

HULL CITY



LADIES

RELEASE POLICY

Date of Policy: August 2025, to be reviewed every 12 months

This policy supersedes any other release policy.

Document located at: Club Google Drive/Hull City Ladies Master folder/Welfare/Policies/Exp 2026/Release Policy

Release Policy Statement

Hull City Ladies FC, Hull City Ladies Development team, Hull City YDP, Hull City ETC, are collectively referred to as “the Club”.

“The Club” has both a moral and legal obligation to ensure a duty of care for both children and adults across its services. 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, government guidance and complies with best practice and local authority requirements.

This policy does not form part of an employee’s contract of employment and will be reviewed on a regular basis and can be amended at any time.

Principles

“The Club” 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 Football League Development rules.

This policy will set out some key principles that should be taken into consideration when planning the release of a player.

For the purpose of the policy a released player is defined as a player who has either come to the end of their contract, who has a contract terminated or who leaves “the Club” to move to another Club.

Roles and responsibilities

It is the responsibility of “the Club” 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 “Club” procedures as outlined below.⁴

Preparing to release a Player.

This section should be read in conjunction with the relevant phase description 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 the 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:

- Departmental discussions have been carried out in a confidential manner and minutes.
- Multi-disciplinary meetings have been held.
- Regular reviews have been carried out that are both honest and realistic.

Planning for the release meeting:

- Ensure that you have read all the reports.
- Be accompanied by the lead coach where appropriate.
- Inform the Safeguarding/Welfare team to ensure support is available at the meeting.
- Pick a time that is convenient for the 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 staff or players.

At the meeting:

- Be sensitive to the feelings of the 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 this Club’s view
- Outline alternative opportunities in both football careers and Education
- Where possible give positive examples of players who have been released and been Successful in other clubs and/or careers
- Outline all exit opportunities provided by The Football League and LFE.
- Ensure that all relevant release paperwork is available and explained

After the meeting;

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

The Safeguarding /Welfare team will follow up on all released players within one week of the release date regardless of phase and will continue to monitor for a period of one year following their release.

Phases:

Foundation Phase (U9-U12 age groups)

There are three release stages in this phase U9, U10, U11 and U12, and will follow the rules set out by the ETC.

ETC rules are that retain release needs to take place 14 days prior to the end of the programme

Due to the ages of the players this can be a very sensitive time and will need to be handled tactfully.

Conversations should be held first with parents/carers who will decide, rather than the coach, how it would be the best way to tell the player.

Some parents/carers may prefer to tell the player themselves others may ask the coach to speak to them.

It is important that at this early-stage emphasis should be placed on the opportunities for players to return to the Club in a later phase.

Youth Development Phase (U13-U16 age groups)

There are three release stages in this phase U13, U14 and U16.

Releasing a player at this stage can also affect their education and reputation within the school setting. The Safeguarding/Welfare team may contact the school once the player has been informed of their release.

Best practice would be to speak with parents first and follow their advice as to next steps.

Professional Development and First Team Squad (adult phase)

There are potentially different release times depending on individual contracts.

This will initially be in writing followed by a face-to-face interview with the Coach and Manager. Welfare/Safeguarding can be present if required.

Managing the time between decisions being made and leaving can be very challenging for staff and especially players. It is important to be sensitive to their emotional wellbeing

The Safeguarding/Welfare team will support in ensuring all departing players have a support network surrounding them

A released First team player will be supported by the Club to either move to another club or exit the profession with dignity and with welfare support as appropriate. A follow up meeting will be offered 1 -2 weeks after the initial release.

Written confirmation will follow all decisions.

Date reviewed to be reviewed– August 2026 by Hull City FC committee.

Signed;

Welfare Officer Hull City Ladies FC;