



Bartestree FC

Coaches Welfare Pack 2023-24



Bartestree CWO: Fiona Matthews





1. Session Register

Please ensure **ALL** players are signed in as soon as they arrive, and any medication handed to you. Once signed in the children are then in your care.

At the end of a session, you should ensure that you have handed each child back to a responsible adult and sign the child out.

Signing in/out enables you to know in an emergency and during a session/match how many children you have. On signing out you can ensure each child is safe and monitor who can/cannot collect children. Any medication can be handed back, by you, to an adult.

From U12 parent/carers have the option of consenting for the player to attend unaccompanied. To enable this an agreement form will need to be completed and coaches and welfare for Bartestree must ensure they have had this consent before any child can be unaccompanied. Any child who does not attend with an adult **MUST** still sign in/out.

See end of document for proforma, extra session registers can be obtained from Fiona, if you are unable to print them yourself.

2. Accident/Injury Form

Please ensure any incident is documented. This should be signed by a parent/carer, so they are aware of any actions taken.

Regularly update Bartestree CWO with any incidents.

Extra accident/injury forms can be obtained from Fiona if you are unable to print them yourself.





Bartestree Accident/Injury Reporting Form

Date:	Time:
Name of Casualty:	Team:
Details of Incident:	
Location of Incident:	
Treatment Administered:	
Further Actions e.g. Referred to Doctor, continued to play etc.:	
First Aider:	First Aider Signature:
Parent/Carer Signature:	





3. Emergency Medical Plan

The medical plan is in place for both training and match day sessions. Every session must have an FA First Aid trained person present. A fully serviceable and in date medical pack will be held by each team and the local AED located prior to any session or game commencing. Casualty evacuation will be coordinated by the team coach, or, if unavailable, a member of the team staff. The following plan will be implemented in the event of a casualty:

Immediate Action

- It is imperative that the team coach briefs all his coaches/parent helpers on the immediate action, medical and casualty evacuation procedures and role responsibilities.
- If a casualty requires an ambulance, then they should be considered as a **major casualty**.
- The main priority of the trained person is the immediate first aid of the casualty.
- If required dial 999 for an ambulance and continue first aid.
- In the event of an unconscious casualty who is not breathing a nominated coach/parent must retrieve the AED without delay.
- Coaching assistants or parent helpers should take responsibility for the remainder of the team.
- All accidents and injuries must be recorded using the supplied Accident Form

Minor Casualty

After the initial incident, the following plan will be carried out:

- The first aid person assesses the casualty.
- Parent informed if treatment is required.
- Parent and/or first aid person administers first aid. Prior parental consent is required to treat minor injuries. Ensure COVID security is followed if applicable.
- The first aid person decides next course of action (continue or remove from the session).
- Parent/carer informed - if not giving first aid.





Major Casualty

After the initial incident, the following plan will be carried out:

- Immediate first aid administered by the first aid person whilst the 999 call is made.
- Guides will be sent to the medical RV point to guide the emergency services onto the area:
- Ambulance RV:
Bartestree Village Hall, HR1 4BY
- Helicopter Landing Site – Bartestree Playing Fields, HR1 4BY

Emergency Services will treat casualty as required and Primary coach will liaise.
Nominated team staff/parents/carers to take responsibility of remainder of team.

Bartestree FC Emergency Contact Details

Chairman: Nick Tootell
Tel: 07866 493245
Email: nicktootell@gmail.com

Club Welfare Officer: Fiona Matthews
Tel: 07974 008595
Email: Fionabartestree@gmail.com

4. Bartestree FC Emergency Action Plan

Bartestree Pavilion,
Bartestree Playing Fields
Ledbury Road
Hereford
Herefordshire
HR1 4BY

Facebook: www.facebook.com/BartestreeFC

Twitter: @bartestree_fc

Affiliated to: Herefordshire FA Y –HFD0693





EMERGENCY ACTION PLAN (EAP)

Below is a list to remember for both match and training venues.

Safety is always the priority.

1. Each team must have an identified FA Emergency Aid certified coach at the match/training session.
2. Always have a mobile phone.
3. Always identify who will help you should an incident occur and ensure they are aware.
4. Make sure you are aware of the location of the nearest hospital Emergency Department to the venue of the match/training facility.
5. Ensure your First Aid kit is equipped correctly and in date and contains the appropriate PPE. You should only carry and use medical items that you have been trained to use.
6. Ensure you can access a mobile phone or are aware of the location of the nearest landline phone.
7. Be aware of all players' medical conditions.
8. Have a list of emergency contact names and numbers.
9. Carry a copy of the FA Emergency Aid manual with the First Aid kit.
10. Ensure your Emergency First Aid qualification is in-date.
11. In advance, request a nominated helper if you need assistance to meet adult – child ratios.
 - a. You should remain in a location where you can always see the field of play and all the participants.
12. In the event of a medical or life-threatening injury or illness, an ambulance should be called immediately.
13. In the event of a fire, evacuate all personnel and meet at a designated assembly point. Perform a rollcall using the signing-in sheet to account for all players. Call the Fire Service.
14. **Report all incidents to the Club Welfare Officer.**





EMERGENCY NUMBERS

Police, Fire, Ambulance: 112 OR 999

NEAREST EMERGENCY DEPARTMENT

Hereford County Hospital, Stonebow Road, Hereford, HR1 2ER Tel: 01432 355444

NEAREST AED LOCATION

Bartestree Village Hall. Ledbury Road, Bartestree, Hereford. HR1 4BY

If you have training or matches at other grounds, please ensure you are familiar with their emergency plans.





5. FA Codes of Conduct– Coaches/Managers/Officials

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

RESPECT

Nationwide

Building society with mutual respect

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

- Required to meet with the club or league Welfare officer or your CFA Designated Safeguarding Officer (DSO).
- 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

We ONLY do Positive.





Players

*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.*





Spectators/Parents/Carers

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

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



We ONLY do Positive.





**BARTESTREE
FOOTBALL CLUB**

FOUNDED 1872

6. Player Contact Information **PRIVATE**

Team:			
Name	1st Contact	2nd Contact	Medical/Important Notes

