



BRAMLEY AMIGOS FC

**Parent/Guardian Handbook
2026/2027 Revision 2**

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Welcome

Welcome to Bramley Amigos FC! Since establishing 2023 we have been working towards the aim of providing girls and boys aged 4 upwards with a fun, safe and affordable environment in which they can enjoy the sport of football.

Our Committee Board, Coaches and other volunteers are committed to developing the club and your child's football journey with us – whether that be taking in part in our “Mini's” training sessions or playing in league matches with our older age groups.

This handbook is designed to provide you with some important information about been a part of our football club and to help keep it a success. It is important you read it carefully and reach out if you have any questions as the handbook forms the ‘Club Terms’ that you agree to on signing up or renewing your child's membership.

Committee Board

The Board and Committee are made up of the following members:

Board



Tasha
Club Chair



Donna
Welfare Officer



Sara
Welfare Officer



Kathryn
Treasurer



Rhiannon
Secretary

Committee



Chris
Administrator



Nikki
Equipment
Manager



Sam
Merchandise
Manager



Zoe
Parent Rep
Liaison

Safeguarding Policy

As an England Football Accredited Club, Bramley Amigos Football Club acknowledges our responsibility to safeguard the welfare of every child and young person and are committed to providing a safe environment for all. We recognise that a child is anyone under the age of 18 and subscribe to The Football Association's (The FA) Safeguarding Children Policy and Procedures.

Bramley Amigos Football Club endorses and adopts the following key safeguarding principles:

- 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, gender reassignment, sexual orientation, race, nationality, ethnic origin, colour, religion or belief, ability or disability.
- We believe every child should be valued, safe and happy. We want to make sure every child we have contact with feels empowered to tell us if they are suffering harm.
- Our safeguarding policy applies to all volunteers within the club, and they will be reviewed annually.

Should a parent/guardian have a concern about a child regarding coaching staff or volunteer within the club, you should immediately report your concern by emailing our Club Welfare Officer at welfare@bramleyamigosfc.co.uk.

You may also consider contacting Childline (0800 1111) or NSPCC (0808 800 5000) if you suspect a child is in danger.

Anti-Discrimination and Equal Opportunity Policy

Our Anti-Discrimination and Equal Opportunity Policy can also be downloaded individually from our website: bramleyamigosfc.co.uk/club-documents

Anti-Discrimination

Bramley Amigos Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Bramley Amigos Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.
- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

Bramley Amigos Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Bramley Amigos Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within its own organisation and in the wider context, within football as a whole.

Equal Opportunities

Bramley Amigos Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality. All members are expected to abide by the requirements of the Race

Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited in:

- Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientated or disability less favourably than others.
- Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different to the requirements for others.
- Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters etc. – in other words all instances where those in control of members are required to make judgements between them – it is essential that merit, experience, skills and temperament are considered as objectively as possible.

Bramley Amigos Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members, the difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Anti-Bullying Policy

We are committed to providing a caring, friendly and safe environment for all our children, so they can participate in football in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at Bramley Amigos Football Club. If bullying does occur, all club members and parents/guardians should be able to tell the club about this and know that incidents will be dealt with promptly and effectively by the club.

We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member. Bramley Amigos Football Club is committed to playing its part to teach players to treat each other with respect.

Our full extensive Anti-Bullying Policy be downloaded individually from our website: bramleyamigosfc.co.uk/club-documents

Data Usage Policy

Bramley Amigos FC takes the privacy of its members very seriously.

Any personal information you provide about your child and yourself are used solely to allow your child to be part of, and the general running of Bramley Amigos FC.

Information we require includes, but is not limited to: Names, Date of Birth, Address, Email Address, Contact Number and Medical Information.

It is your responsibility to ensure the information you provide is accurate and kept up to date. Should you need help updating your information or want to request access to any information we hold about you or your child please email

secretary@bramleyamigosfc.co.uk

Information regarding your child and yourself will be stored electronically on “Spond” and “The FA”. “Spond” is fully GDPR compliant in line with the ‘Data Protection Act 2018’. You can view “The FA”’s privacy policy at <https://www.thefa.com/public/privacy>

Registration

Every child that joins our club is required to have a FA Number (FAN), this can be obtained by self-registering to Bramley Amigos FC using the following link:

<https://players.thefa.com/#/clubs/104284/welcome?clubName=Bramley%20Amigos>

You will need to create an account for yourself first as an adult before adding the child to your account. Please note the system will generate a FAN for yourself and one for your child, only send the FAN for your child.

Once you send your child’s FA Number to your relevant Coach, you will need to pay a registration fee (details can be found in “Subscriptions/Fees” section below). This fee is required every June to register for the next season – the club uses this fee to register your child with the club at The FA and cover insurance costs. (Please note: if your child transfers from another club you will still need to pay a registration fee as we will incur costs).

Registration is required for all children (except Mini’s), even if they are joining the club as training only.

Insurance

Player and trainer liability insurance is provided through our affiliation with the West Riding County Football Association. This insurance for your child is void if your annual registration fee is not paid and your child is not wearing suitable shin pads and clothing.

Medical Conditions and Additional Needs

It is important to inform the club if your child has any existing medical conditions, however minor and any equipment they may use to manage their condition. Failure to do so could void their insurance and put your child at risk.

Bramley Amigos welcomes children of any ability, if your child has any additional needs, it would be helpful for us to know. Some of our volunteers have experience working in SEND settings and can help create the right training environment for your child.

Photography Policy

Bramley Amigos FC from time to time may take photos and/or videos at events such as, but not limited to: Training, Matchdays, Fundraising.

These kinds of photography will be taken by members associated with the Club such as: Coaches, Committee Members etc. or a third party commissioned by the club (you will always be notified in advance if a third party photographer has been commissioned) and may be used for promotional purposes on our website and social media pages or be used in club publications as we see fit.

We ask that if parents/guardians wish to take photographs/videos that these only contain your own child if they are to be shared on social media.

The club follows guidance into regards to photography as set out by The FA (8.3 Photographing and Filming Children).

All new members that sign up through “Spond” will be required to provide or decline photo consent for their child. If you are not sure about your child’s photo consent status, please contact your child’s coach.

Spond

We use a platform called “Spond” to invite your child to training sessions and matchdays and collect subscription payments. When your child’s registration has been accepted by the club, you will receive an invite (by email) to the relevant Spond group for your child’s age group.

When your child is invited to events on Spond such as training or matchdays, you should reply as soon as you are able, this helps the Club with planning and ratios.

Please do not leave your child’s invite as ‘unanswered’.

Spond can be downloaded for free from your relevant Appstore.

Subscriptions/Fees

We are a not-for-profit Club, therefore monthly fees (otherwise known as Subs or Subscriptions) are required to cover regular expenses incurred by the Club such as, but not limited to: Pitch hire and maintenance, training ground hire, equipment and storage, compulsory coaching courses, additional insurance.

Subscriptions

The current subscription fee is £16 per month (a discounted rate of £8 per month is offered for siblings). Payments are handled through Spond and will be automatically taken from your chosen payment method on the 2nd or 16th of every month. You can choose this date when using our online sign-up form.

Subs are to be paid monthly between September and May inclusive (except for Mini's which are September to July inclusive).

We recommend downloading the Spond App to make managing your payments easier. If somebody else pays for your child's subscription, then you must list them as a Payment Contact when completing the sign-up form.

Spond payments are handled by Stripe.

Registration Fee

A registration fee of £40 is required annually in June, this is to cover the cost of the club registering your child with our club on The FA portal and insuring them to play and train with us.

All new children joining the club must also pay the registration fee when they first register (£40 in the first half of the season, £20 in the second half) and then continue to pay the annual fee from June (this fee does not apply to children who are joining in Mini's).

Unfortunately, we do not offer a discounted fee for 'training only' children as additional expenses associated with matchdays are covered using Sponsorships.

The subscription fee amount is decided by the Club Board and Committee from time to time to ensure the day to day running costs of the Club are covered.

Late Payments

If you are struggling with your fees, you should contact the Club Treasurer at treasurer@bramleyamgiosfc.co.uk. **Regrettably, if your subscription fees fall more than two (2) months behind we may have to suspend your child from training and matchdays until your account is up to date.**

Training Sessions

The coach for your child's age group will post your training session invites on "Spond", please respond to these as soon as possible and update your child's response if your situation changes.

Please remember, all coaches are volunteers and give up their free time to help coach your child. We ask that your child treats coaches and other players with respect and behaves in an appropriate manner during training sessions. Coaches may report consistent poor behaviour and/or bullying to the club committee in line with our Disciplinary Policy below.

Your child must wear shin pads for every training session (micro shin pads are not acceptable).

Appropriate footwear (no metal studded boots) and clothing suitable for the weather conditions should be worn.

Please ensure your child attends training with a suitable drink – water is recommended.

Jewellery should not be worn to prevent injury – if your child requires glasses, we recommend contact lenses or sports glasses should be worn, if glasses are to be worn the lenses should be polycarbonate – no liability will be accepted for damage or injury.

If your child is under the age of 13, you should remain with them or close by for the duration of the session unless agreed with the club committee prior.

We actively encourage our coaches to look out for your child's welfare, if your child does not attend training for several consecutive weeks with no communication from yourself or other designated guardian, they may report this to the club welfare officer.

Cancellations

As our training sessions are outdoors, regrettably sessions maybe cancelled due to weather conditions or coaching availability – we will endeavour to let you know as soon as possible if this is going to happen. Training sessions generally do not run during school holidays, but your coach may decide to run a session to make up for cancelled sessions.

As the club still incurs charges even if a training session is cancelled, unfortunately we cannot not offer a reduction or refund on subscription fees.

Matchday Information

Matchdays for the Girls league is Saturday and matchday for the Mixed league is Sunday, the season generally runs from September to April with a break at Christmas and Easter. Your child's team manager will be able to provide specific details of matchdays as and when they become available for the league.

During the season it is expected that an equal amount of Home and Away games will be played, please try make your child available for as many matches as possible – if you struggle with transport to away games, your team manager may be able to help arrange transport for you with the help of other parents/guardians.

Appropriate football boots (no metal studded boots) and shin pads must be worn for league matches (micro shin pads are not acceptable).

Please ensure your child is present at the match at the agreed meet time for a warmup and team brief, if the match is a home game, the team manager always appreciates help setting up the pitch.

Jewellery should not be worn to prevent injury – if your child requires glasses, we recommend contact lenses or sports glasses should be worn, if glasses are to be worn the lenses should be polycarbonate – no liability will be accepted for damage or injury.

Under kit thermal clothing is recommended during colder weather, team managers will endeavour to rotate players but your child may spend a period of time on the bench.

Whilst attending any home or away match, friends and family are welcome, but we ask that everybody adheres to our Code of Conduct below and always remains behind the spectator barrier – do not walk round to the coach's area during a match.

Your child must regularly attend training sessions to be put forward for matchday selection, this is at the team manager's discretion. Due to FA policy, only a certain amount of children can be matchday registered at any one time – this number depends on the child's age group and matchday format.

Match Kit

With the aid of sponsorships, a match kit consisting of a numbered top, numbered shorts and socks will be provided for your child. These kits are expected to last for two seasons so please take care of them. The kit remains property of the club and cannot be purchased from the club – you must hand the kit back when requested by the club.

Failure to hand back the kit or if the kit is incomplete may result in you receiving a penalty charge of up to £100. This will be at the discretion of the club committee.

Code of Conduct

Parents/Guardians

Please remember Bramley Amigos is a junior football club, this means that every player is a child – and we want them to have fun! We ask that parents, guardians, friends and family follow these simple guidelines:

- Encourage only positive behaviour
- Refrain from using offensive or insulting language
- Applaud all players, not just your own
- Be supportive to a child, not critical if they make a mistake
- Try not to coach your child from the sideline, instead offer encouragement
- Do not smoke or vape on the sideline
- Never object to a match officials decision, if you do not agree, keep it to yourself
- Respect the grounds we are playing at, use bins provided or take rubbish home with you
- Do not distract managers or coaches during a match unless it's an emergency
- Do not enter the field of play unless it's an emergency

Please note, failure to follow the Code of Conduct may result in disciplinary action against you as a member.

You may notice managers and/or coaches using a raised voice during matches, this is solely intended so they can get the attention of the child. We understand managers and/or coaches may become passionate during a match and sometimes their emotions can be momentarily displayed in the wrong manner. If you notice this and are concerned, you should approach them afterwards or raise this as a concern and the club committee will decide if any action is required.

Players

Whilst your child is obviously a fundamental part of our club it is important to encourage them to follow their own Code of Conduct:

- Always be respectful to teammates, coaches and match officials
- Do not become involved in any form of bullying or discrimination
- Do not use offensive or insulting language
- Listen and pay attention in training sessions to the best of their ability
- Understand that the manager and/or coach must do what is best for the team
- Abide by the rules of the game to the best of their ability

Whilst it may seem harsh, it is possible that your child may face disciplinary action, it is important that we set an example so that all children feel welcome and comfortable playing for Bramley Amigos.

Presentation Day

To celebrate and say thanks to the children that represent Bramley Amigos FC, we hold an annual Presentation Day where your child will be presented with an award by their coach and assistant coaches.

Additional awards are sometimes presented to players who have stood out to coaches throughout the year for their efforts and teamwork – additional awards are not able to be given to all players.

During the Presentation Ceremony we ask that children wear a smart, white shirt (a school uniform shirt is appropriate), black or grey trousers or shorts and a club tie (If you do not already own a club tie, one can be purchased on the day). Once the Presentation Ceremony has finished, your child is welcome to change into more comfortable clothing.

Presentation Day is normally held in the month of June or July, details will be announced closer to the time.

Parent Representative

We encourage all age groups to have a Parent Representative; this is a nominated parent or guardian that would act as the representative for your child's age group that you can raise minor concerns or feedback to.

The Parent Representative will then have regular catch-up sessions with the Club Committee to ensure your views are passed on and will see to that they are fairly heard.

If you are interested in becoming a Parent Representative, please contact the Club Secretary at

secretary@bramleyamigosfc.co.uk

Annual General Meeting

The club will host an annual meeting known as an “AGM” which typically involves the discussion of safeguarding, membership, club’s finances and includes the election of the club’s committee.

The AGM will either be held in person or via video conference. Details of the AGM will be shared closer to the time. We encourage as many members as possible to attend. If you are not able to attend, a summary of the AGM can be made available afterwards, but you will not be able to cast a vote.

Fundraising/Sponsorship

Whilst registration and subscription fees cover the basic day to day running of the club, the Club Committee often arranging social fundraising events that help raise money to purchase extra equipment.

It is always great to see family and friends at these events where possible, and it always help to raise extra money.

Details of any upcoming events are always shared in advance; some events require a paid entry ticket which helps cover the cost of venue hire.

Sponsorships are essential in helping to provide our teams with the kit they require to play league matches. Whilst the club and team managers actively seek sponsorships, it never hurts to have help.

If you know anyone that would be interested in sponsoring the club or one of our teams, and have their business advertised in return, please ask them to contact:

admin@bramleyamigosfc.co.uk

Merchandise

A range of Bramley Amigos FC merchandise including training tops, clothing and other items are available to purchase through the club. The majority of our merchandise can be customised with your selected initials or name and can be worn outside of the club.

Due to the nature of personalised goods, merchandise cannot be returned or refunded one the item has been manufactured, unless faulty.

Disciplinary Policy

To aid and enforce the Policies and Code of Conduct set out in this handbook, both players and parents/guardians are subject to a disciplinary policy – whilst this is not something we always like to enforce, it is sometimes required. To assist with the disciplinary policy, the process is outlined in a number of steps:

Players

Step 1 – Coach / Manager to have an informal catch up with player for minor offenses

Step 2 – Coach / Manager to have a formal catch up with player's parent/guardian

Step 3 – Coach / Manager to decide whether inform Club Committee

Step 4 – Club Committee decide on outcome or further action

Parents/Guardians

Step 1 – Coach / Manager to have an informal catch up with parent/guardian for minor offenses

Step 2 – Coach / Manager to have a formal catch up with parent/guardian

Step 3 – Coach / Manager to decide whether inform Club Committee

Step 4 – Club Committee decide on outcome or further action

Depending on the severity of an event, the coach / manager may deem it necessary to jump straight to Step 3, in which case you may hear directly from the Club Committee.

Committee Outcomes

The Club Committee may decide on any of the following outcomes at their discretion:

- No further action
- Further investigation required
- First written warning (lasting 3 months)
- Final written warning (lasting 6 months)
- Termination of membership from the Club

Depending on the seriousness of the breach of policy and/or code of conduct, Bramley Amigos Football Club reserves the right to terminate a players and/or parents/guardians membership from the club immediately, this decision will be supported by The FA.

Club Complaints Procedure

In the event that any member feels that the Club Policies, Rules or Code of Conduct have been broken or they have any other concerns or complaints - the procedures below should be followed:

1. The member should report the matter to the Club Secretary at secretary@bramleyamigosfc.co.uk

(if your matter relates to a Safeguarding concern you should email welfare@bramleyamigosfc.co.uk)

Your report should include:

- i. Details of who the report concerns
- ii. Details of what, when, and where the occurrence took place.
- iii. Any witness statement and names.
- iv. Details of any former complaints made about the incident, date, when and to whom made.

2. The member should wait for a reply from the Club Secretary to confirm the report.

3. The member should not discuss the report with any other member of the club, including parents/guardians (doing so will put any potential investigation at risk).

4. Depending on the seriousness of the report the Club's Committee will sit at their earliest convenience to discuss the report (usually within 14 days of the report).

5. If any investigation meetings are required with those concerned, these shall aimed to be undertaken within 21 days after the initial sitting of the Committee (Step 4). These meetings can be in person or by video call and can be undertaken by any member of the committee that we see fit.

6. The Club's Committee will then decide an outcome and inform the reporting member if necessary.

Please Note: Whilst WhatsApp and Spond are used as forms on communication in the club, all concerns and complaints should be made and followed up by email. If you have a concern or complaint, do not attempt to make contact with other members, coaches/managers or committee members – doing so may also put you at breach of policy.

Depending on the seriousness of the breach of policy and/or code of conduct, Bramley Amigos Football Club reserves the right to terminate a players and/or parents/guardians membership from the club immediately, this decision will be supported by The FA.

Leaving the Club

We are sorry that your child will no longer be continuing their football journey with Bramley Amigos. You may choose to leave the club at any time and without notice by informing your child's coach - however your subscription and registration fees must be up to date. If your child was issued a match kit, this must be returned as soon as possible.

Your child's profile will be de-activated on Spond, this means the club will still have access to your contact details and your child's attendance history. You have a "right to erasure" and can request we delete all your personal information under the Data Protection Act 2018. Please contact the Club Administrator at admin@bramleyamigosfc.co.uk

Definitions

“Club” – Bramley Amigos Football Club

“Child” – a person under the age of 18 who trains with and/or plays for Bramley Amigos Football Club

“Member” – a person (typically a parent/guardian) who pays money into the club

“Coach” – a volunteer that runs training sessions for your child

“Manager/Team Manager” – a volunteer that organises matchdays for your child’s age group (can also be a Coach)

“Committee” – volunteers that are elected to manage the club

Revisions

Revision	Notes	Date
1	Document launch	March 2026
2	Added: Parent Handbook forms Club Terms to match wording on Spond registration (P3), updated committee members (P3), updated wording on Safeguarding Policy (P4), updated wording on Registration (P8), updated wording on Subscriptions/Fees (P10), updated wording on Matchday Information and Match Kit (P12).	June 2026