



Vauxhall Motors FC

Player Release Procedure

Vauxhall Motors FC has a moral obligation to ensure a duty of care for both children and adults across its sections. We are committed to ensuring that all children and adults are protected and kept safe from harm whilst engaged in any services organised and provided by the Club. The Club is committed to ensuring safeguarding practice reflect statutory responsibilities, FA guidance and complies with best practice and local authority requirements.

Principles

Vauxhall Motors FC acknowledge that the release of a player can have a significant impact on their mental health and wellbeing. It seeks to manage this process in the best way possible for both the player and the club in line with FA rules. This policy will set out some key principles that should be taken into consideration when planning the release of a player.

Roles and responsibilities

It is the responsibility of the committee and Directors of Football to both assess and agree the terms for any released player. It is the responsibility of any Manager tasked with releasing a player to follow the clubs procedures as outlined below.

Preparing to release a Player

This section should be read in conjunction with the relevant release procedures. Whilst a difficult time for any player released it is also important to acknowledge that it is also not easy for the coach/manager. Support when releasing a player can be given by another coach or a member of Safeguarding /Welfare team. It is best practice to always have a second member of staff present. When releasing any player U18 an accompanying parent/carer MUST be present.

Prior to any formal decision ensure that:

- Manager/Coach discussions have been carried out in a confidential manner.
- Chairman, DSL and DOF meetings with Manager/Coach have been held. As part of this conversation, you will need to prove evidence as to why you would like to make a player release request.
- Regular reviews have been carried out that are both honest and realistic.



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Planning for the release meeting:

- Ensure that you have followed the club procedure.
- Be accompanied by the DOF where appropriate.
- Inform the Safeguarding/Welfare team to ensure support is available at the meeting.
- Pick a time that is convenient for the parents/player.
- Book a space in advance for the meeting ensuring that it is private, and that the player does not have to exit in front of other players.

At the meeting:

- Be sensitive to the feelings of player/parent or carer. This could be a very emotional time for them.
- Allow enough time for the meeting and do not rush off at the end.
- Respect the dignity of all parties.
- Use appropriate language and not terms such as “failed”.
- Use appropriate body language, words, eye contact; and always remain professional – no mobile phones.
- Have all the evidence ready so that you can refer to it where necessary
- Explain that this is only the coach(es) view
- Outline alternative opportunities in football, either at club or away
- Where possible give positive examples of players who have been released/dropped internally to another team
- Politely ask for any team kit back if player is leaving club
- Pass on the relevant club rep who can arrange for any subs back financially

After the meeting;

- Ensure that all appropriate administration tasks in line with League requirements are completed
- Pass any relevant information to Safeguarding/Welfare team for follow up support

Implementation Date:	September 2026
Agreed By:	Jon Waring
Next Review Date:	May 2027



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