



Centre of Excellence
Player Registration Pack
2010/2011



Policies & Procedures

Player/Parent Communication

All Players will receive verbal communication from their Team Managers & or from another official member of the Centre of Excellence Staff of information that is relevant to themselves.

Each squad will have a parent representative to whom any communications will be sent via email and this will be then forwarded to each individual squad member.

This information will be prepared by the Youth Secretary

Player & Parent Information Evenings will be held in July in preparation for the forth coming season.

Players & Parents will receive written feedback on individuals progress twice a season, once midway through the season & secondly at the end of the season.

Education & Welfare Policy

The Education & Recruitment Officer will ensure that regular contact is made with player's schools & colleges in order to monitor the educational and academic progress of our players.

Young players of all ages must be aware that some will become successful players and others will not, therefore, Peterborough United believes that it is vital that each individual young player realises the need for him to make every effort to fulfil his potential and recognises the need to concentrate on his academic development as well as his football.

Player welfare is of vital importance to us, it is the responsibility of Peterborough United Youth Development to ensure the Health, Safety and Welfare of all involved in the programme is considered at all times.

Youth Development Staff

All staff employed by the Peterborough United Youth Department are required to maintain all of their relevant qualifications for their position. All staff members have access to the Peterborough United Staff Handbook which is located in the Youth Office.

Safeguarding

All Peterborough United Youth Development Staff will follow the guidelines for Safeguarding Children & Young People in Football produced by the FA.

A hard copy of which can be found in the Youth Office or alternatively on the FA web site www.thefa.com.

All staff are required to hold an FA Enhanced CRB Disclosure through the FA Criminal Records Bureau (CRB). All staff are also required to hold a current Emergency First Aid & Child Protection and best practice certification.

A hard copy of our Safeguarding policy can be found in the Youth Office or alternatively on our web site www.theposh.com.

Anti- Bullying

Peterborough United Youth Development take any form of bullying very seriously. If you feel that there is a case of bullying then you should:

1. Report bullying incidents to youth development staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion from the centre of excellence will be considered
3. If possible, the players will be reconciled
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Missing persons

In The Event of a player going missing, Peterborough United coaches and staff will apply the following :-

1. Ensure the Safety & Supervision of the Rest of the Group & take a register.
2. Inform the Authorities.
3. Do a controlled local search of the area.
4. Contact Parent or Guardian.
5. Remain Calm at all times
6. Log & Record on Incident Report Sheet & Submit to the Youth Department

Tours & Tournaments

Any tours and/or tournaments that the Peterborough United Youth Department enter will be accompanied by a Football League T1 form which can be accessible via appointment with the Head of Youth and lodged with the Youth Secretary.

Complaints & Grievance Procedure

The object of the procedure is to provide a player/parent/staff member who considers that he has a grievance with an opportunity to have it examined quickly and effectively and where a grievance is deemed to exist to have it resolved, if possible, at the earlier practicable moment.

Procedure

This procedure has been drawn to establish the appropriate steps be followed when pursuing & dealing with a grievance

In the event of any player/parent/staff member having a grievance relating to the Youth Department, you should in the first instance contact the 9s – 12s manager or the 13s – 16s manager. The age specific manager will endeavour to resolve the grievance as soon as possible, and in any case, within 3 working days from the time the grievance is first raised.

In the event that the player/parent/staff member feels that the question has not been satisfactorily resolved he may then raise the matter personally with the Head of Youth. Upon receipt of such a request the Head of Youth shall make arrangements to hear the grievance and at this interview the player/parent/staff member may, if they wishes, be accompanied by another person of their choice. It is the responsibility of the Head of Youth to make arrangements for the hearing to be held within 7 working days of the grievance being raised with him.

Reference to the Head of Youth shall be the final stage of the grievance procedure and his decision shall be submitted to the player/parent/staff member in writing within 7 days and shall be final.

Equity & Diversity

Peterborough United Youth Development fully supports the principles of equal opportunities and is committed to ensuring that all bodies are treated fairly and on an equal basis, regardless of gender, age, racial origin, culture, religious beliefs, disability or sexual identity.

Football clubs should be accessible to everyone and so it is important the right culture is promoted. The Youth department's policies, practices and ethos encourages all to adopt an inclusive and player friendly approach to football and player recruitment.

A hard copy of our Equity policy can be found in the Youth Office or alternatively on our web site www.theposh.com.

Environmental Policy

Peterborough United Youth Development is committed to minimizing the environmental impact of our business.

The environment impacts on everyone and affects the quality and sustainability of our lives. We all have our part to play in making the environment as pleasant and life sustaining as possible and working together we can make a difference.

Peterborough Youth Department aims to reduce its impact on the environment by means of a programme of continuous improvement and education which will also provides an improved environment for players/parents/staff members.

Internet Access at Home and the Club

Here at Peterborough United we are committed to keeping your child safe while they are in an educational environment. This echoes the same level of commitment to their safety that you have in their home lives as their parents/guardians.

In these days of children using computers in their own homes for work and socialising, there are many hidden dangers. It has recently come to light that players as young as 9 are using chatrooms and personal web spaces in potentially dangerous ways. On many sites the children are encouraged to post 'blogs' about themselves, including photo albums, that are then easily accessible to others, either genuine friends, other students genuinely wanting to be friends, or those posing as potential teenage friends.

We are aware that many parents/guardians are extremely aware of the potential dangers. However we feel that it is our duty to advise you to please be vigilant with your home computers, and those of your child, and be sure that your child knows exactly who they are 'talking' to via these sites, and that you are fully aware of your child's own weblog if they have posted one.

If you see sites such as Facebook, Bebo, MySpace, and Virtual World sites such as Club Penguin and Piczo in the history of a computer, please ask your child to show you the content of their websites if you are not already fully aware. We would advise that if your child is using such sites, that he/she set his/her photo albums to 'private' as this should ensure that only friends that he/she has identified are able to see the pictures. Also players should be mindful that the information submitted will go into the Club Domain and players are representatives of the club at all times.

Whilst at the club as scholars or on day release the player's should not access such sites, i.e. chatrooms or personal web spaces.

FA Doping Control

It is the responsibility of each individual scholarship player at Peterborough United to inform FA Whereabouts if they are not going to be attending training with the Youth Team Squad due to injury illness or if they have been given time off. If they are not working within the weekly schedule it is the players responsibility. Players are and will continue to be reminded to not take any medication without either consulting the club Doctor or your prohibited substance cards.

Players in the Under 9's to 16's are to be aware that under the new regulations the FA doping control unit could visit at any time during training or competition.



Code of Conduct for Parents

1. I will offer only positive reinforcement of my child's development this will include asking them about what they have learnt, and also how they feel they are progressing. The players will take a lot of pride in what they are achieving and my positive reinforcement will act as further encouragement.
2. Communication between parents and coaches is encouraged at all times. If I have any questions or points I wish to discuss I will ask the coaches who will always be willing to offer assistance and advice, if I need additional information I will contact the Head of Youth.
3. I will not 'coach from the sidelines' at coaching sessions or in games as I am aware that the coaches are asking the players to make decisions and would not wish to confuse them with multiple instructions.
4. I will conduct myself appropriately whenever escorting the players at coaching and or game days in a manner that would be respectful to all including, players, other parents, match officials, coaches and the opposition.
5. I will support my child within their football & education throughout the season to give him the very best opportunity to develop & progress as a footballer & an individual both on & off the field.

Parent's Name _____ Coach's Name _____

I _____ agree to adhere to the code of conduct for parents for the season 2010 / 2011

Parent's Signature _____ Centre of Excellence Signature _____



Code of Conduct for Players

1. I will attend all coaching sessions throughout the season unless I otherwise inform my coach at the previous session or by phone.
2. If I am going to be late for any session or game I will inform my coach as early as possible.
3. I will conduct myself in a professional manner at all times both on and off the pitch.
4. I will introduce myself by shaking hands with my coach on arrival at training and or game days.
5. I will inform my coach of whom is collecting me at the end of each session or game day.
6. I will wear either Peterborough United FC or Neutral (trialists only) clothing for all coaching sessions.
7. I will prepare my own equipment prior to each coaching session or game.
8. I will clean and polish my own boots prior to each coaching session or game.
9. I will agree to complete the homework modules that my coach sets for me whenever possible.
10. I will maintain the very highest professional standards for myself throughout the season which will give me the best opportunity to develop and progress as a footballer this year.

Player's Name _____ Coach's Name _____

I _____ agree to adhere to the code of conduct for players for the season 2010 / 2011

Player's Signature _____ Centre of Excellence Manager Signature _____



Personal & Medical Consent Form

Player Name			
Address			
Post Code		Date of Birth	/ /
Home Telephone			
Mobile			
Parent Email			
Current Age Group (10/11)			
Playing Position			
Predominant Foot	<input type="checkbox"/> Right <input type="checkbox"/> Left		
Mum's Height	feet	inches	
Dad's Height	feet	inches	

Medical Condition	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please state condition below)	
Personal Accident Insurance	We recommend that all under 9 to under 16's players and trialists get their own personal accident insurance.	
Emergency Contact 1	Name	Number
Emergency Contact 2	Name	Number
Emergency Contact 3	Name	Number
Doctor's Name		
Surgery Address		

My son may be included in Promotion & Educational Photographs and Videos. <input type="checkbox"/> Yes <input type="checkbox"/> No	
I consent to my son receiving treatment from our medical staff or coaching staff in the case of an injury or emergency whilst they are in the care of the Centre of Excellence staff. I agree that I have read, understood and completed all relevant aspects of the Parent and Medical Consent for Peterborough United Youth Development.	
Signed _____	Print Name _____
Date ____/____/____	



Medical Referral System

In the case of a Centre of Excellence player getting injured, the following system is in place to ensure that our players receive the appropriate treatment and rehabilitation throughout.

1. Injury Reported to Team Manager
2. Injury Reported to Lawrence Clarke, Centre of Excellence Physiotherapist. **07725 507590.**
3. Report to Treatment Clinic at RAF Wittering at appointment time confirmed with Physio. (Parents please be aware that you will be required to be in attendance at the treatment clinic and will need two forms of photographic ID to get onto the camp at RAF Wittering).
4. Diagnosis and Rehabilitation Programme set in agreement with Player, Parent & Physiotherapist or if applicable case referred to Club Doctor.
5. Treatment recorded and logged by Centre Physiotherapist & Medical Staff.
6. Personal Accident Insurance – We recommend that all under 9 to under 16's players and trialists get their own personal accident insurance.



Match Day Tickets

As part of the centre of excellence you have the opportunity to receive one ticket for each Peterborough United League One home game in the 2010 / 2011 season.

Please be aware that these are for the sole use of Centre of Excellence players and are not transferable under any circumstances.

Tickets are limited, therefore, if you do require a ticket you will need to email Liz Elsom, Youth Secretary at liz@theposh.com on the Monday prior to any game you wish to attend and tickets will be allocated on a first come, first serve basis.

Centre of Excellence players attending a Peterborough United game must wear their club tracksuit. Players will be expected to conduct themselves appropriately as young professionals whilst attending any 1st team game.

The ticket allocation is being provided by the club as a gesture of good will in support of our player's football education.

If you are unable to use the ticket please return it to your team manager who will in turn return it to the club.



Social Networking Websites

As a registered player of Peterborough United Football Club, I agree not to post any information on a social network site or video viral site, that can be deemed a misrepresentation of myself, the football club or any officials associated with the game.

Failure to comply with this policy, could result in my de-registration under a YD10.

Player's Name _____

Player's Signature _____

Date _____



Centre of Excellence TRAINING WEAR

Children's Bundle

Training Shorts £20
Training Jersey £23
Socks £7
Tracksuit £50
Total = £100

You Pay = £85



adidas Tracksuit



adidas Training Jersey

adidas Training Shorts (black)



adidas Training Jersey

adidas Training Shorts (navy)



adidas Sweatshirt

Adult Bundle One

Training Shorts £23
Training Jersey £27
Socks £7
Sweatshirt £35
Total = £92

You Pay = £78



adidas Polo Shirt

Adult Bundle Two

Polo Shirt £27
Tracksuit £70
Total = £97

You Pay = £82



Centre of Excellence ORDER FORM

Player Details

Name of Centre of Excellence Player

Age Group

Address

Town/City

Post Code

Contact Telephone Number

Your Order

Sizes

	Shorts	Training Jersey	Socks	Tracksuit	Sweatshirt	Poloshirt
Children's Bundle (£85)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adult Bundle One (£78)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adult Bundle Two (£82)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Initials (£1 per letter)

Payment

- Cash
 Cheque (made payable to **PUFC Ltd.**)
 Debit/credit card (details below).

Total amount payable

£

Card Number

Expiry Date

Start Date

Issue No.

Security No.

(switch/maestro only)

(last 3 numbers on signature strip)

Signature

Print Name

Date

Please return your order form to:

The Club Shop, Peterborough United Football Club, London Road Stadium, London Road, Peterborough PE2 8AL.



Dear Head Teacher,

Re:

I would like to take this opportunity to introduce myself, my name is Dave Robertson. I am Head of Youth at Peterborough United Centre of Excellence. The above pupil is currently in our Centre of Excellence programme.

The continual educational development of the player is a crucial part of the programme here. We take player education very seriously at Peterborough United and seek to create a solid working relationship with the player's schools which leads to an open channel of communication. From this any potential problems may be identified and resolved at the earliest opportunity. In the best interests of the player/student we continue this support throughout the player's involvement with the club to ensure minimum impact on their academic performance and to maximise his potential.

With this we view the education not only as a "safety net" should the boys not fulfil their football ambitions, but also as an opportunity to teach them the skills that will prove invaluable throughout their lifetime.

If during the player's education any problems arise or you wish to discuss anything please do not hesitate to contact me on **01733 563947** or **07801 711770** or email **robbo@theposh.com**.

Yours Sincerely

Dave Robertson
Head of Youth
Peterborough United FC



Tick Sheet

I understand that the forms I have filled in are for the use of The Football League and Peterborough United Football Club.

I have received and signed the following sheets:

- Peterborough United Centre of Excellence Code of Conduct for Players
- Peterborough United Centre of Excellence Code of Conduct for Parents
- Personal and Medical Consent Form
- Head Teacher Letter
- Peterborough United League Match Tickets Letter
- Peterborough United Policies & Procedures
- Peterborough United Medical Referral System

Player Name _____ Age group (2010/11) _____

Parent Signature _____ Date ____/____/____

Player Signature _____