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| **Beacons Football Club Policies** |  |

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# ETHOS

Beacons promotes the values of a family focused football club providing children with the opportunity to learn and grow with each other in fun friendly and safe sporting environment. Our aims are to enable self confidence in our children by developing their football skills, social skills and ability to become an active team player. Beacons FC is committed to the safeguarding of every child’s welfare.

# RAISING A CONCERN

A concern of any nature can be raised verbally or in writing to any member of staff. Raising a concern will allow the club to review practice and make recommendation for change if identified.

All concerns regarding the safety or welfare of any child should be raised directly with the Club Welfare Officer. This will be investigated and the safeguarding Children policy will be followed.

Parties wishing to raise a concern may remain anonymous, however in some cases this may obstruct procedures being followed to the last.

You can request a concern form from any club official or email [beacons.cwo@outlook.com](mailto:beacons.cwo@outlook.com) once you have filled it in it can be handed back to any member of the team or emailed back to the above email address.

If you are unhappy with the outcome of any concern you may take progress to a formal complaint, please ask for the procedure.

Beacons recognises its responsibility to safeguard the welfare of all children by protecting them from physical, sexual or emotional harm or neglect. It is the clubs obligation to ensure that when providing football opportunities for children it does so with the highest possible standard of care.

The club take child protection very seriously and we follow and abide by the rules and regulations set out in the links below:

NSPCC - <https://www.nspcc.org.uk>

CEOP - <https://www.ceop.police.uk/safety-centre>

# WHISTLE BLOWING PROCEDURE

The duty of care is a general legal duty on all individuals to be responsible for their own health and safety and actions that could affect others. Organisations are required to put into place reasonable measures to ensure the health safety and welfare of its users and to report or make changes when incidents occur.

If you are concerned about an incident or a near miss (the potential for harm) or regarding a child’s welfare you have a duty to report it. There are procedures in place in order for you to raise the concern with the club.

* 1. **Reporting an incident**

Any incident that happens during a club activity or on the club grounds can be reported on the **Incident report form,** you will need to detail the incident and who was involved. Forms can be obtained from any club official or by emailing [beacons.cwo@outlook.com](mailto:beacons.cwo@outlook.com)once completed the form can be handed back to any club official, as it is a signed form it cannot be emailed. The club has a legal duty to record any incident involving members and activities on the premises to make health and safety reviews and changes.

A submitted form will be passed to the Child Welfare officer for the club for risk assessment and review of practice.

* 1. **Reporting a near miss**

A near miss is when there is the potential for harm for example the goal collapsed but no one got hurt. The risk of something happening is important information for the club to collate in order to ensure the health and safety of all its members is protected and measures can be put in place to eliminate the risk. A near miss should be submitted on the **Incident report form,** obtained from a club official or by emailing [beacons.cwo@outlook.com](mailto:beacons.cwo@outlook.com)once completed it should be handed back signed to a club official.

The form will be review by the clubs Child Welfare Officer and a risk assessment and review of practice.

* 1. **Reporting a welfare issue**

Beacons Football Club is committed to safeguarding every child’s welfare. If you suspect abuse of any form, if you witness poor practice or have a concern about the welfare of any child you must report it immediately, the Child Welfare Officer is trained to deal with child protection issues and will follow protocol to deal with the report. If you wish you may remain anonymous when reporting a concern, confidentiality will be respected to the point of duty of care. You can contact the Child Welfare Officer through any club official or by emailing [beacons.cwo@outlook.com](mailto:beacons.cwo@outlook.com) **.**

If you are a child and you would like to report abuse, bullying or bad behaviour you can ask your manager or anyone else in the club for the welfare officer to come and see you. If you wish you can speak to the welfare officer direct or if you have access to email contact [beacons.cwo@outlook.com](mailto:beacons.cwo@outlook.com)

# BEACONS FC INCIDENT REPORT FORM

Incident Report Form

This form should be completed for any incident or near miss during a club activity, on the premises of the club or involving a club member that could affect or put at risk other individuals.

Please tick:  Incident  Near miss

Details of the person reporting incident

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of the person/s injured or affected by the incident.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of the Incident

Date and time of incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who took charge of incident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity taking place at time of incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did the incident take place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full description of the incident

Please give details of any first aid treatment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Were any of the following contacted?

Police Ambulance Parent / guardian

Following the incident where did the person go? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have given a true account and full details of the incident

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# COMPLAINTS PROCEDURE

* 1. **Stage one**

A complaint should be made in the first instance in writing to the Club. A formal complaint will result in an investigation taking place; the results of which may take up to four weeks to pull together.

*General complaints:*

You can ask any club official for a complaints form or email [**beacons.secretary@outlook.com**](mailto:beacons.secretary@outlook.com)the completed form can be handed back to any member of the team or emailed back to the above email address.

*Child Welfare issues:*

Complaints concerning child safety and welfare may have more immediate effect depending on the nature. These can be sent direct to the Child welfare officer at: [beacons.cwo@outlook.com](mailto:beacons.cwo@outlook.com)

Following an investigation a letter will be drafted in response to the complaint answering the issues raised.

* 1. **Stage Two**

If you feel that you complaint has not been answered fully and it is relating to an issue covered by the FA’s customer charter, you can progress your complaint to the governing body for the club The FA. You must put you complaint in writing with details of the club investigation and send to:

**Customer Relations Manager**

**Customer Charter**

**The Football Association**

**25 Soho Square**

**London**

**W1D 4FA**

Or email [**customercharter@TheFA.com**](mailto:customercharter@TheFA.com)

The FA aim to respond within five working days of receipt, for postal correspondence this is increased to ten days of receipt.

* 1. **Stage Three**

If at the end of stage two you still remain unsatisfied you will be advised to contact the Independent Football Ombudsman (IFO).

Complaints should be made to them in writing by post or email to the contact details below, this should be supported by documentary evidence from the earlier stages of the complaints process.

If the IFO decides that the complaint is appropriate for further investigation, the IFO and the Deputy IFO, or one of them in conjunction with a member of the IFO’s Advisory Panel, will consider the matter. The IFO will adopt procedures as seem appropriate to the complaint.

After considering all the evidence the IFO will issue an adjudication to the complainant and to the appropriate

Football Authority. If the complaint is upheld, the IFO will make any recommendations deemed appropriate

Contact details

**The Independent Football Ombudsman  
Suite 49  
57 Great George Street  
Leeds LS1 3AJ**

Tel: **0800 588 4066**

Email: [**contact@TheIFO.co.uk**](mailto:contact@TheIFO.co.uk)

Further details of the process can be found at:

[*www.independentfootballombudsman.co.uk/contact-us.html*](http://www.independentfootballombudsman.co.uk/contact-us.html)

# THE DISCIPLIANRY PROCEDURE

* 1. Beacons Football Club promotes the ethos of football in providing safe friendly and fun surroundings for all our children to grow and learn in a sporting environment.

We aim to enable self-confidence to the children by developing their football skills, social skills and ability to become an active team player whilst promoting exercise is fun.

We recognise that on occasion people don’t always act favorably and have introduced codes of conduct for members to ensure that player’s manager’s spectators and match officials behave in an appropriate manner and respond reasonably in conflict situations.

Before a player is allowed to play, he/she must sign a code of conduct as must their parent/guardian which outlines Beacon’s expectation from each individual, by signing you are agreeing to abide the rules and manner expected.

Manager’s and match officials are also expected to sign codes of conduct before carrying out duties. Signing commits to upholding the content.

Individuals not adhering to the code will be addressed within the following procedure.

Behavior unaccepted by the club would be the breech of codes of conduct and the three stage process will be followed; aside from misconduct which will not be accepted at the club and perpetrators will be asked to leave on a permanent basis with immediate effect and in cases of unlawful actions the police will be called and prosecution pursued.

Any breech that is deemed an untoward incident will also be dealt with aside from the three-stage process and will be referred to the Child Welfare officer, the relevant bodies will be informed.

For players and their spectators, the procedure will roll out at player level and the bans will be placed on the individual team member.

* 1. **The Three stage process**
  2. **First stage**

A meeting will be called with the parties and selected club officials, the meeting will address the behavior that had led to the first stage of the procedure being put into place, an outcome will be set depending on the conduct.

A likely outcome at this stage could be a two-match ban imposed on the individual with an eight-week probation period for progression to second stage for repeat offenders.

* 1. **Second stage**

A meeting would be called with the parties and selected club officials to address the matter and progression through the procedure an outcome will again be set in accordance with the crime.

If the disciplinary procedure is progressed to the second stage the individual will be likely to be imposed with a six-match ban and probation for one year, for progression to third stage.

* 1. **Third stage**

Once the disciplinary is progressed to third stage a hearing will take place with the party and selected club officials, this will be to decide if the individual contract should be terminated.

If this is agreed The FA and Selkent league will be informed and the individual will have restrictions set upon him/her with regards to signing to other clubs.

The committee will refer any untoward or concerning matters to relevant agencies if deemed necessary throughout the course of this three-stage procedure being carried out.

* 1. **Appeals**

It is your right to appeal a decision made at any stage of this process. You can request an appeal in writing and give to any club official or email to [Beacons.secretary@outlook.com](mailto:Beacons.secretary@outlook.com) within 28 days of the decision, once applied a hearing will take place to review the case.

# HEALTH AND SAFETY POLICY

* 1. **Health and Safety Policy**

Beacons Football Club is committed to the health and safety and welfare of any person associated with the club including club officials, match officials, spectator’s visitors and players by maintaining high standards to provide a safe environment to develop those playing football. The club will ensure that sufficient risk assessments will be carried out, that procedure and safe systems are implemented in accordance with all current statutory provisions and that all reasonable practical measures are taken to avoid risk.

Appropriate training will be provided with adequate resources to ensure the successful management of health and safety in the club and that the policy is correctly implemented. The policy as procedure will be regularly reviewed, revised and updated as necessary.

* 1. Beacons Football Club is committed to the following:
* Provide risk assessment of club premises and activities undertaken by the club
* Implement any health and safety measures identified from assessment
* Ensure that training and playing venues are fit for the purpose
* Ensure that all equipment used during training and official matches is well maintained and fit for purpose
* Refuse to allow players to play or train that are unfit for health reasons or without the appropriate kit and protective wear.
* Ensure all members are aware of the Health and Safety policy
* Record any adverse incidents or near misses
* Report any incidents to during club activity or club premises to appropriate sources
* Coaches and managers will have the appropriate level of training to develop players with the right level of training and competition for their ability, age and maturity.
* Provide access to adequate first aid facilities.
* Maintaining up to date records of individual players hold details of any disability, health conditions or regular medication and agreement with parent / guardians of treatment for any such condition.
* Monitor and regularly assess procedures within the club to maintain effectiveness and a safe environment
* Adhere to Club Child Protection Policy and Code of Conducts to ensure the safety of all our members
  1. All club members have a duty to:
* Take reasonable care for own health and safety and that of others who may be affected by your actions
* Co-operate with the club’s health and safety policy
* Report any untoward incidents or near misses
* Not interfere or misuse any equipment or procedure in place for your health safety or welfare.
  1. Duty of Care

The duty of care is a general legal duty on all individuals to be responsible for their own health and safety and actions that could affect others. Organisations are required to put into place reasonable measures to ensure the health safety and welfare of its users and to report or make changes when incidents occur.

# PRIVACY NOTICE (GDPR)

* 1. Beacons Football Club takes your privacy very seriously.

This Privacy Notice sets out how we use and look after the personal information we collect from you. We are the data controller, responsible for the processing of any personal data you give us. We take reasonable care to keep your information secure and to prevent any unauthorised access to or use of it.

* 1. **What personal data we hold on you**

Personal data means any information about an individual from which that individual can be identified. We collect, use, store and transfer some personal data of our participants [and their parents or guardians], and other Club members.

You provide information about yourself when you register with the Club, and by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, and the contact details of a third party in the case of emergency. We may also ask for relevant health information, which is classed as special category personal data, for the purposes of your health, wellbeing, welfare and safeguarding. Where we hold this data it will be with the explicit consent of the participant or, if applicable, the participant’s parent or guardian.

Where we need to collect personal data to fulfil Club responsibilities and you do not provide that data, we may not be able honour or administer your membership.

* 1. **Why we need your personal data**

We will only use personal data for any purpose for which it has been specifically provided.

The reason we need participants’ and members’ personal data is to be able to run the football club and arrange matches; to administer memberships, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a participant or member to provide the services you are registering for.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

|  |  |
| --- | --- |
| **Purpose/ Processing Activity** | **Lawful Basis for processing under Article 6 of the GDPR.** |
| processing membership forms and payments/ subs | Performance of a contract |
| organising matches | Performance of a contract |
| sending out match or Club information and updates | Performance of a contract |
| sharing data with coaches, managers or officials to run training sessions or enter events | Performance of a contract |
| sharing data with leagues we are in membership of, county associations and other competition providers for entry in events | Performance of a contract |
| sharing data with committee members to provide information about club activities, membership renewals or invitation to social events | The Club has a legitimate interest to maintain member and participant correspondence for club community purposes. |
| sharing data with third party service or facility providers | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Provision of some third party services is for the benefit of the Club, participants and its members. |
| sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority | The Club has a legitimate interest to run the organisation efficiently and as it sees fit. Application for funding is a purpose that benefits the Club, participants and its members. |
| publishing match and league results | Consent. We will only publish your personal data in a public domain, including images and names, if you have given your consent for us to do so. In the case of children under the age of 13 then only with written consent of parent/guardian |
| sending out marketing information such as newsletters and information about promotions and offers from sponsors | Consent. We will only send you direct marketing if you are an existing member, participant or other associated individual and you have not previously objected to this marketing, or, you have actively provided your consent. |
| To ensure we understand possible health risks | Consent. We will only process details on your medical history with your consent. |

* 1. **Who we share your personal data with**

When you become a member of the Club, your information, if you are a coach or volunteer will be entered onto the Whole Game System database, which is administered by the FA. If you are another participant, your information may be (depending upon which league(s) your team plays in) entered onto the Whole Game System database, which is administered by the FA.

We also pass your information to the County FA and to leagues to register participants and the team for matches, tournaments or other events, and for affiliation purposes.

We may share your personal data with selected third parties, suppliers and sub-contractors such as referees, coaches or match organisers. Third-party service providers will only process your personal data for specified purposes and in accordance with our instructions.

We may disclose your personal information to third parties to comply with a legal obligation; or to protect the rights, property, or safety of our participants, members or affiliates, or others.

The Club’s data processing may require your personal data to be transferred outside of the UK. Where the Club does transfer your personal data overseas it is with the sufficient appropriate safeguards in place to ensure the security of that personal data.

**Protection of your personal data**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

* 1. **How long we hold your personal data**

We keep personal data on our participants and members while they continue to be a participant or member or are otherwise actively involved with the Club. We will delete this data at the end of the playing season after a participant or member has left or otherwise ended their membership or affiliation, or sooner if specifically requested and we are able to do so. We may need to retain some personal data for longer for legal or regulatory purposes.

The personal data that is stored on Whole Game System is subject to their privacy policy so we advise you review that policy together with this notice. If you would like your personal data to be deleted from Whole Game System then please contact them.

* 1. **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK’s data protection supervisory authority, the Information Commissioner’s Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

We may update this Privacy Notice from time to time, and will inform you to any changes in how we handle your personal data.

If you have any questions about this Privacy Notice then please contact the Club Secretary.

Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.

Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the CHAIRPERSON or in their absence the SECRETARY. The quorum for the transaction of business of the Club Committee shall be four members.

Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

# PHOTOGRAPY AND VIDEO POLICY

* 1. The **Club Rules and Guidance on Photography and Video**

Beacons FC encourages parents/carers to take pictures or video of their children playing football and training. Having a visual memento of our children playing and enjoying football is priceless …

*‘The FA (Football Association) would like to assure parents, carers, coaches, spectators, players and local media that we encourage the taking of appropriate images of children in football’*([extract from The FA Guidance](http://www.hatherleighyouthfc.co.uk/wp-content/uploads/2017/11/fa_photography_guidelines.pdf)*)*

As an FA Affiliated Club, we follow FA Guidance on taking and using photographic images and video of children and have the following specific guidance for parents, carers, spectators and club officials:

1. Please do **NOT** identify a child or children by name when posting a photograph or video online or in the press, or publish any other personal details or information that will assist a third party in identifying the child.
2. The Club does **NOT** allow images to be recorded in changing rooms, showers or toilets – this includes the use of mobile phones that record images.
3. Coaches and Club Officials will from time to time photograph or video matches or training to post on our website or other media, e.g. Facebook, or to use as an aid to training. If at any point you have Safeguarding concerns about your child appearing in a photo (e.g. the child is subject to care proceedings), it is important to discuss this with your child’s Coach, our Head Coach or Safeguarding Officers who will ensure the club is made aware and appropriate and agreed action is taken.
4. Club Officials may take photos or video at away matches but this will have been discussed with the home team Coach or Officials **PRIOR** to the match. Other clubs may have different policies relating to photography and without prior permission, parent/carers should **NOT** take photos or video.
5. When taking photos or video, try and focus on the activity rather than the individual.
6. Ensure that all children featured in a photo or video are appropriately dressed with a minimum of shirt and shorts.
7. Club Officials should aim to take pictures which represent the broad range of youngsters participating safely in football e.g. boys and girls, disabled people, ethnic minority communities.
8. Please ensure any photos or videos you take are stored securely.
9. If you are concerned about the inappropriate use of images please report this to your Welfare Officer, Coach or Club Official.

To report potentially unlawful materials on the internet please contact: The Internet Watch Foundation Email: [report@iwf.org.uk](mailto:report@iwf.org.uk) Telephone: 01223 237700 [www.iwf.org.uk](http://www.iwf.org.uk/) *or* The FA’s Case Management Team Email: [case.management@TheFA.com](mailto:case.management@TheFA.com) Telephone: 0207 745 4787.

# SOCIAL MEDIA POLICY

* 1. **Use of Social Media**

Beacons FC want everyone to be able to access our webpage and participate in our social media pages in addition to other social networking opportunities, so we are clarifying the expectations around responsible use which are aligned with the FA guidelines. For many people these guidelines will be common sense and you will be complying with them already.

* 1. **We ask you as players, parents and carers to be aware of the following: -**

[FA guidelines on social networking, websites, mobile phones and email communications](http://www.thefa.com/~/media/Files/TheFAPortal/governance-docs/safeguarding/raising-awareness/social-networking-websites-mobile-phone-and-email-communications.ashx)

[Guidance for parents/carers – responsible use of texts, email and social networking sites](http://www.thefa.com/my-football/football-volunteers/WhatsYourPitch/~/media/450ED3C89ACA4D5AA8684CB4F6EF72DC.ashx/Social%20networks_Parental%20guidance.pdf)

As a member of the club you are responsible for and need to abide by the FA Rules and regulations regarding comments you place online about the league, club, players, managers or match officials.

It is against Club and FA rules to post comments that are or maybe conceived as offensive, insulting, abusive, threatening, racist, and discriminatory or any other reference that may cause offence or harm to others.

Any such comment made on club or league websites and/or social networking sites regarding officials may result in disciplinary action being taken in line with The FA’s Disciplinary policies and procedures.

Comments made on websites that are threatening abusive or racist could lead to legal action being taken against those responsible for posting or hosting them. Comments made may attract libel claims and legal action through the civil courts if they are untrue or defamatory.

When posting match reports, for the under 12 and below age teams, there should be no information published on line – on the website, Twitter or on other social networking sites that reveals the result of these matches to the reader. Any such comments will be removed.

* 1. All parents/carers are advised to familiarise themselves with:-

The guidance offered by the [Child Exploitation Online Protection (CEOP) centre](http://www.thinkuknow.co.uk/parents); they provide guidance for parents/carers, children and young people. They also provide the most up to date guidance for online environments

If you have any concerns – please contact the Beacons Child Welfare Officer on [beacons.cwo@outlook.com](mailto:beacons.cwo@outlook.com)

# ANTI DISCRIMINATION AND EQUAL OPPORTUNITIES POLICY

* 1. **Beacons FC has developed the following policy based on guidance from The Football Association.**

**All members are expected to recognise and accept that discrimination is prohibited in:**

* treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation 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 action that disadvantages a member compared with another, or others, purely on the above grounds. Thus, in all the club’s recruitment, selection, promotion and training processes, as well as disciplinary and other matters (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.
  1. Beacons FC 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.
  2. Beacons FC 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.
  3. Relevant Legislation: The Race Relations Act 1976, The Sex Discrimination Act 1986 and Disability Discrimination Act 1995

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# ANTI-BULLYING POLICY

* 1. A **Statement of Intent**Beacons FC is committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to inform about bullying and know that incidents will be dealt with promptly and effectively. 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.
  2. **What Is Bullying?**Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.
  3. Bullying can be:
* Emotional (being unfriendly, sending hurtful text messages, tormenting, (e.g. hiding football boots/shin guards, threatening gestures)
* Physical (pushing, kicking, hitting, punching)
* Racist (any use of violence racial taunts, graffiti, gestures)
* Sexual (unwanted physical contact or sexually abusive comments)
* Homophobic (because of, or focussing on the issue of sexuality)
* Verbal (sarcasm, spreading rumours, teasing or name-calling)
* Cyber bullying (This can take the form of any of the above on line or by mobile phone. It can appear on web sites such as Facebook, You Tube, Twitter and other social media)
  1. **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

* 1. **Objectives of this Policy**
* All club members, coaches, officials and parents should have an understanding of what bullying is.
* All, club members, officials and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
* All players and parents should know what the club policy is on bullying, and what they should do if bullying arises.
* As a club we take bullying seriously. Players and parents should be assured that they would be supported when bullying is reported. Bullying will not be tolerated.
  1. **Signs and Indicators**
  2. A child may indicate by signs or behaviour that he or she is being bullied.

Adults should be aware of these possible signs and that they should investigate if a child:

* says he or she is being bullied
* is unwilling to go to club sessions
* becomes withdrawn, anxious, or lacking in confidence
* feels ill before training sessions ·
* comes home with clothes torn or training equipment damaged
* has possessions go “missing” ·
* asks for money or starts stealing money (to pay the bully)
* has unexplained cuts or bruises
* is frightened to say what’s wrong
* gives improbable excuses for any of the above

In more extreme cases:

* starts stammering
* cries themselves to sleep at night or has nightmares
* becomes aggressive, disruptive or unreasonable
* is bullying other children or siblings
* stops eating
* attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated **Procedures**

Report bullying incidents to the Club Welfare Officer, Club Chairman, Team Coach, Head Coach or a member of the club’s executive committee.

In cases of serious bullying, the incidents will be referred by the club to Lonodn FA and Club Welfare Officer for advice and possibly to the FA Case Management System.

Parents should be informed and will be asked to come in to a meeting to discuss the problem

If necessary and appropriate, police will be consulted, but this will only be appropriate in the most serious of cases.

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly

An attempt will be made to help the bully (bullies) change their behaviour

If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club procedures.

* 1. **Club Actions**

If the club decides it is appropriate for us to deal with the situation, we will follow the procedure outlined below.

* 1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
  2. If this fails/not appropriate a panel of 3 club officials (made up from Club Welfare Officer(s), Chairman, and another executive committee member(s)) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
  3. The same persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
  4. If bullying has in their view taken place the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
  5. In some cases, the parent of the bully or bullied player can be asked to attend our football training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
  6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning. In the case of adults reported to be bullying anyone within the club under 18, London Football Association and The Club Welfare Officer should always be informed and will advise on action to be taken

It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA’s child protection and best practice awareness training may be recommended.

More serious cases may be referred to the police, social services or judicial complaints procedure.

* 1. **Prevention:**

The club has a written code of conduct, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part

* All club members and parents will sign to accept the code upon annual registration
* The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively

This policy is based on guidance provided by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via [www.kidscape.org.uk](http://www.kidscape.org.uk)

# PLAYERS CODE OF CONDUCT

* 1. **Beacons FC** will provide you with a safe environment to learn about football. We will coach and support you so that you have a fun and enjoyable experience while you develop and do the best you can.

At Beacons we want everyone to be safe and happy. We want everyone to have fun and to enjoy playing for our teams. If you don’t feel safe, speak to your manager or another Beacons coach.

**What we expect from you -**

So that everyone can have fun, there are rules you need to follow when playing for Beacons. If the rules are broken you may face match bans or be asked to leave the team.

We ask you to:

* Try your best – always
* Be a team player – even if my team is losing
* Shake hands with the other team at the end of the game
* Play fairly
* Listen to my coach / manager
* Respect match officials
* Not cheat or waste time
* Not swear or use bad language
* Not hit, punch, kick or be violent in any other way towards others
* Not call people names or be unkind to others
* Not sulk
* We would also like you to talk to someone if you are unhappy about anything in the club (for example your parent/guardian, coach or the club’s child welfare officer).

# SUPPORTERS CODE OF CONDUCT

* 1. **Beacons FC** is committed to the safeguarding of every child’s welfare. We support the FA’s Respect programme to ensure football can be enjoyed by everyone in a safe and positive setting. We provide safe, friendly and fun surroundings for our children to grow and learn in a sporting environment.

The FA identified that behaviour was the biggest concern of the game. This includes both the abuse to match officials and unacceptable behaviour by over-competitive parents, coaches and spectators on the side-line. The FA’s Respect programme is aimed at tackling unacceptable behaviour across the whole game.

Parents/Guardians are responsible for the spectators they bring to matches and are asked to behave in a manner set out below to protect the welfare of the children. Anyone not adhering to the code will result in action set out in the club’s disciplinary procedure.

* 1. **What we expect from you –**
* Remain outside the field of play and behind the designated spectator area (where provided)
* Do not engage in offensive, abusive or insulting language
* Never use aggressive or violent behavior
* Respect the match official decisions
* Let the Coach / Manager do their job and not confuse players by telling them what to do.
* Never criticise a player for making a mistake, mistakes are part of learning
* Encourage Players to respect the opposition and match officials
* Applaud good effort and good play as well as success
* Remember children play for fun
* We would also like you to report any incidents or concerns about any child’s wellbeing to a club official or the club’s child welfare officer.

# CLUB OFFICIALS CODE OF CONDUCT

* 1. **Beacons FC Officials** must consistently display high standards of behaviour and be role models for players, parents and spectators.

**Team Managers/Coaches must:**

* Place the well-being, safety and enjoyment of each player above everything including the development of performance and winning
* Respect the rights, dignity and worth of everyone and treat them equally within the context of sport
* Explain exactly what is expected from each player and what each player should expect in return
* Refrain from, and refuse to tolerate, any form of bullying
* Develop mutual trust and respect from every player to build their self esteem
* Encourage each player to accept responsibility for their own behaviour and performance and to play in the correct spirit
* Ensure all activities are appropriate for player’s ability level, experience, age and maturity.
* Involve all children in the game regardless of their ability.
* Display and promote a high standard of behaviour
* Co-operate with others in football (eg officials, doctors, welfare officers) for player’s best interest.
* Ensure that parents / guardians understand the expectations that have been set
* Handle any unruly behaviour from the team’s supporters
* Remind supporters of the supporter’s code of conduct, if required

**Ensure that Referees and Match Officials (including parents and spectators who are officiating as referees and assistant referees) are treated with respect**

* Respect match officials’ decisions
* Not, under any circumstances, remove the team from the pitch without the express permission of the referee
* Never enter field of play without the referee’s permission
* Never engage in or tolerate abusive aggressive or violent behaviour to match officials, players or spectators
* Never engage in public criticism of the match officials
* Adhere to all guidelines laid down within the Constitution and Rules of the Football Association
* Never condone violations of the Laws of the Game or behaviour contrary to the spirit of the Laws or relevant rules and regulations or with the use of prohibited substances or techniques
* Show respect to others involved in the game including opposition players, coaches, managers and spectators
* Never engage in or tolerate offensive insulting or abusive language

Must always promote the League’s Code of Conduct and emphasise the positive aspects of the sport to players, parents and spectators alike

Must not exert undue influence to obtain personal benefit or reward