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| Virginia Water Football Club 2019/2020  Youth Player Registration Pack | Registration form, code of conduct and privacy policy for the 2019/2020 season |

Items needed for player registration:

* Photo of the player (head shot, taken on a smartphone)
* Proof of age (if a new player - birth certificate or passport)
* Parent name
* Parent telephone number
* Parent email address

League registrations are done electronically, so physical photos are not necessary. A photo of the player taken on a smart phone and sent to the team manager or club secretary is sufficient

The proof of age can also be photographed and sent electronically to the team manager or club secretary, original documents are not required

The parent details are obtained via the completion of this registration form and returning it to the team manager or club secretary

Virginia Water FC Youth Player Registration 2019/2020

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| **Player Name** |  | **Age Group** |  |
| **Home Address** |  | **Date of Birth** |  |
| **School** |  |
| **Parent/Guardian 1 Mobile Phone** |  | **Parent/Guardian 2 Mobile Phone** |  |
| **Parent Email Address(es)** |  | | |
| **Medical Concerns** | We do not retain medical information from previous seasons. Please advise any relevant medical conditions that the team manager should be aware of  **Players must have any required medication with them at all club activities** | | |

I, the parent/guardian, consent to the named player (“the player”) being registered with Virginia Water FC (“the club”) to play association football matches and training for said matches. The player and I will at all times abide by the Rules and Codes of Conduct as laid down by Virginia Water FC (and published on our website www.virginiawaterfc.co.uk). I understand that failure to do so may result in my, and/or the player's, membership being withdrawn.

I accept that team selection rests solely with the team manager/coach, that participation in any Virginia Water FC activity is at our own risk and that subscriptions are non-refundable. I retain responsibility for the player at all times and I, or the other parent/guardian, will remain with him or her at all times, or arrange for another responsible adult to do so. I consent for first aid treatment to be administered to the named player in my absence.

I shall be responsible for reimbursing the club all administrative costs and fines for misconduct levied by any competition, County FA or The FA against me and/or the other parent or guardian and/or the player indicated on this form and/or any other person who is present as my guest or under my supervision.

Images and/or video recordings of teams, squads, players, and/or managers & coaches with players may be posted on the club website and/or club affiliated social media. Please tick the box to confirm your consent for the named player to have his or her image included on the website and/or social media

## Subscription Fees

You may pay your subscriptions as shown below. Please remember that whichever payment method you choose you must sign and return your membership form to the club, via your team manager or a member of club staff. Your son or daughter cannot be registered as a player until the club receives both the form and the payment. The subscription amounts are as follows (please tick as appropriate):

**11-a-side teams (U13 to U18)**

**£200** for first family player **£150** for second family player **£100** for third or further family player

**9-a-side teams (U11 to U12)**

**£160** for first family player **£110** for second family player **£60** for third or further family player

**5 or 7-a-side teams (U7 to U10)**

**£110** for first family player **£70** for second family player **£40** for third or further family player

## Paying by cheque

Please make cheques payable to **Virginia Water FC** and write the player name(s) and age group on the reverse

## Paying by BACS transfer

Please make an electronic payment to;

**Account:** Virginia Water FC **Bank:** Nat West

**Sort Code:** 60-07-33 **Account Number:** 47674318 **Reference:** The player(s) name(s) and age group

Please ensure that you complete the Reference with the correct details or we will not be able to allocate the payment to your membership

## Paying cash

You may hand cash (together with your signed form) in a sealed envelope to any member of club management

## Multiple subscriptions

You may pay more than one subscription in one payment. However, you must include all of the individual players’ forms with the payment

**To guarantee your place at Virginia Water FC the completed renewal form and subscription payment must be received by the club no later Friday 2nd August 2019**

If you have any queries please contact:

Dan Basheer - [danbasheer1980@gmail.com](mailto:danbasheer1980@gmail.com) (youth club secretary), or speak to a member of club staff

## Club Privacy Notice

Virginia Water FC take your privacy very seriously. Please refer to the attached Privacy Notice for full details of our privacy policy

By signing this form, I can confirm that:

* All the details given in this form are given in good faith and are correct at the time of completion
* I and the player have read and agreed to the Club Rules and Code of Conduct
* I have read and understood the club’s privacy notice

Parent/Guardian name: (please print)

Signed:

Date:

Virginia Water FC

Code of Conduct

# General Philosophy

* Discipline and fun can co-exist. Football is a game that is fun and children play because they enjoy it. The fun will not be taken out of the game, but at the same time the players are in a club environment and the game will be tailored to suit the team and club needs, of which the players must be respectful of
* The vast majority of training sessions will be conducted with a ball, although there will be occasions for the need of some fitness work
* Focus will be on enjoyment and performance, not results. Player and team development is the primary focus and this will be reiterated to the players
* Effort will be rewarded over ability. Team selection will largely be determined by attitude, behaviour, attendance and effort towards performance in training rather than player ability
* Club environment; players must conduct themselves appropriately on and off the pitch. Respect must be shown to players, staff and parents from other teams that belong to the club, and efforts should be made to attend club functions
* Team focus. Players must realise and remember that they are part of a team. They are there to encourage their teammates and pull together for the good of the team. Everyone makes mistakes and no-one will be told off by anyone when they do

# What the players can expect from the manager/coach

* Respect: for the players, parents, opposition and officials
* Equality: all players will be treated equally and fairly regardless of ability or status within the team
* Organisation: training sessions will be planned and structured, as will matchday preparations
* Encouragement: mistakes are part of learning, no-one will be ‘told off’ for making a mistake
* Development: emphasis will be to teach the players and develop their individual and team skills
* Focus: player performance is the primary focus, not results of the games
* Knowledge: information that will be shared to develop the players

# What is expected individually from the players

* Everyone must follow all directions given by the management/coaches
* Everyone must do their best
* When coaches talk players must listen
* When it is the turn for one of the players to talk all other players must be respectful and listen
* Everyone to be a good sport whether we win or lose
* No swearing or name-calling
* No spitting
* No throwing of objects (e.g. mud)
* Disruptive or disrespectful behaviour will not be tolerated
* Respect for the management, players, parents, opposition and officials
* Willingness to learn. It’s ok to make mistakes, but players must try to learn from them and not be ignorant to taking advice in how to correct them
* Any financial fines incurred by players are the responsibility of the player and parents, and they must ensure all fines are paid. If fines are unpaid then the club reserves the right to suspend players until the fines are paid

# Team Rules

* Play according to the laws and spirit of the game
* Be on time and be prepared for matches and training sessions
* Display self-control in all situations. Never use foul or abusive language - before, during or after a game or training session
* Train and play to the best of your ability, have a positive attitude, and encourage others to do the same
* Respect the opposition. Treat them as you would like them to treat you
* Respect the officials. Never dispute their decisions. They are only human and they make mistakes, just like you
* Turn up for training and matches in appropriate and clean clothing
* Wear the right sort of footwear depending on the playing conditions
* Always wear shinpads (this is an FA requirement. No shinpads = no playing, even at training)
* Clean boots on matchdays (must be cleaned by the players themselves)

# What is expected from the parents

* Parents must not coach from the pitch side during matches and training
* Be your child's biggest fan and support them unconditionally
* Focus on the positive aspects of your child’s game
* Develop a responsibility in your child to pack their own kit, clean their boots and bring along drink
* Respect the facilities at our opponents’ grounds
* Do not criticise the manager/coach to your child or other parents, if you are not happy you should raise any issue with the manager/coach
* Encourage your child to liaise with the coach. If your child is having difficulties in training or games, or can’t attend training etc. encourage them to speak directly to the manager/coach. This “responsibility taking” is a big part of becoming a mature person. By handling off the field tasks, your child is claiming ownership of all aspects of the game
* Players should be in bed at a reasonable hour on the night before a game
* Help your child to focus on the performance and not the result - winning is not as important as them doing their best and enjoying the game
* Support all the players in your child's squad. Do not criticise any player
* Be respectful towards opponents, their parents, managers/coaches or the officials

By signing for the club my child and I agree to adhere to the club code of conduct, and will take responsibility for any additional guests visiting the club on our behalf. I am aware that failure to comply with the code of conduct may result in disciplinary action administered

# Safeguarding and Welfare

* The Club adopts the FA’s Safeguarding Children Policy, and 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, racial origin, religious beliefs or sexual orientation
  + All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
* If you or your child wish to discuss or report an incident (in confidence), please contact the Club Welfare Officer Dan Basheer: [danbasheer1980@gmail.com](mailto:danbasheer1980@gmail.com) / 07376 125318

Virginia Water FC Privacy Notice

Virginia Water FC (Club) ("we", "our", "us") take your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

**What personal data we hold on you**

Personal data means any information about an individual from which that individual can be identified.

We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant’s parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

**Why we need your personal data**

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants’ and members’ personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out below, in a table format, a description of all the ways in which we may use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

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| **Purpose or Processing Activity** | **Legal basis for processing under Article 6 of the GDPR.** |
| processing membership forms and payments/ subs | Performance of a contract |
| organising matches | Performance of a contract |
| sending out match or Club information and updates | Performance of a contract |
| sharing data with coaches, managers or officials to run training sessions or enter events | Performance of a contract |
| sharing data with leagues we are in membership of, county associations and other competition providers for entry in events | Performance of a contract |
| sharing data with committee members to provide information about club activities, membership renewals or invitation to social events | The Club has a legitimate interest to maintain member and participant correspondence for club community purposes. |
| sharing data with third party service or facility providers | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members. |
| sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members. |
| publishing match and league results | Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian |
| sending out marketing information such as newsletters and information about promotions and offers from sponsors | Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent. |
| To ensure we understand possible health risks | Consent. We will only process details on your medical history with your consent. |

**Who we share your personal data with**

When you become a member of the Club, your information, if you are a coach or volunteer will be or if you are another participant may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA. We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club’s data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

**Protection of your personal data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

**How long we hold your personal data**

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data 3 months after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes. The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them.

**Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact the club secretary, or a member of club staff