends upon high standards of behaviour on and off the pitch.

- Respect is a behavioural code for Football
- Respect is about recognising that the integrity of the game is more important than the result of the match
- Respect is For ALL and plays a key part in uniting the game
- Respect is about creating an understanding of what is acceptable and unacceptable behaviour in Football
- Respect is about those involved taking responsibility for the consequences of their own actions
- Respect is about supporting match officials to do their job.
- Respect is not a slogan. It is a collective responsibility of those involved in football to create a safe, fun and inclusive environment in which the game can take place.

The following Respect Codes of Conduct outline the types of behaviour that will support a safe, fun and inclusive game in this country. They also identify a range of sanctions which may be taken if these codes are not abided by.

Respect – Adult Players (Code of Conduct)



*Respect for
each other,
Respect for
the game.*

Adult Club code of conduct

On and off the pitch, I will:

- Always play the game fairly and in the right spirit.
- Be aware of the impact of bad language; keep spectators and members of the public - including children - in mind.
- Avoid criticising match officials. Accept that they make honest decisions and confronting them will not change it.
- Never verbally abuse a match official, player or spectator based on their appearance, race, religion, gender or sexuality. Doing so could lead to dismissal from the field, suspension and possible police action.
- Never physically assault a match official, player or spectator. Doing so could lead to dismissal from the field, suspension and possible police action.
- Always win, lose or draw with dignity, and be prepared to shake hands with match officials, opposition players and manager at full-time.

I understand:

'If I do not follow the Code, I may expect to:

- Be cautioned, sin binned or sent off by the match officials, depending on the nature of the offence.
- Be asked to apologise to whoever I have offended or abused.
- Be disciplined by my club, including being substituted, dropped, given a formal warning or suspended from training or matches depending on the nature of the offence.
- Be disciplined by the County Football Association, including being fined or suspended for a number of matches depending on the nature of the offence.
- Be handed a permanent exclusion by the FA or County Football Association, if the offence is deemed serious enough.'



Building society with mutual respect

Respect – Coaches, Team Managers and Club Officials (Code of Conduct)



*Set the standards
for a great game.*

*Use your position to set a
positive example for the people
you're responsible for and lead
a better game for everyone.*

Play Your Part
(Code of Conduct)

**Coaches, Team Managers
and Club Officials**

**Play your part and support
The FA's Code of Respect:**

On and off the field, I will:

- Always show respect to everyone involved in the game
- Stick to the rules and celebrate the spirit of the game
- Encourage fair play and high standards of behaviour
- Always respect the Referee and encourage players to do the same
- Never enter the field of play without the Referee's permission
- Never engage in, or tolerate offensive, insulting or abusive behaviour
- Be aware of the potential impact of bad language on others
- Be gracious in victory and defeat
- Respect the facilities home and away

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything
- Never tolerate any form of bullying
- Ensure all activities are suited for the players' ability and age
- Work with others (e.g. officials, doctors, welfare officers, physiotherapists) for each player's best interests
- I will make myself familiar with safeguarding practices & review guidance on **physical contact (5.6) & Acceptable Behaviours When Working With Young People (5.7)** documents on the safeguarding section of [EnglandFootball.com](https://www.EnglandFootball.com)

I understand that if I do not follow the Code, I may be:

- Required to meet with the club committee, league or CFA Welfare Officer
- Suspended by the club from attending matches
- Suspended or fined by the County FA
- Required to leave, lose my position and/or have my license withdrawn

 **RESPECT**
Nationwide
Building society with mutual respect

*we ONLY
do
Positive.*

Respect – Young Players (Code of Conduct)

*Play your best.
Be your best.*

*Make sure you and everyone
around you has a good time
on and off the pitch.*

Play Your Part (Code of Conduct)

Young Players

**Play your part and support
The FA's Code of Respect:**

When playing football, I will:

- Always play my best for the benefit of the team
- Play fairly and be friendly
- Play by the rules and respect the Referee
- Shake hands with the other team - win or lose
- Listen carefully to what my coach tells me
- Understand that a coach has to do what's best for the team
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club
- Encourage my team mates
- Respect the facilities home & away

**I understand that if I do not follow the Code,
I may:**

- Be asked to apologise to whoever I've upset
- Receive a formal warning
- Be dropped, substituted or suspended from training



*We ONLY
do
Positive.*

Respect – Spectators and Parents/Carers (Code of Conduct)

*If we behave positively
during practice and matches,
our children will too.*

*By setting a good example, we'll help
build a supportive environment in which
everyone can enjoy themselves.*

Play Your Part (Code of Conduct)

Spectators and Parents/Carers

**Play your part and support
The FA's Code of Respect:**

I will:

- Have fun; it's what we're all here for!
- Celebrate effort and good play from both sides
- Always respect the Referee and coaches and encourage players to do the same
- Stay behind the touchline and within the Designated Spectators' Area (where provided)
- When players make mistakes, offer them encouragement to try again next time
- Never engage in, or tolerate offensive, insulting or abusive language or behaviour
- I will make myself familiar with safeguarding practices & review guidance on **physical contact (5.6) & Acceptable Behaviours When Working With Young People (5.7)** documents on the safeguarding section of [EnglandFootball.com](https://www.EnglandFootball.com)

I understand that if I do not follow the Code, I may be:

- Issued with a verbal warning or asked to leave
- Required to meet with the club committee, league or CFA Welfare Officer
- Obligated to undertake an FA education course
- Requested not to attend future games, be suspended or have my membership removed
- Required to leave the club along with any dependents and/or issued a fine




Building society with mutual respect

*we ONLY
do Positive.*



Respect – Match Officials (Code of Conduct)



**Make your impact
a positive one.**

*By managing the game in a positive,
calm and confident way, you'll
encourage everyone to have fun.*

Play Your Part
(Code of Conduct)

Match Officials



**Play your part and support
The FA's Code of Respect:**

I will:

- Respect the game, the competition and all other participants
- Maintain my integrity and approach each game with a positive mind set
- Be knowledgeable of the laws of the game, regulations and competition rules
- Set a positive personal example, by promoting good behaviour
- Embrace and empathise with the spirit of the game
- Submit accurate and concise reports and misconduct
- Complete and submit accurate and concise reports
- Apply the laws of the game, promoting positive actions and not tolerating actions that do not fit the image of the game
- I will make myself familiar with safeguarding practices & review guidance on **physical contact (5.6) & Acceptable Behaviours When Working With Young People (5.7)** documents on the safeguarding section of [EnglandFootball.com](https://www.EnglandFootball.com)

I understand that if I do not follow the Code, I may be:

- Required to meet with The FA, County FA Referee Development Staff or Referees Committee
- Suspended by the County FA

 **RESPECT**

Building society with mutual respect

**we ONLY
do Positive.**

Heading Guidance



Heading Guidance

HEADLINES

NO HEADING IN TRAINING IN THE FOUNDATION PHASE

**GRADUATED APPROACH TO HEADING FOR CHILDREN IN
THE DEVELOPMENT PHASE U12-U16**

AGE GROUP**HEADING FREQUENCY**

U7, U8, U9, U10, U11

Heading should not be introduced in training sessions at this age

U12

Heading remains a low priority
1 session per month & max 5 header

U13

Heading remains a low priority
1 session per week & max 5 headers

U14, U15, U16, U18

Heading remains a low priority
1 session per week & max 10 headers

Respect Your Referee



Incidents of poor behaviour towards referees from both players and spectators are increasing, resulting in many referees walking away from the game.



Due to this poor behaviour there is a shortage of referees in Cornwall, meaning that there are not enough referees to cover all games.



If you are appointed a referee, don't behave inappropriately towards them when you don't agree with their decisions, that referee may not come back next week.



Players, managers, spectators all working together will help us to keep more referees involved in the game and help us to cover more games in Cornwall with referees.

Referees make mistakes, they will have bad games, but don't we all? Abusing a referee will not stop that from happening, it will not make them a better referee or keep them coming back each week.

Referees wearing purple shirts are under 18 years old, they are minors who are still learning and need your respect, support and encouragement.



80% of young referees walk away from football in the first two years. Help us to increase support for our young referees and ensure they stay in the game!

The Football Association Equality Policy

The Association is responsible for setting the standards and values to apply throughout football at every level. Football is for everyone; it belongs to, and should be enjoyed by, anyone who wants to participate in it.

The aim of this Policy is to ensure that everyone is treated fairly and with respect and that The Association is equally accessible to all.

All Participants should abide and adhere to this Policy and to the requirements of the Equality Act 2010.

The Association's commitment is to promote inclusion and to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership, race, nationality, ethnic origin, colour, religion or belief, ability or disability, pregnancy and maternity and to encourage equal opportunities.

This Policy is fully supported by the Board of The Association and the Director of Football Regulation and Administration is responsible for the implementation of this Policy.

The Association will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

The Association will not tolerate harassment, including sexual harassment, bullying, abuse or victimisation of a Participant, which for the purposes of this Policy and the actions and sanction applicable is regarded as discrimination, whether physical or verbal. The Association will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Association commits itself to the immediate investigation of any allegation, when it is brought to their attention, of discrimination and where such is found to be the case, The Association will require that the practice stop and impose sanctions as appropriate.



The Association is committed to inclusion and anti-discrimination and raising awareness and educating, investigating concerns and applying relevant and proportionate sanctions, campaigning, achieving independently verified equality standards, widening diversity and representation and promoting diverse role models are all key actions to promote inclusion and eradicate discrimination within football.

July 2016



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[CornwallFootballAssociation](https://www.facebook.com/CornwallFootballAssociation)



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